

**GSA
SCHEDULE FOR
INFORMATION
TECHNOLOGY
SERVICES
(IT)**

Contract Number: GS-35F-0192J

**Period Covered by contract:
July 20, 2009 through January 19, 2014**

Tetra Tech EMC, Inc.

**Authorized Federal Supply Service
Information Technology Schedule Price List
General purpose commercial information technology equipment,
software and services
FSC Group 70**

Special Item No. 132-51 Information Technology Professional Services

Tetra Tech EMC, Inc. has a proven track record of providing successful long term solutions and strategies for implementing and maintaining IT based systems for both our Government and industry customers.

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	Automated News Services, Data Services, or Other Information 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.

Tetra Tech EMC, Inc.

5051 Verdugo Way, Suite 200, Camarillo, CA 93012, (805) 484-9082

www.emc-inc.com

Contract Number: GS-35F-0192J

Period Covered by Contract: July 20, 2009 – January 19, 2014

General Services Administration Federal Supply Service

Price List current through Modification # CM-A345 dated 10/11/2013

A308, A215, A197, A188, A160, A112, A095, FX75, FX73, FX65, FX51, FX47, FX32, FX20, FX17, FX09, FX06, FX04, FX03, FX01, A013, PA13, PA14, PA12, PS10, PS09, PA08, AO08, PO06, PO05, FQ05, PA04, FQ04, PA03, 02, 01

Table of Contents

Tetra Tech EMC, Inc. Overview	1
I. Information For Ordering Offices	2
A Special Notice to Agencies:	2
1 Geographic Scope of Contract	3
2 Tetra Tech EMC, Inc. Ordering Address, Payment Information and Technical Assistance	3
3 Liability for Injury or Damage	3
4 Statistical Data for Government Ordering Office completion of Standard Form 279	3
4a Cage Code	4
4b Contractor Registered with Central Contractor Registration Database	4
5 FOB Destination	4
6 Delivery Schedule	4
7 Discounts: Prices shown are NET Prices; Basic Discounts have been deducted	4
8 Trade Agreements Act of 1979, as amended	4
9 Statement Concerning Availability of Export Packing	4
10 Small Requirements	4
11 Maximum Order	5
11a Maximum Order for Special Item Numbers (SINs) 132-51	5
12 Ordering Procedures for Federal Supply Schedule Contracts	5
13 Federal Information Technology/Telecommunication Standards Requirements	5
13.1 Federal Information Processing Standards Publications (FIPS PUBS)	5
13.2 Federal Telecommunication Standards (FED-STDS)	5
14 Contractor Tasks / Special Requirements (C-FSS-370) NOV 2001	6
15 Contract Administration for Ordering Activities	7
16 GSA Advantage!	7
17 Purchase of Open Market Items	7
18 Contractor Commitments, Warranties and Representations	7
19 Overseas Activities	8
20 Blanket Purchase Agreements (BPAs)	8
21 Contractor Team Arrangements	8
22 Installation, Deinstallation, Reinstallation	8
23 Section 508 Compliance	9
24 Prime Contractor Ordering from Federal Supply Schedules	9
25 Insurance-Work on A Government Installation (Jan 1997)(FAR 52.228-5)	9
26 Software Interoperability	10
27 Advance Payments	10
II. Terms and Conditions	11
1 Scope	11
2 Performance Incentives	11
3 Ordering Procedures for Services (Requiring a Statement of Work)	11
4 Order	14
5 Performance of Services	14
6 Inspection of Services	15
7 Responsibilities of The Contractor	15

8	Responsibilities of The Government Activity	16
9	Independent Contractor	16
10	Organizational Conflicts of Interest	16
11	Invoices	16
12	Payments	17
13	Resumes	17
14	Incidental Support Costs	17
15	Approval of Subcontracts	17
16	Description of IT Services and Pricing	17
17	General Labor Classifications	18
	Pricelist	32
	USA Commitment to Promote Small Business Participation Procurement Programs	33
	Best Value BPA Federal Supply Schedule Tetra Tech EMC, Inc.	34
	Blanket Purchase Agreement	35
	Basic Guidelines for Using Contractor TEAM Arrangements	36

Tetra Tech EMC, Inc. Overview

Tetra Tech EMC, Inc., a wholly-owned subsidiary of Tetra Tech, Inc., provides technical outsourced professional services to the U.S. Federal Government. Specific areas of competency include; Human Capital Management (HCM) & workforce development services, Information Technology (IT) solutions, engineering, test, evaluation services, logistics services, program management support; real property, space planning and facility management, operations, and maintenance. Our unparalleled service, based on our core values of Quality, Consistency, Honesty, Loyalty, and Excellence, enables our clients to reach their critical milestones and organizational goals.

Our **Human Capital Management** specialists are capable of providing expert support for all personnel management functions. Our team is comprised of individuals well versed in human resource management and development laws, government regulations and policies, and in the planning, execution, and administration of contemporary personnel management procedures and practices that are characteristic to a government organization. We ensure compliance with Office of Personnel Management (OPM) and other regulatory requirements.

Expertise in delivering innovative **Information Technology** solutions helps our clients improve their operational effectiveness to meet the goals necessary to accomplish their mission. Our IT professionals focus on understanding the organizations technology needs by analyzing business issues and the goals driving them. We work with our clients to jointly design and develop cost-effective solutions tailored to meet specific operational requirements.

Tetra Tech EMC, Inc. offers over 30 years of **Engineering, Test and Evaluation** (T&E) experience to our clients. Our staff of former senior civilian and military leaders provides a vast array of support services. Particular areas of expertise include Program Management, Test Management, and Range Operations.

Tetra Tech EMC, Inc. has a long and distinguished history of providing top notch weapon systems **Logistics and Program Management** support to multiple customers, including the Office of the Secretary of Defense, U.S. Navy, U.S. Air Force, and the Missile Defense Agency. Our expertise is wide ranging in providing direct weapon systems support services to the most complex systems. Specific examples include the B-2 Bomber, Air Force One (VC-25), and multiple Foreign Military Sales Cases and clients for the C/KC-135 Tanker/Cargo Aircraft.

Tetra Tech EMC, Inc. provides a full range of **Facilities Management, Operations and Maintenance** services for various locations throughout the Washington DC and Huntsville, AL areas. We provide logistics support for assets including logistical policy and procedure, property accountability, move support, warehouse support, custodial support, light handy-man maintenance support, and supply support. We employ highly qualified and trained specialists and technicians with the appropriate certifications and required security clearances.

Tetra Tech EMC, Inc. provides technical and outsourced services to the U.S. Government and commercial clients. Specific areas of competency include Human Capital management (HCM), Information technology (IT), engineering, test, evaluation, and logistics and program management, real property and space planning; facility management, operations, and maintenance; and workforce development and management. Tetra Tech EMC, Inc.'s core value is our unique ability to provide customized solutions that fully resolve our clients' challenges.

I. Information for Ordering Offices

A. Special Notice To Agencies:

Small Business Participation

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

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

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

For orders exceeding the micro-purchase 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. Tetra Tech EMC, Inc. Ordering Address, Payment Information and Technical Assistance

Ordering:

Tetra Tech EMC, Inc.
5051 Verdugo Way, Suite 200
Camarillo, CA 93012
James E. Bailey
(805) 484-9082 Ext. 111

Payment:

Tetra Tech EMC, Inc.
Dept. 1618
Denver, CO 80291-1618

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

Technical Assistance: The following telephone number can be used by ordering agencies to obtain technical and/or ordering assistance: (805) 484-9082

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: 13-934-1978
Block 30: Type of Contractor: C. Large Business
Block 31: Woman-Owned Small Business: No
Block 36: Contractor's Taxpayer Identification Number (TIN): 77-0033166

4a. CAGE Code

1DB04

4b. Contractor has registered with the System for Award Management (SAM) Database.

5. FOB Destination

6. Delivery Schedule

- a. Time of Delivery – Shall be defined with each order.

Expedited Delivery – Items available for expedited delivery are noted in this pricelist.

Overnight and 2-day Delivery – Overnight and 2-day delivery are available. Please contact Tetra Tech EMC, Inc. for rates for overnight and 2-day delivery.

- b. Urgent Requirements – When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies 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 agency, 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. Please contact Tetra Tech EMC's representative, James E. Bailey at (805) 484-9082, to effect a faster delivery.

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

- a. Prompt Payment: 0% - 00 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: None.
- c. Dollar Volume: None.
- d. Government Educational Institutions are offered same discounts as all government agencies.
- 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

Export packing is not available.

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 (IT) 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 offices, 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 services should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 Federal Telecommunication Standards (FED-STDS)

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

National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301) 975-2833.

14. Contractor Tasks / Special Requirements (C-FSS-370) NOV 2001

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

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

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

15. Contract Administration for Ordering Activities

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

16. GSA Advantage!

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

- (a) Manufacturer
- (b) Manufacturer's Part Number
- (c) Product Categories

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

17. Purchase of Open Market Items

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. Other Direct Costs (ODCs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.401 (d).

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

No exceptions

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) or public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

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

23. Section 508 Compliance

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:
The EIT standard can be found at: www.Section508.gov/.

24. Prime Contractor Ordering from Federal Supply Schedules

Prime Contractor (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)

II. Terms and Conditions
Applicable to Information Technology (IT)
Professional Services (Special Item Number 132-51)

1. Scope

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

2. Performance Incentives

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

**3. Ordering Procedures for Services (Requiring a Statement of Work)
(G-FCI-920) Mar 2003)**

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

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

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

- (a) When ordering services, ordering activities shall-

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

(2) Transmit the Request to Contractors:

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

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

- (i) The request should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.
- (ii) For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the ordering activity's needs.
- (iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.
- (iv) Ordering activities should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value.
(See FAR 8.404)

(b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPA's) for recurring services is permitted when the procedures outlined herein are followed. All BPA's for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering activity the opportunity to secure volume discounts. When establishing BPAs, ordering activities shall-

- (1) Inform contractors in the request (based on the ordering activity's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.
 - (i) Single BPA: Generally, a single BPA should be established when the ordering activity can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)
 - (ii) Multiple BPAs: When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPA's. When establishing the BPAs, the procedures in (a)(2), above must be followed. The procedures at (a) (2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the Schedule contractor that represents the best value.

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

4. 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 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

5. Performance Of Services

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

6. Inspection Of Services

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

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

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either –
 - (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if –
 - (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - (2) The contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

7. 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 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/EC Services.

9. Independent Contractor

All IT/EC 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 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/EC Services. Progress payments may be authorized by the ordering office 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 (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (DEC 2002) (Alternate II (DEC 2002)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

13. Resumes

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

14. Incidental Support Costs

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

15. Approval Of Subcontracts

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

16. Description Of IT Services And Pricing

Tetra Tech EMC, Inc.'s mission is to build and maintain a team of people who provide quality, cost effective products and services to our customers. This is accomplished through the development and maintenance of a quality and service oriented attitude among all employees that allows Tetra Tech EMC, Inc. to continue its leadership role as a small business and maintain a sustainable competitive advantage.

Everything we offer and do is accomplished through the efforts of our people for they are our most important assets. Our people are highly educated, multi-disciplined, and thoroughly familiar with the needs of the government or commercial client. Our people are carefully selected to provide a blend of information technologists, engineers, scientists, and operationally oriented personnel. We do this to provide our customers a balance between technological skills and the practical application of that technology to support the end user. We have the technical capability, responsiveness, and ability to develop practical solutions to technology problems.

Tetra Tech EMC, Inc. has structured the GSA Schedule into labor categories to provide our customers the flexibility to acquire the specific skills, education, and experience levels that are most appropriate for their needs.

The following pages present a broad description of specific job titles/classifications within each labor category. Labor rates for individual job titles/classifications are located at the end of this section.

General Labor Classification: Program Management

Job Title: Senior Program Manger

Minimum/General Experience: Minimum of 12 years experience managing a staff of professional and/or technical personnel to support program/project requirements as directed by the client or government agency. Must be an effective communicator and possess a strong technical background.

Functional Responsibility: Overall responsibility for company performance on specific programs or projects including information technology development and implementation projects. Functions as the leader, manager, and coordinator for all contributing disciplines and resources in the completion of projects or management of programs. May direct a team of information systems analysts, programmers and technical specialist in the implementation and delivery of information technology as required to meet the varied needs of specific programs. The Sr. Program Manager will be responsible for the execution of tasks of a highly complex nature that may be beyond the experience level of personnel within the Program Manager category. May act as a department, division or contract manager, having the responsibility to manage multiple ongoing efforts that may span a variety of contracts. Is responsible and accountable to Senior Management, ensuring that all contractual requirements are completed on time and within budgets and schedules. Establishes goals, plans, schedules, and resource needs that meet contractual requirements. Reviews, approves, and controls costs of labor and materials to ensure projects are completed within approved funding levels. Plans, reviews, and evaluates the performance and training needs of individuals assigned to the program/project. Develops and provides program status briefings for senior management and program sponsors. Provides the primary point-of-contact between customers and subcontractors as required.

Minimum Education: Masters Degree or Bachelors Degree in Business, Engineering, Computer Science, Computer Engineering, Mathematics or Management Information Systems and 4 additional years experience.

Job Title: Program Manager

Minimum/General Experience: Minimum 8 years experience managing a staff of professional and/or technical personnel to support program/project requirements as directed by the client or government agency. Must be an effective communicator and possess a strong technical background.

Functional Responsibility: Responsible for team performance on specific information technology programs or projects including development and implementation projects. The Program Manager normally reports to a Senior Program Manager. Functions as the technical leader, manager, and coordinator for all contributing disciplines and is responsible for the completion of assigned information technology projects. May direct a team of information systems analysts, programmers and technical specialist in the implementation and delivery of information technology products as required to meet the varied needs of specific programs. May act as a department or site manager. Is responsible and accountable to Senior Program Manager concerning task execution, ensuring that all contractual requirements are completed on time and within contract ceilings. Participates in the development of task goals, plans, schedules, and resource

needs necessary to meet contractual requirements and monitors task execution against project plans. Reviews, approves, and controls costs of labor and materials to established budget levels. Plans, reviews, and evaluates the performance and training needs of individuals assigned to the program/project. Develops and delivers program status briefings. Provides an effective point-of-contact between customers and subcontractors as required.

Minimum Education: Masters Degree or Bachelors Degree in Business, Engineering, Computer Science, Computer Engineering, Mathematics or Management Information Systems and 3 years additional experience.

Job Title: Scientist

Minimum/General Experience: Minimum 10 years experience of which at least 7 years must be specialized. Participates in the identification, evaluation, and characterization of scientific and technical problems in the areas of computer science, data communications, data encryption, or other related sciences.

Functional Responsibility: Participates within teams of technical and scientific personnel. Develops conceptual approaches to meet problem-solving requirements. Responsible for the development and enhancement of new and emerging information technologies, and their application to the development of workable solutions to real world problems. Specific areas may include information storage and retrieval, data correlation and dissemination, and networking and data communications. Efforts may include conducting research, investigative efforts, design and systems engineering. Supports engineering and other technical and scientific staff in the development, design, and evaluation of practical solutions to identified problems as they specifically relate to emerging information technologies. Supports the coordination of the activities and results of the scientific team with the program/project manager and senior executives. Provides consulting to agency heads, directors and senior managers on technical and program issues.

Minimum Education: Masters Degree or Bachelors Degree in Business, Engineering, Computer Science, Computer Engineering, Mathematics, or Management Information Systems.

General Labor Classification: Information Systems/Process Analysis

Job Title: Systems Analyst

Minimum/General Experience: Minimum 8 years specialized experience in analysis, design, development, testing, and maintenance of ADP systems specifically for the development of computer program software.

Functional Responsibility: Requires competence, working with minimal supervision, in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the structure, techniques, and management practices in one or more subject-matter areas. Typically will participate as a member of a team of information systems analysts, programmers and other related staff in system design, development, implementation of information technology and maintenance of existing information systems. Responsible for supporting system requirements analyses and documenting results. Is responsible for managing assigned responsibilities during individual phases of a system life cycle evolution. Is proficient in system development methodologies and the application and use of information system CASE design tools.

Minimum Education: Bachelors Degree in Computer Science, Computer Engineering, Mathematics or Management Information Systems.

Job Title: Programmer Analyst

Minimum/General Experience: Minimum 6 years experience in aspects associated with the analysis, design, development, testing, and maintenance of ADP systems specifically for the development of computer program software.

Functional Responsibility: Under general supervision, determine and resolve data processing problems and coordinates the assigned tasks with Information Systems Analysts, Program Managers, Project Managers, users, and other technical personnel. Under supervision, will conduct system requirements analyses and develop system design documentation. May be responsible for system integration and implementation efforts, providing insight into the utilization of specific hardware and software to meet individual needs. Is responsible for identifying the best possible information system development and operating environment to meet specific client needs. Is familiar with information system design techniques and tools. Provides operational level subject matter expertise in the design and development of specific information systems. Applies specific knowledge in support of the design of database table structures, operational features of system software and user level documentation. May develop system software as necessary for the development of system prototypes and proof of concept projects.

Minimum Education: High School Diploma

Job Title: Senior Business/Management Analyst

Minimum/General Experience: Minimum 12 years experience in the review, analysis and development of information technology processes to support specific business requirements within a complex, multifaceted corporate environment. Must possess highly effective written and oral communication skills.

Functional Responsibility: Provides expertise in the utilization of information technology to support organizational management, business process analysis and information system development. The Senior Business/Management Analyst provides the expertise to identify and define information technology implementation approaches as they relate to different business environments. Responsible for directing efforts associated with the analysis and design and/or restructuring of information technology implementations to operate within the confines of a given organization and its distinct business functions. Will typically support the introduction, reengineering and implementation of information technologies to effect efficiencies in operations. Provides recommendations concerning methods and strategies to use automation to increase efficiencies, enhance product quality and optimize operating costs within business environments. Acts as a facilitator during the conduct of process evaluation team meetings. Must be knowledgeable and experienced in the application of commercial software products and custom information systems within corporate environments. Acts as a leader/manager in directing the efforts of a team of business and systems analysts in implementing enabling technology. Will act as the primary point of contact with customers and upper management in reporting analytical results and recommendations.

Minimum Education: Masters Degree or Bachelors Degree in Business, Engineering, Computer Science, Computer Engineering, Mathematics or Management Information Systems and 4 additional years experience

Job Title: Business/Management Analyst

Minimum/General Experience: Minimum 7 years experience in the review, analysis and development of information systems to support business processes. Must have competent oral and written communication skills.

Functional Responsibility: Provides expertise in the application of information technology to support organizational management, business process analysis and information system development. Must be versed in the application of information technology solutions and their specific implementation within varying business environments. Responsible for participating in efforts associated with the analysis and reengineering of information systems and their application to organizations and business functions within those organizations. Will typically support the introduction, reengineering and implementation of information technologies to effect efficiencies in operations. Demonstrated ability to perform research, analysis, and evaluation of existing A.D.P. processes and procedures, identifying problems, developing solutions and translating those function analyses into meaningful information system operational requirements. Provides recommendations concerning automation methods and strategies to increase efficiencies, enhance product quality and optimize operating costs. Must be knowledgeable and experienced in the application of commercial software products and custom information systems within corporate environments. Acts as a leader/manager in directing the efforts of an information technology oriented team of systems analysts and business specialists in implementing a technologically sound solution to specific information problems.

Minimum Education: Bachelors Degree in Business, Engineering, Computer Science, Computer Engineering, Mathematics, or Management Information Systems.

General Labor Classification: Programming

Job Title: Senior Programmer

Minimum/General Experience: Minimum 5 years experience in system programming.

Functional Responsibility: In addition to the general experience and functional responsibilities performed by programmers, works on more complex assignments that require non-standard programming techniques. Evaluates user requests for new or modified programs to determine feasibility, cost, time requirements, and compatibility with existing software design. Recommends system development environments and tools to most effectively address requirements and deployment objectives. Under the direction of a systems analyst, supervise programmer team members in translating client descriptions, ideas, or system design specifications into workable solutions. Possesses ability to produce workable, readable, well-documented code based on flowcharts, ER diagrams or procedural specifications provided by analysts. Writes system software source code to translate system requirements/designs into functional software applications. Assists in application documentation and adheres to structured code construction guidelines. Tests and debugs applications and systems following test designs provided by analysts. Develops software test plans and methods and documents results. Sr. Programmers will be fluent in 2 or more development languages applicable to their individual area of expertise. For example, database programmers must be familiar with 2 or more of the following: Oracle, Sybase, SQL Server, Powerbuilder, or other similar environments.

Minimum Education: High School Diploma

Job Title: Programmer

Minimum/General Experience: Minimum 2 years experience in system programming.

Functional Responsibility: Coordinates closely with team members in translating client descriptions, ideas, or system design specifications into workable solutions. Possesses ability to produce workable, readable, well-documented code based on flowcharts, ER diagrams, or procedural specifications provided by analysts. Writes system software source code to translate system requirements/designs into functional software applications. Assists in application documentation and adheres to structured code construction guidelines. Tests and debugs applications and systems following test designs provided by analysts. Documents test results and makes presentations of results. Programmers will be fluent in 2 or more development languages applicable to their individual area of expertise. For example, database programmers must be familiar with 2 or more of the following: Oracle, Sybase, SQL Server, Powerbuilder, or other similar environments.

Minimum Education: High School Diploma

Job Title: Associate Programmer

Minimum/General Experience: Entry level position requiring experience in system programming in a specific programming environment.

Functional Responsibility: Coordinates closely with team members in translating client descriptions and ideas into workable solutions. Works under the supervision of more senior programmers and analysts. Possesses ability to produce workable, readable, well-documented code based on flowcharts, ER diagrams, or procedural specifications provided by analysts. Writes system software source code to translate system requirements/designs into functional software applications. Assists in application documentation and adheres to structured code construction guidelines. Associate programmers will be fluent in 1 or more development languages applicable to their individual area of expertise. For example, database programmers must be familiar with Oracle, Sybase, SQL Server, Powerbuilder, or other similar environments.

Minimum Education: High School Diploma

General Labor Classification: Technical Documentation

Job Title: Technical Writer

Minimum/General Experience: Minimum 5 years experience writing, rewriting, and editing technical materials, including operations and maintenance manuals and technical publications.

Functional Responsibility: Shall perform efforts as defined by program or task managers, and execute those efforts under the direct supervision and guidance of program management or task management personnel. Must possess technical experience which applies to preparing original text based on technical data, review of illustrations to be included in technical documentation, and organization of text and graphical elements to support the development of information system user manuals, programmer's guides, design specifications and other data system descriptive documentation. Assists in coordinating the efforts associated with preparing reports, articles, and books for internal and external distribution.

Minimum Education: High School Diploma

Job Title: Documentation Specialist

Minimum/General Experience: Minimum 4 years experience in developing a variety of documents and publications.

Functional Responsibility: Shall perform efforts as defined by program or task managers, and execute those efforts under the direct supervision and guidance of program management or task management personnel. Works closely with technical staff and technical writers to determine publication/document format, content and layout requirements. Is familiar with and proficient in the use of document layout and production hardware and software. Provides production support including reproduction and binding.

Minimum Education: High School Diploma

General Labor Classification: Networking/Telecommunications

Job Title: Technician

Minimum/General Experience: Minimum 6 years experience of which at least 4 years must be specialized in system hardware/software technical support including installation, assembly, maintenance, manufacture, relocation, upgrade, test and checkout, modification, instrumentation, fault isolation, and configuration management.

Functional Responsibility: Under general supervision, assists project staff with system technical requirements. Assembles, installs, modifies, tests, and maintains information system hardware infrastructure including subsystems and components associated with network and data communication and computer connectivity equipment and cabling. Prepares and maintains project technical documentation. Directs a team of associate technicians in the installation of data communications hardware and cabling to support assigned information technology projects. Oversees system test and performance evaluations. May perform configuration management functions. Is familiar with ADP and office automation applications. Prepares technical exhibits, plans, and documentation. Supports information technology projects in all phases of system acquisition, research and development, test and evaluation, installation, integration, and fielding.

Minimum Education: Associates Degree in Business, Engineering, Computer Science, Computer Engineering, Mathematics, Management Information Systems or High School Diploma and 2 years additional experience.

Job Title: Associate Technician

Minimum/General Experience: Minimum 2 years experience assisting with system hardware/software technical support.

Functional Responsibility: Under close supervision, assists project staff with technical requirements. Assembles, installs, modifies, tests and maintains information system infrastructure subsystems and components. Prepares and maintains project technical documentation. May perform routine technical writing, training, data gathering, processing, and prepare project logs and records. Supports information technology projects in all phases of system acquisition, research and development, test and evaluation, and installation and integration. Provides system and subsystem maintenance and repair support.

Minimum Education: High School Diploma

General Labor Classification: Operations Support

Job Title: Data Entry Clerk

Minimum/General Experience: Minimum 2 years experience in performing on-line data entry. Experience with standard office business applications.

Functional Responsibility: Under the direct supervision and guidance of program management or task management personnel, performs data entry into standard and custom database applications. Is capable of extracting pertinent data from a variety of sources including forms, publications, and reports. Performs filing, typing and other administrative support functions.

Minimum Education: High School Diploma

General Labor Classification: Engineering

Job Title: Senior Engineer

Minimum/General Experience: Minimum 5 years experience in the engineering and production of systems and equipment in support of various multi-disciplined information system programs/projects.

Functional Responsibility: In addition to the functional responsibilities of an engineer, works with interdisciplinary project teams. Initiates concept development and alternative tradeoff analysis for data system infrastructure designs. Designs and implements information technology hardware infrastructure to include the implementation of data communication systems, Internet access methods and operations oriented hardware solutions. Supports technical design development and test and evaluation of complex systems and subsystems focusing on network architectures, wide area networks and connectivity systems. Prepares system requirements definition documentation including specifications and standards and drawings detailing information system hardware and communications system design. Performs system design based upon customer operational requirements and performance objectives. Contributes to technical solutions for complex systems. Prepares project documentation including technical and administrative reports.

Minimum Education: Bachelors Degree in Engineering, Computer Engineering, or Mathematics.

Job Title: Engineer

Minimum/General Experience: Minimum 2 years experience in the engineering and production of systems and equipment in support of various multi-disciplined information system programs/projects.

Functional Responsibility: Works with interdisciplinary project teams assessing problems and developing, testing, and selecting alternative solutions for information technology implementations and data communications infrastructures. Focuses primarily on the design and implementation of information system network architectures, wide area networks and connectivity system. Participates in special studies and analysis tasks to develop data communications equipment and networking solutions. Gathers and interprets data from technical, administrative, and managerial sources. Collects information system performance requirements and performs engineering designs of systems to meet specific design requirements. Must possess experience developing technical specifications/standards and contributing to technical studies and analysis involving computer systems and components and data communications systems. Assists in preparing project documentation including technical and administrative reports.

Minimum Education: Bachelors Degree in Engineering, Computer Engineering, Mathematics or High School Diploma and 2 years additional experience.

Job Title: Associate Engineer

Minimum/General Experience: Entry level position with minimum experience in the engineering and production of systems and equipment in support of various multi-disciplined programs/projects.

Functional Responsibility: Works with interdisciplinary project teams assessing problems and developing, testing, and selecting alternative solutions for information system infrastructure implementation. Participates in special studies and analysis tasks to develop equipment solutions by performing engineering design studies for networking and data access. Gathers and interprets data from technical, administrative, and managerial sources. Assists in preparing project documentation including technical and administrative reports.

Minimum Education: Bachelors Degree in Engineering, Computer Engineering, Mathematics or High School Diploma and 3 years additional experience.

General Labor Classification: Logistics/Staff Support

Job Title: Senior Staff Specialist

Minimum/General Experience: Minimum 6 years experience providing technical and/or information system administration services in an assigned area of expertise based upon education, training, and experience.

Functional Responsibility: Shall perform efforts as defined by program or task managers, and execute those efforts under the direct supervision and guidance of program management or task management personnel. The Sr. Staff Specialist shall provide support in the operation of new and existing information systems, and shall support the development process for new applications. Operations support shall include the administration of information systems including performing routine system maintenance, performing system backups, maintaining user accounts, and other information system administrative functions. Using applicable expertise, shall review and analyze procedures and methods associated with their area of assigned responsibility and initiate action to resolve system operational problem areas. Assists in coordinating the implementation of information system enabling technology. Acts as support element during the design and development of information systems. Provides configuration management during system software development cycles and provides other information system life cycle support. Initiates and participates in planning, scheduling, and directing assigned tasks and responsibilities. Participates in preparation of proposals, procedures, and documentation.

Minimum Education: Bachelors Degree in Business, Engineering, Computer Science, Computer Engineering, Mathematics or High School Diploma and 3 years additional experience.

Job Title: Staff Specialist

Minimum/General Experience: Minimum 2 years experience providing information system technical services in an assigned area of expertise based upon education, training, and experience.

Functional Responsibility: Shall perform efforts as defined by program or task managers, and execute those efforts under the direct supervision and guidance of program management or task management personnel. Shall support information system administration by maintaining information system related documentation including system operation manuals, user guides training materials and other information system technical documentation. Assists in performing information system software configuration management during the development of new or modified source code. Using applicable expertise, reviews and analyzes procedures and methods associated with area of assigned responsibility and initiates action to resolve information system implementation problems. Assists in coordinating the implementation of information system enabling technology. Acts as support element during the design and development of information systems. Provides configuration management and other information system life cycle support. Initiates and participates in planning, scheduling, and directing assigned tasks and responsibilities. Participates in preparation of procedures, and documentation.

Minimum Education: Bachelors Degree in Business, Engineering, Computer Science, Computer Engineering, Mathematics, Management Information Systems or High School Diploma and 3 years additional experience.

General Labor Classification: CAD/GIS

Job Title: Geographical Information System (GIS) Specialist

Minimum/General Experience: Minimum 6 months experience applying GIS skills to provide digital products including map layers and databases.

Functional Responsibility: Under general supervision, performs assigned GIS tasks. Uses current technology to perform spatial analyses and prepare tabular data. Duties include supporting application development and quality control. Performs GIS drawing development and data entry and manipulation. Also supports automation of tasks using programming languages. Develops data structures and custom source code to implement GIS applications and solutions. Typical applications may involve the development of data structures to reside in an Oracle DBMS environment with user interface design and development occurring using ArcInfo or similar proprietary development languages.

Minimum Education: Bachelors Degree in Business, Engineering, Computer Science, Geography, Computer Engineering, Mathematics or Management Information Systems.

PRICELIST

Tetra Tech EMC, Inc. Position Title	Price Per Hour	
	Government Facility	Tetra Tech EMC, Inc. Facility
Program Management		
Senior Program Manager	\$103.32	\$127.73
Program Manager	\$76.46	\$98.37
Scientist	\$105.08	\$135.20
Information Systems / Process Analyst		
Systems Analyst	\$70.80	\$84.68
Programmer Analyst	\$55.08	\$69.95
Senior Business Management Analyst	\$101.40	\$127.17
Business Management Analyst	\$73.75	\$94.88
Programming		
Senior Programmer	\$45.35	\$58.32
Programmer	\$41.90	\$53.90
Associate Programmer	\$32.08	\$42.12
Technical Documentation		
Technical Writer	\$36.06	\$46.45
*Documentation Specialist	\$32.20	\$41.43
Networking/Telecommunications		
Technician	\$36.15	\$46.51
Associate Technician	\$25.94	\$33.39
Operations Support		
*Data Entry Clerk	\$22.10	\$28.44
Engineering		
Senior Engineer	\$51.94	\$66.82
Engineer	\$38.97	\$48.53
Associate Engineer	\$34.30	\$40.12
Logistics / Staff Support		
Senior Staff Specialist	\$40.15	\$50.67
Staff Specialist	\$33.05	\$41.60
CAD/GIS		
GIS Specialist	\$28.11	\$36.16

Educational requirements may be substituted with relevant experience. Tetra Tech EMC, Inc. realizes that educational requirements and experience are key factors when determining a person's qualifications but focus is placed on an employee's capability to perform the task in its entirety.

* Tetra Tech EMC, Inc. acknowledges that the Data Entry Clerk and Documentation Specialist categories are incidental to and in support of the Information Technology Labor Categories.

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS

PREAMBLE

Tetra Tech EMC, Inc. provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrates 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:

Point of Contact: James E. Bailey
Phone Number 805-484-9082
Email Address: Jim.bailey@tetratech.com
Fax Number 805-484-4607

**Best Value Blanket Purchase Agreement
Federal Supply Schedule
Tetra Tech EMC, Inc.**

In the spirit of the Federal Acquisition Streamlining Act _____ and Tetra Tech EMC, Inc. 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 Government that works better and costs less.

Signatures

Ordering Activity	Date	Contractor	Date
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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 Agency):

(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:

Labor Category/Number	*Special BPA Discount/Price
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- (2) Delivery: Not Applicable
- (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:

<u>Office</u>	<u>Point of Contact</u>
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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
 - (h) Date of Shipment (Completion)
- (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 customer agency requirements.

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

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

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

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customer's needs,
or
- Federal Supply Schedule contractors may individually submit a Schedules Team Solution to meet the customer's requirement.
- Customers make a best value selection.