SPECIAL ITEM NUMBER 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 D310  IT Backup and Security Services
FPDS Code D311  IT Data Conversion 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.

Universal Technologies, LLC
28 Madison Avenue Extension
Albany, NY 12203

www.univstech.com
salesgroup@univstech.com

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (http://www.gsaadvantage.gov).
<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS</td>
<td>5</td>
</tr>
<tr>
<td>SPECIAL NOTICE TO AGENCIES: SMALL BUSINESS PARTICIPATION</td>
<td>5</td>
</tr>
<tr>
<td>GEOGRAPHIC SCOPE OF CONTRACT</td>
<td>5</td>
</tr>
<tr>
<td>CONTRACTOR’S ORDERING ADDRESS AND PAYMENT INFORMATION</td>
<td>5</td>
</tr>
<tr>
<td>LIABILITY FOR INJURY OR DAMAGE</td>
<td>5</td>
</tr>
<tr>
<td>STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279</td>
<td>6</td>
</tr>
<tr>
<td>FOB DESTINATION</td>
<td>6</td>
</tr>
<tr>
<td>DELIVERY SCHEDULE</td>
<td>6</td>
</tr>
<tr>
<td>DISCOUNTS</td>
<td>7</td>
</tr>
<tr>
<td>TRADE AGREEMENTS ACT OF 1979, as amended</td>
<td>7</td>
</tr>
<tr>
<td>STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING</td>
<td>7</td>
</tr>
<tr>
<td>SMALL REQUIREMENTS</td>
<td>7</td>
</tr>
<tr>
<td>MAXIMUM ORDER</td>
<td>7</td>
</tr>
<tr>
<td>ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS</td>
<td>7</td>
</tr>
<tr>
<td>FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS</td>
<td>7</td>
</tr>
<tr>
<td>FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS)</td>
<td>7</td>
</tr>
<tr>
<td>FEDERAL TELECOMMUNICATION STANDARDS (FED-STDols)</td>
<td>8</td>
</tr>
<tr>
<td>CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)</td>
<td>8</td>
</tr>
<tr>
<td>CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES</td>
<td>9</td>
</tr>
<tr>
<td>GSA ADVANTAGE!</td>
<td>9</td>
</tr>
<tr>
<td>PURCHASE OF OPEN MARKET ITEMS</td>
<td>9</td>
</tr>
<tr>
<td>CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS</td>
<td>10</td>
</tr>
<tr>
<td>OVERSEAS ACTIVITIES</td>
<td>10</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>BLANKET PURCHASE AGREEMENTS (BPAs)</td>
<td>10</td>
</tr>
<tr>
<td>CONTRACTOR TEAM ARRANGEMENTS</td>
<td>10</td>
</tr>
<tr>
<td>INSTALLATION, DEINSTALLATION, REINSTALLATION</td>
<td>10</td>
</tr>
<tr>
<td>SECTION 508 COMPLIANCE</td>
<td>11</td>
</tr>
<tr>
<td>PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES</td>
<td>11</td>
</tr>
<tr>
<td>INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)</td>
<td>11</td>
</tr>
<tr>
<td>SOFTWARE INTEROPERABILITY</td>
<td>11</td>
</tr>
<tr>
<td>ADVANCE PAYMENTS</td>
<td>11</td>
</tr>
<tr>
<td>TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)</td>
<td>12</td>
</tr>
<tr>
<td>PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)</td>
<td></td>
</tr>
<tr>
<td>SCOPE</td>
<td>12</td>
</tr>
<tr>
<td>PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)</td>
<td>12</td>
</tr>
<tr>
<td>ORDER</td>
<td>12</td>
</tr>
<tr>
<td>PERFORMANCE OF SERVICES</td>
<td>12</td>
</tr>
<tr>
<td>STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)</td>
<td>13</td>
</tr>
<tr>
<td>INSPECTION OF SERVICES</td>
<td>13</td>
</tr>
<tr>
<td>RESPONSIBILITIES OF THE CONTRACTOR</td>
<td>13</td>
</tr>
<tr>
<td>RESPONSIBILITIES OF THE ORDERING ACTIVITY</td>
<td>13</td>
</tr>
<tr>
<td>INDEPENDENT CONTRACTOR</td>
<td>14</td>
</tr>
<tr>
<td>ORGANIZATIONAL CONFLICTS OF INTEREST</td>
<td>14</td>
</tr>
<tr>
<td>INVOICES</td>
<td>14</td>
</tr>
<tr>
<td>PAYMENTS</td>
<td>14</td>
</tr>
<tr>
<td>RESUMES</td>
<td>15</td>
</tr>
<tr>
<td>INCIDENTAL SUPPORT COSTS</td>
<td>15</td>
</tr>
<tr>
<td>APPROVAL OF SUBCONTRACTS</td>
<td>15</td>
</tr>
<tr>
<td>DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING</td>
<td>15</td>
</tr>
<tr>
<td>USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS</td>
<td>17</td>
</tr>
<tr>
<td>BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE</td>
<td>18</td>
</tr>
<tr>
<td>BLANKET PURCHASE AGREEMENT</td>
<td>19</td>
</tr>
<tr>
<td>BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”</td>
<td>20</td>
</tr>
</tbody>
</table>
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.gsa.gov/fas) 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.
[x] The Geographic Scope of Contract will be domestic delivery only.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

194 Washington Ave. Ste. 610, Albany, NY 12210-2314

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 and the ordering agency may agree to use the credit card for dollar amounts over 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 number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

(518) 463-6149

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 Contract
   Block 16: Data Universal Numbering System (DUNS) Number: 141568100
   Block 30: Type of Contractor: B. Other Small Business
   A. Small Disadvantaged Business
   B. Other Small Business
   C. Large Business
   G. Other Nonprofit Organization
   L. Foreign Contractor

   Block 31: Woman-Owned Small Business - Yes
   Block 37: Contractor’s Taxpayer Identification Number (TIN): 05-0589142
   Block 40: Veteran Owned Small Business (VOSB): No
   A: Service Disabled Veteran Owned Small Business
   B: Other Veteran Owned Small Business

4a. CAGE Code: 5JW25
4b. Contractor has registered with the Central Contractor Registration Database.

5. **FOB DESTINATION**

6. **DELIVERY SCHEDULE**

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

<table>
<thead>
<tr>
<th>SPECIAL ITEM NUMBER</th>
<th>DELIVERY TIME (Days ARO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>132-51</td>
<td>As negotiated with ordering activity.</td>
</tr>
</tbody>
</table>

   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.

   c. i. SIN 132-54 and SIN 132-55, ACCELERATED SERVICE DELIVERY (7 calendar days or less): the time required for COMSATCOM services to be available after order award. Under Accelerated Service Task Orders, service acceptance testing, unless otherwise required by the satellite provider or host nation, shall be deferred until Ordering Activity operations permit.

   ii. SIN 132-54 and SIN 132-55, TIME-CRITICAL DELIVERY (4 hours or less): the time required for COMSATCOM services to be available after order award. Under Time-Critical Task Orders, service acceptance testing unless otherwise required by the satellite provider or host nation shall be deferred until Ordering Activity operations permit. Time-Critical Delivery shall be predicated on the availability of COMSATCOM transponded
capacity (contracted bandwidth and power, pre-arranged Host Nation Agreements, frequency clearance) or COMSATCOM subscription services (bandwidth, terminals, network resources, etc.).

iii. For SIN 132-54 and SIN 132-55, EXTENDED SERVICE DELIVERY TIMES: the time required under extenuating circumstances for COMSATCOM services to be available after order award. Such extenuating circumstances may include extended time required for host nation agreements or landing rights, or other time intensive service delivery requirements as defined in the individual requirement. Any such extended delivery times will be negotiated between the Ordering Activity and Contractor.

7. **DISCOUNTS:** Prices shown are NET Prices; Basic Discounts have been deducted.
   a. Prompt Payment: Net 30
   b. Quantity: None
   c. Dollar Volume: None
   d. Government Educational Institutions: Government Educational Institutions are offered the same discounts as all other Government customers.
   e. Other: None

8. **TRADE AGREEMENTS ACT OF 1979, as amended:**
   All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. **STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:**

10. **Small Requirements:** The minimum dollar value of orders to be issued is $100.00

11. **MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)**
   a. The Maximum Order value for the following Special Item Numbers (SINs) is $500,000:
      Special Item Number 132-51 - Information Technology Professional Services

12. **ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**
    Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.
   a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
   b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. **FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:** ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.
13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):
Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDs): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDs) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDs should be obtained from the GSA, Federal 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.

(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.

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

17. PURCHASE OF OPEN MARKET ITEMS

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

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

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

(3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and

(4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

(1) Time of delivery/installation quotations for individual orders;

(2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.

(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

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

19. OVERSEAS ACTIVITIES

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

N/A

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

The EIT standard can be found at: [www.Section508.gov/](http://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)

****NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.****

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
   PERFORMANCE INCENTIVES 1-FSS-60 Performance Incentives (April 2000)
   a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
   b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
   c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity’s mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

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

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

5. **STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

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

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

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

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

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

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

6. **INSPECTION OF SERVICES**


7. **RESPONSIBILITIES OF THE CONTRACTOR**

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

8. **RESPONSIBILITIES OF THE ORDERING ACTIVITY**
Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

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

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

14. INCIDENTAL SUPPORT COSTS
Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS
The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING
   a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
   b. Pricing for all IT Professional Services shall be in accordance with the Contractor’s customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

Information Systems Consultant 1
Minimum of 2 years of experience in the desired technical or business area and an Associates degree or equivalent in MIS or Computer Science. An additional 1 year of work experience may be substituted for the education requirement. Expertise can include any of the following as they relate to the design, development, deployment, integration or support of information systems and other custom or off-the-shelf computer applications and software infrastructure in mainframe, client/server, web-based or desktop environments: application, service, or database architecture, design or development; data conversion; testing and other quality-assurance activities; technical or end-user documentation; training and knowledge transfer; business process analysis; business process reengineering; requirements gathering, analysis and documentation; database or application administration; and data modeling.

Information Systems Consultant 2
Minimum of 4 years of experience in the desired technical or business area and a Bachelors degree or equivalent in MIS or Computer Science. An additional 2 years of work experience may be substituted for the education requirement. Expertise can include any of the following as they relate to the design, development, deployment, integration or support of information systems and other custom or off-the-shelf computer applications and software infrastructure in mainframe, client/server, web-based or desktop environments: application, service, or database
architecture, design or development; data conversion; testing and other quality-assurance activities; technical or end-user documentation; training and knowledge transfer; business process analysis; business process reengineering; requirements gathering, analysis and documentation; database or application administration; and data modeling.

**Information Systems Consultant 3**

Minimum of 6 years of experience in the desired technical or business area and a Masters degree or equivalent in MIS or Computer Science. An additional 3 years of work experience may be substituted for the education requirement. Expertise can include any of the following as they relate to the design, development, deployment, integration or support of information systems and other custom or off-the-shelf computer applications and software infrastructure in mainframe, client/server, web-based or desktop environments: application, service, or database architecture, design or development; data conversion; testing and other quality-assurance activities; technical or end-user documentation; training and knowledge transfer; business process analysis; business process reengineering; requirements gathering, analysis and documentation; database or application administration; and data modeling.

**Information Systems Consultant 4**

Minimum of 8 years of experience in the desired technical or business area and a Master’s degree or equivalent in MIS or Computer Science. An additional 3 years of work experience may be substituted for the education requirement. Expertise can include any of the following as they relate to the design, development, deployment, integration or support of information systems and other custom or off-the-shelf computer applications and software infrastructure in mainframe, client/server, web-based or desktop environments: application, service, or database architecture, design or development; data conversion; testing and other quality-assurance activities; technical or end-user documentation; training and knowledge transfer; business process analysis; business process reengineering; requirements gathering, analysis and documentation; database or application administration; and data modeling.

**Network Computing Engineer 1**

Minimum of 2 years of experience in the desired technical or business area and an Associate’s degree or equivalent in MIS, Computer Science or Computer/Network Systems. An additional 1 year of work experience may be substituted for the education requirement. Expertise can include the design, deployment, integration, administration, support and maintenance of network computing infrastructure hardware, such as mainframes; UNIX, Linux or Windows servers, desktops or laptops; LAN and WAN devices and cabling; and peripherals, such as printers, scanners or input devices. Expertise additionally can include the design and implementation of data center environments, including rack and cable placement, HVAC, power, UPS, airflow, security, floor loading, furniture and fire suppression.

**Network Computing Engineer 2**

Minimum of 4 years of experience in the desired technical or business area and a Bachelors degree or equivalent in MIS, Computer Science and Computer/Network Systems. An additional 2 years of work experience may be substituted for the education requirement. Expertise can include the design, deployment, integration, administration, support and maintenance of network computing infrastructure hardware, such as mainframes; UNIX, Linux or Windows servers, desktops or laptops; LAN and WAN devices and cabling; and peripherals, such as printers, scanners or input devices. Expertise additionally can include the design and implementation of data center environments, including rack and cable placement, HVAC, power, UPS, airflow, security, floor loading, furniture and fire suppression.

**Network Operations Engineer 2**

Minimum of 7 years of experience and a Bachelor’s degree in Computer Science, Information Technology, or Engineering. Four years of experience in a related field may be substituted for a Bachelor’s degree. Requires
experience with supervision and operations of computer network systems, knowledge of network and/or telecommunications hardware, software, and operating systems. Experience includes operations experience on a mainframe, minicomputer system or a multi-server local area networks. Communications hardware experience includes such areas as: understanding of telecommunications protocols; installing, testing, and operating network and computer communications equipment such as, switches, modems, controllers, terminals, and multiplexers; using and implementing communications hardware and electrical standards, using communications hardware test and monitoring equipment and analyzing the results. Communications software experience includes such areas as: developing, testing, installing, and operating network and computer communications software such as, access method and protocol software, application interfaces, transaction processors, and emulators; using and implementing communications standards. Experience includes increased responsibilities in IT assignments involving digital or voice telecommunications. Manages information technology hardware and software networking or telecommunications operations in homogeneous or heterogeneous environments including mainframe, mini, client/server and web-enabled. Coordinates the resolution of production-related problems. May be responsible for hardware and/or software installations, equipment configuration, and burn-ins. May ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of information technology services. Installs COTS products. Monitors and assesses systems usage. Assesses and documents current LAN/WAN configurations and user requirements. Analyzes existing requirements and prepares specifications for LAN hardware and operating system acquisition. Develops LAN installation schedules. Documents configuration changes at each site. Prepares site installation and test reports. Configures computers, communications devices, and peripheral equipment. May train site personnel in proper use of hardware. Installs, maintains and monitors peripherals within a LAN or WAN. This includes creating and allocating disk space storage for files. Establishes protocols and procedures for uploading and downloading files, establishes file and directory-naming. May use tools to protect the LAN or WAN from intrusion, theft or modification of files; and allocation and control over server passwords and user identification. Develops security procedures and manages network performance. May analyze characteristics of telecommunications systems such as traffic, connect time, transmission speeds, packet sizes, and throughput and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutovers of network components and capabilities. Coordinates requirements with users and suppliers. Assists in developing communication requirements and design standards.

Network Operations Engineer 3

Minimum of 9 years of experience and a Bachelor’s degree in Computer Science, Information Technology, or Engineering. Four years of experience in a related field may be substituted for a Bachelor’s degree. Requires experience with the supervision and operations of computer network systems, knowledge of network and/or telecommunications hardware, software, and operating systems. Experience includes operations experience on a mainframe, minicomputer system or a multi-server local area networks. Communications hardware experience includes such areas as: understanding of telecommunications protocols; installing, testing, and operating network and computer communications equipment such as, switches, modems, controllers, terminals, and multiplexers; using and implementing communications hardware and electrical standards, using communications hardware test and monitoring equipment and analyzing the results. Communications software experience includes such areas as: developing, testing, installing, and operating network and computer communications software such as, access method and protocol software, application interfaces, transaction processors, and emulators; using and implementing communications standards. Experience includes increased responsibilities in IT assignments involving digital or voice telecommunications. Manages information technology hardware and software networking or telecommunications operations in homogeneous or heterogeneous environments including mainframe, mini, client/server and web-enabled. Ensures production schedules are met. Ensures computer system resources are used effectively. Coordinates the resolution of production-related problems. May be responsible for hardware and/or software installations, equipment configuration, and burn-ins. Ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of information technology services. Monitors and assesses systems usage. Assesses and documents current LAN/WAN configurations and user requirements. Analyzes existing requirements and prepares specifications for LAN hardware and operating system acquisition. Develops LAN installation schedules. Documents configuration changes at each site. Prepares site installation and test reports. Configures computers, communications devices, and peripheral equipment. Trains site personnel in
proper use of hardware. Installs, maintains and monitors peripherals within a LAN or WAN. This includes creating and allocating disk space storage for files. Establishes protocols and procedures for uploading and downloading files, establishes file and directory-naming. May use tools to protect the LAN or WAN from intrusion, theft or modification of files; and allocation and control over server passwords and user identification. Develops security procedures and manages network performance. May analyze characteristics of telecommunications systems such as traffic, connect time, transmission speeds, packet sizes, and throughput and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutovers of network components and capabilities. Coordinates requirements with users and suppliers. Assists in developing communication requirements and design standards.

Information Technology Specialist 1

Minimum of 2 years of experience in the desired technical or business area and an Associate’s degree or equivalent in MIS, Computer Science or other applicable field. An additional 1 year of work experience may be substituted for the education requirement. Expertise can include any of the following as they relate to the design, development, deployment, integration or support of information technology in mainframe, client/server, web-based or desktop environments: application, database or computing infrastructure design, development, administration and support; application development support, including, but not limited to quality assurance/testing, data conversion, knowledge transfer/training and business analysis.

IT Project Manager 1

Minimum of 2 years of experience in leading IT projects and/or teams and an Associates degree in Business, MIS or Computer Science. An additional 1 year of work experience may be substituted for the education requirement. Plans, coordinates and assesses work of technical teams. Handles status reporting, change management and risk management. Determines appropriate personnel for specific assignments and manages workloads and schedules. May be responsible for providing technical and non-technical presentations and documentation to project stakeholders.

IT Project Manager 2

Minimum of 8 years of experience and a Bachelor's degree in Computer Science, Information systems, Engineering, Business, or other related area. Master's Degree may substitute for two years of experience. Requires experience with systems development from requirements phase through production; expertise in managing and controlling information technology project budgets and resources using automated project management tools; demonstrated capability in managing multi-task contracts and/or subcontracts of varied types and complexity. Requires experience with increasingly complex responsibilities in information technology systems design and/or management at levels listed. Manages mid-sized projects and/or large, complex task orders (or group of task orders relating to same/common information technology system(s). Provides overall technical and managerial direction for technical and/or functional staff performing software development tasks. Sizes work effort, defines deliverables, and work projects. Participates in technical execution of work. Coordinates with clients' technical representatives, contracting officer representative, and government end users. Provides resource/skills/budget estimates, milestones, and work breakdown structures to the government. Ensures technical solutions and schedules for task order(s) are implemented in a timely fashion. Selects staff. Schedules and assigns duties to subordinates. Serve as Senior Technical Expert.

IT Project Manager 3

Minimum of 8 years of experience and a Bachelor's degree (a year’s experience may substitute for each year of college) in Computer Science, IT, Engineering, or business-related field with advanced professional training demonstrated, such as relevant certification or graduate program participation. Experience working within government contracts required. Master's Degree may substitute for two years of experience. Requires experience with systems development from requirements phase through production; expertise in managing and controlling project budgets and resources using automated project management tools and recognized quality control methodologies; demonstrated capability in managing multi-task contracts and/or subcontracts of varied types and
complexity. Requires experience with increasing responsibilities in information systems technology, design and management at levels listed. Plans and manages the operations and execution of several simultaneous technical and non-technical projects. Acts as a proactive interface between the client and project staff to ensure effective definition and delivery of business applications, solutions, and consulting services. Ensures the planning, execution, monitoring, and control of project related tasks and activities. Supervises project staff. Serves as primary liaison to client personnel, and addresses contract issues, establishes and maintains client relationships. Has demonstrated capability in managing multi-task contracts and/or subcontracts of varied types and complexity and ensure quality for work products and services delivered meets client’s requirements. May serve as a Senior Technical Expert, manage and control project budgets and resources, and utilize automated project management tools.

**IT Project/Program Manager 4**

Minimum of 10 years of experience and a Bachelor’s degree (a year’s experience may substitute for each year of college) in Computer Science, IT, Engineering, or business-related field with advanced professional training demonstrated, such as relevant certification or graduate program participation. Experience working within government contracts required. Master’s Degree may substitute for two years of experience. Requires experience with systems development from requirements phase through production; expertise in managing and controlling project budgets and resources using automated project management tools and recognized quality control methodologies; demonstrated capability in managing multi-task contracts and/or subcontracts of varied types and complexity. Requires experience with increasing responsibilities in information systems technology, design and management at levels listed. Serves as Project Manager for complex IT programs. Interacts directly with the senior government officials regarding status, progress, and issues. Directs and coordinates the planning and executing of a program that involves multiple projects, personnel, and/or vendors. Provides overall managerial direction for technical and functional staff. Establishes processes for reporting to government points of contact, including the technical point of contact, Contracting Officer's Technical Representative, Contracting Officers Representative, and government end-users. May also analyze tasks and provide resource/skills/budget estimates, milestones, and work breakdown structures to the government. Ensure technical solutions and schedules for task order(s) are implemented in a timely fashion and select staff, overseeing their acquisition of required training as necessary. May include oversight of subcontractors/vendors on behalf of end client.

**Software Developer/Engineer 2**

Minimum of 4 years of experience and a Bachelor’s degree in Computer Information Systems, Systems Engineering or related field. Four years of experience in a related field may be substituted for a Bachelor’s degree. Must have knowledge of system development methodologies, application development tools, system architecture and design principles. Must have experience using at least two common languages such as; VB.Net, ASP.Net, ColdFusion, FLEX, Domino/Notes, Java, C#/.Net Suite, XML, SQL or Oracle. Requires experience as a software engineer/analyst on various computing platforms using a database management system. Knowledgeable of computer equipment and able to develop and/or install and tune complex software to satisfy design objectives, to provide business, engineering, mathematical/statistical or scientific solutions in a variety of environments including mainframe, mini-, distributed and web-enabled. Demonstrated ability to work independently or under only general direction. Experience includes increasingly complex responsibilities in software design, development, and/or maintenance. May perform configuration management, software integration, and interpretation of software test results as required. Participates in development of software user manuals. Translates detailed design into computer software to meet business, engineering, statistical, scientific, or other functional specialties’ requirements for automated systems to accomplish clients’ mission. Tests, debugs, and refines the computer software to produce the required product, prepare required documentation, including both program-level and user-level documentation, enhance software to reduce operating time or improve efficiency. May provide technical direction to programmers. Understands and applies industry-accepted quality control methods for SDLC efforts. Consults with user, management, and technical staff to clarify client needs, problems, and strategy. Employs traditional or contemporary techniques including web enabling and tools to define requirements to meet specific business needs, and reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques.
Software Developer/Engineer 3

Minimum of 6 years of experience and a Bachelor’s degree in Computer Information Systems, Systems Engineering or related field. Four years of experience in a related field may be substituted for a Bachelor’s degree. Must have strong knowledge of system development methodologies, application development tools, system architecture and design principles. Must have experience using at least three common languages such as; VB.Net, ASP.Net, ColdFusion, FLEX, Domino/Notes, Java, C#/.Net Suite, XML, SQL or Oracle. Requires experience as a software engineer/analyst on various computing platforms using a database management system. Knowledgeable of computer equipment and able to develop and/or install and tune complex software to satisfy design objectives, to provide business, engineering, mathematical/statistical or scientific solutions in a variety of environments including mainframe, mini-, distributed and web-enabled. Demonstrated ability to work independently or under only general direction. Experience includes increasingly complex responsibilities in software design, development, and/or maintenance. Performs configuration management, software integration, interpretation of software test results, and recommendation of solutions for unsatisfactory test results. Serves as team leader on projects when required. Participates in development of software user manuals. Translates detailed design into computer software to meet business, engineering, statistical, scientific, or other functional specialties’ requirements for automated systems to accomplish clients’ mission. Tests, debugging, and refines the computer 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. May provide technical direction to programmers. Understands and applies industry-accepted quality control methods for SDLC efforts. Consults with user, management, and technical staff to clarify client needs, problems, and strategy. Estimates software development costs and schedules as needed. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques, and employs traditional or contemporary techniques including web-enabling and tools to define requirements to meet specific business needs.

Software Developer/Engineer 4

Minimum of 8 years of experience and a Bachelor’s degree in Computer Information Systems, Systems Engineering or related field. Four years of experience in a related field may be substituted for a Bachelor’s degree. Must have strong knowledge of system development methodologies, application development tools, system architecture and design principles. Must have experience develop applications using at least four common languages such as; VB.Net, ASP.Net, ColdFusion, FLEX, Domino/Notes, Java, C#/.Net Suite, XML, SQL or Oracle. Requires experience as a software engineer/analyst on various computing platforms using a database management system. Knowledgeable of computer equipment and able to develop and/or install and tune complex software to satisfy design objectives, to provide business, engineering, mathematical/statistical or scientific solutions in a variety of environments including mainframe, mini-, distributed and web-enabled. Demonstrated ability to work independently or with only general direction. Experience includes complex responsibilities in software design, development, and/or maintenance. Performs configuration management, software integration, interpretation of software test results, and recommendation of solutions for unsatisfactory test results. Serves as team leader on projects. Participates in development of software user manuals, translates detailed design into computer software to meet business, engineering, statistical, scientific or other functional specialties’ requirements for automated systems to accomplish clients’ mission. Tests, debugging, and refines the computer 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 technical direction to programmers. May serve in a supervisory capacity. Understands and applies industry-accepted quality control methods for SDLC efforts. Consults with user, management, and technical staff to clarify client needs, problems, and strategy. May estimate software development costs and schedules. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques, and employs traditional or contemporary techniques including web-enabling and tools to define requirements to meet specific business needs.

Database Analyst/Administrator 2

Minimum 6 years of experience and a Bachelor’s degree in Computer Science or Information Engineering. Four years of experience in a related field may be substituted for a Bachelor’s degree. A Master’s Degree may substitute for two years of experience. Requires demonstrated experience with DBMS design and system analysis, current
operating systems software internals, and data definition and manipulation languages, increasing responsibilities in DBMS logical and/or physical design and implementation. Experience in modeling, analysis, and/or programming network, hierarchical, or relational databases. Extensive experience using programming languages such as 4GL and a relational DBMS. Experience with database modeling tools is highly desirable. Knowledge of legacy and current storage and retrieval methods, systems analysis experience designing technical applications on computer systems and demonstrated ability to logically and physically model database systems. Requires experience with increasing responsibilities in the development and maintenance of database systems and software development. Experience includes demonstrated ability to work independently or under only general direction. May install and configure database management software; translate database design and diagnose database performance issues; and provide technical expertise in the use of DBMS and/or in data analysis. May assist in the evaluation of available DBMS products to support validated user requirements. Reviews database structures, tables, views and data dictionaries. Understands schemas and structures. Traces data elements from its source database through applications. Maps data conversions from one database to another. Creates or reviews other database products for correctness and adherence to design concepts. Analyzes user interfaces, maintains database software. May assist in performance tuning, workload and database usage. Maintains interfaces with outside systems, analyzes downtimes, analyzes proposed system modifications, upgrades, and installs new DBMS COTS. Analyzes the database problems and the information to be processed. Ensures that data is backed up regularly, stored effectively, and is secure from unauthorized access. Defines file organization, indexing methods, and security procedures for specific user applications. May analyze legacy data and supports design of new databases employing industry-standard data modeling, warehousing, and repository tools. May perform data modeling using appropriate tools and techniques, assisting functional end users and applications developers identify issues of data dormancy, ownership, stewardship, cognates, and meaning. May assist in modeling data temporally and longitudinally with users and developers. Develops techniques depending on data location for optimized data retrieval and mining. Identifies and resolves issues of data statism, change, cr...
analyze legacy data and support design of new databases employing variety of data modeling, warehousing, and repository tools. Identifies and resolves issues of data statism, change, create, update, and delete authorizations.

**Business Systems Analyst/Engineer 2**

Minimum of 6 years of experience and a Bachelor’s Degree in Business, Computer Science, MIS, Operations Research, Statistics, Mathematics, Engineering or related field. A Master’s Degree may substitute for two years of experience. With 14 years of experience, a degree is not required. Requires experience with determining information systems’ architecture, development strategy and standards. Works with management and users to analyze, engineer/reengineer, specify, design, and improve business processes and applications in mainframe, client-server, or web-based/enabled environments. Analyzes business, engineering, and scientific problems. Recommends selections of software, hardware, and business systems solutions. Plays a major role in the development and implementation of business information systems and applications. Demonstrated business sense and excellent oral and written communications skills. Performs information engineering, strategic technical planning, project feasibility and cost benefit analysis, statistical analysis, information security analysis and management of teams and project accomplishing those tasks. Analyzes business workflow and information systems’ data models. Evaluates websites for usability and content management. Develops well-defined procedures and processes in the delivery of practical systems solutions utilizing best commercial practices. Provides subject matter expertise on technical, functional, and business requirements for the architecture, design, development, and/or implementation of automated systems and applications in mainframe, client-server, and web-based environments. Prepares reports, white papers, summaries of analyses, presentations, and tables; work with standard errors and evaluate and create data storage media. Assists with the research, evaluation, and integration of new technology, enterprise resource planning systems, enterprise architecture analysis, design and development, systems and application development, methodologies, data administration, capacity planning, training, testing, and technical support. Assists with installation, tuning, and monitoring systems software. Works with various systems tools and interfaces. Analyze performance metrics and system dumps. May guide and advise less experienced Business Systems Analysts/Engineers.

**Business Systems Analyst/Engineer 3**

Minimum of 8 years of experience and a Bachelor’s Degree in Business, Computer Science, MIS, Operations Research, Statistics, Mathematics, Engineering or related field. A Master’s Degree may substitute for two years of experience. With 16 years of experience, a degree is not required. Performs information engineering, strategic technical planning, project feasibility and cost benefit analysis, statistical analysis, information security analysis and management of teams and project accomplishing those tasks. Analyzes business workflow and information systems’ data models. Evaluates websites for usability and content management. Develops well-defined procedures and processes in the delivery of practical systems solutions utilizing best commercial practices. Provides subject matter expertise on technical, functional, and business requirements for the architecture, design, development, and/or implementation of automated systems and applications in mainframe, client-server, and web-based environments. Prepares reports, white papers, summaries of analyses, presentations, and tables; work with standard errors and evaluate and create data storage media. Assists with the research, evaluation, and integration of new technology, enterprise resource planning systems, enterprise architecture analysis, design and development, systems and application development, methodologies, data administration, capacity planning, training, testing, and technical support. Assists with installation, tuning, and monitoring systems software. Works with various systems tools and interfaces. Analyzes performance metrics and system dumps. Performs development in multitiered environments including web-based inter-, intra- and extranet environments when required. Translates detailed design into computer software to meet business, engineering, statistical, scientific, or other functional specialties' requirements for automated systems to accomplish clients' mission. Tests, debugs, and refines computer software to produce required products. Prepares required documentation, including both program and user-level documentation. Enhances software to reduce operating time or improve efficiency. Requires experience with determining information systems’ architecture, development strategy and standards. Works with management and users to analyze, engineer/reengineer, specify, design, and improve business processes and applications in mainframe, client-server, or web-based/enabled environments. Analyzes business, engineering, and scientific problems. Recommends selections of software, hardware, and business systems solutions. Plays a major role in the
networks, intrusion detection and prevention systems. Analyze security breaches to determine their root cause. Recommend and install systems and applications. Demonstrated business sense and excellent oral and written communications skills.

**Business Systems Analyst/Engineer 4**

Minimum of 12 years of experience and a Bachelor’s Degree in Business, Computer Science, MIS, Operations Research, Statistics, Mathematics, Engineering or related field. A Master’s Degree may substitute for two years of experience. With 18 years of experience, a degree is not required. Requires experience with determining information systems’ architecture, development strategy and standards. Works with management and users to analyze, engineer/reengineer, specify, design, and improve processes and applications in mainframe, client-server, or web-based/enabled environments. Analyzes business, engineering, and scientific problems. Recommends selections of software, hardware, and business systems solutions. Plays a major role in the development and implementation of business information systems and applications. Demonstrated business sense and excellent oral and written communications skills. Performs information engineering, strategic technical planning, project feasibility and cost benefit analysis, statistical analysis, information security analysis and management of teams and project accomplishing those tasks. May participate in the research, evaluation and integration of new technology, enterprise resource planning systems, enterprise architecture analysis, design and development, systems and application development, methodologies, data administration, capacity planning, training, testing and technical support. Analyzes business workflow and information systems’ data models. Evaluates websites for usability and content management. Develops well-defined procedures and processes in the delivery of practical systems solutions utilizing best commercial practices. May develop detailed functional, system and program specifications using structured design methodologies. Provides subject matter expertise on technical, functional, and business requirements for the architecture, design, development, and/or implementation of automated systems and applications in mainframe, client-server, and web-based environments. May include use of information system modeling and simulation tools, processes, and procedures. Has working knowledge of computer-aided software engineering (CASE) tools, EDI standards and technology, and current Web design, development and database technologies. Ensures software development processes and procedures are in place. Methodologies may include the following: Capability Maturity Model (CMM), ISO 9000, design reviews, and test analyses. May use advanced statistical tools and techniques such as SAS, HLM, LISREL, and cluster analysis. May perform simulation-based analysis of business processes and product support methodologies. Prepares reports, white papers, summaries of analyses, presentations, tables, works with standard errors, and evaluates and creates data storage media.

**Network Security Architect/Analyst/Engineer**

Minimum of 10 years of IT experience including exposure to business planning, systems analysis and application development and a minimum of 5 years devoted specifically to security. A Bachelor’s degree in Computer Science, Information Technology, Engineering, or Cyber Security or related field(s), a Master’s degree in IT Security, and/or a combination of education and certifications and training. Requires ability to design, build, and oversee the implementation of network and computer security for an organization and be responsible for creating and executing complex security structures. Acquire a complete understanding of a company’s technology and information systems. Plan, research and design robust security architectures for any IT project. Perform vulnerability testing, risk analyses and security assessments. Research security standards, security systems and authentication protocols. Develop requirements for local area networks (LANs), wide area networks (WANs), virtual private networks (VPNs), routers, firewalls, and related network devices. Design public key infrastructures (PKIs), including use of certification authorities (CAs) and digital signatures. Prepare cost estimates and identify integration issues. Review and approve installation of firewall, VPN, routers, IDS scanning technologies and servers. Test final security structures to ensure they behave as expected. Provide technical supervision for (and guidance to) a security team. Define, implement and maintain corporate security policies and procedures. Oversee security awareness programs and educational efforts. Respond immediately to security-related incidents and provide a thorough post-event analysis. Update and upgrade security systems as needed. Plan, implement and upgrade security measures and controls. Establish plans and protocols to protect digital files and information systems against unauthorized access, modification and/or destruction. Maintain data and monitor security access. Conduct internal and external security audits. Anticipate security alerts, incidents and disasters and reduce their likelihood. Manage network, intrusion detection and prevention systems. Analyze security breaches to determine their root cause. Recommend and install
appropriate tools and countermeasures. Define, implement and maintain corporate security policies. Train fellow employees in security awareness and procedures. Coordinate security plans with outside vendors. Create new ways to solve existing production security issues. Configure and install firewalls and intrusion detection systems. Perform vulnerability testing, risk analyses and security assessments. Develop automation scripts to handle and track incidents. Investigate intrusion incidents, conduct forensic investigations and mount incident responses. Collaborate with colleagues on authentication, authorization and encryption solutions. Evaluate new technologies and processes that enhance security capabilities. Test security solutions using industry standard analysis criteria. Deliver technical reports and formal papers on test findings. Respond to information security issues during each stage of a project’s lifecycle. Supervise changes in software, hardware, facilities, telecommunications and user needs. Define, implement and maintain corporate security policies. Analyze and advise on new security technologies and program conformance. Recommend modifications in legal, technical and regulatory areas that affect IT security.

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<thead>
<tr>
<th>SIN</th>
<th>LABOR CATEGORIES</th>
<th>GSA RATES WITH IFF</th>
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<tr>
<td>132-51</td>
<td>Information Systems Consultant 1</td>
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<tr>
<td>132-51</td>
<td>Network Security Architect/Analyst/Engineer</td>
<td>$ 274.73</td>
</tr>
</tbody>
</table>
PREAMBLE

Universal Technologies, LLC 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:

Kendra Stringfellow, Controller
Phone: (518) 463-6149
Fax: (518) 463-9174
E-mail: kstringfellow@univtech.com
BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

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

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

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

Signatures

_________________________________________  ____________________________
Ordering Activity                          Date                          Contractor                          Date
(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:

<table>
<thead>
<tr>
<th>MODEL NUMBER/PART NUMBER</th>
<th>*SPECIAL BPA DISCOUNT/PRICE</th>
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<tr>
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(2) Delivery:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>DELIVERY SCHEDULES / DATES</th>
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(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:

<table>
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<tr>
<th>OFFICE</th>
<th>POINT OF CONTACT</th>
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(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.
- Customers make a best value selection.