

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is <http://www.gsaadvantage.gov>

SCHEDULE TITLE: Federal Supply Schedule 070 – INFORMATION TECHNOLOGY SCHEDULE PRICE LIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT,
SOFTWARE AND SERVICES

CONTRACT NUMBER: GS-35F-0244R

CONTRACT PERIOD: Jan 05, 2015 – Jan, 04 2020

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at www.fss.gsa.gov

CONTRACTOR: **Aurotech, Inc..**
6909 Timber Creek Ct.
Clarksville, MD 21029
Phone number: (443) 904-6080
Fax number: (443) 283-4291
E-Mail: hetal.patel@aurotechcorp.com

CONTRACTOR'S ADMINISTRATION SOURCE: Hetal Patel
6909 Timber Creek Ct.
Clarksville, MD 21029
Phone number: (443) 904-6080
Fax number: (443) 283-4291
E-Mail: hetal.patel@aurotechcorp.com

BUSINESS SIZE: Small Disadvantaged

CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN	DESCRIPTION
132-51	INFORMATION TECHNOLOGY PROFESSIONAL SERVICES
132-50	TRAINING COURSES FOR INFORMATION TECHNOLOGY EQUIPMENT AND SOFTWARE

(FPDS CODE U012)

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:
(Government net price based on a unit of one)

<u>SIN</u>	<u>MODEL</u>	<u>PRICE</u>
132-51	Services	\$100

1c. HOURLY RATES:

AUROTECH, INC. AUTHORIZED GSA IT SCHEDULE CONTRACT PRICING

The IT services price lists for FY 2014 to-FY 2020 and the option years are presented on the following pages. Following the price list, there are detailed descriptions of the service labor categories offered. All the price list includes IFF of 0.75%

CLIN#	Labor Category	GSA Hrly Rate
		Client-Site
1001	Senior Systems Architect	\$146.91
1002	Technical Director	\$123.63
1003	Project Manager	\$119.60
1004	Senior Applications Engineer	\$111.01
1005	Program Manager	\$122.64
1006	Senior Applications Developer	\$95.88
1007	Applications Developer	\$86.40
1008	Senior Functional Analyst	\$85.79
1009	Systems Analyst	\$80.74
1010	Business Analyst	\$65.60
1011	Help Desk Specialist	\$62.40
1012	Graphics Specialist	\$51.01
1013	Assistant Systems Analyst	\$35.85
1014	Junior Analyst	\$33.48
1015	Data Entry	\$33.18

Note 1: If long distance travel is required during the performance of any services provided under this contract, Aurotech, Inc., Inc. will agree to invoice all long distance travel costs in accordance with the Federal Travel Regulations (FTR) or Joint Travel Regulations (JTR).

Aurotech Inc.
INFORMATION TECHNOLOGY PRODUCT PRICING

All the price list includes IFF of 0.75%

SIN	Part Number	Product Description	GSA Price (Including IFF)	Unit	Warranty	COO
132-50	<i>SVC-EUSER-TRAINING-MTV</i>	Kazeon Headquarters End User Training - Kazeon Headquarters eDiscovery End-User Training (per seat). Does not include the cost of travel to Kazeon Site.	976		N/A	USA
132-51	<i>SVC-PS-INSTALL</i>	Professional Services Basic Installation (per node) - Professional Services Basic Installation (per node)	3,905		N/A	USA
132-51	<i>SVC-PS-DAILY</i>	Professional Services Daily Rate - Professional Services Daily Rate	1,953		N/A	USA

LABOR CATEGORY DESCRIPTIONS

1. Senior Systems Architect

- A. Minimum/General Experience: Has broad, high-level knowledge of specific solution architecture for Government applications. Possesses the capability to direct, design, or develop architecture plans, implementation or cutover plans, integration plans, or interoperability plans based on different business environments. Has the ability to use experience and technical judgment to reach conclusions in the face of limited and/or uncertain data. Supervises or manages the technical architecture planning and is considered a leading expert in the field. Capable of supervising multiple teams of specialty Engineers working on highly complex architecture projects.
- B. Functional Responsibility: Provides lead analysis for translating customer needs into the design of solution. Provides leadership or direction on innovative research associated with the development of solution architectures. Performs management responsibilities for the program and staff in the development and execution of solution architecture projects. Provides in-depth analysis on interoperability, topologies, technologies, interfaces, and protocols. May perform other duties as required.
- C. Minimum Education: A Doctorate in Computer Science, Electrical or Electronics Engineering, Information Systems, or equivalent and 8 years general work experience in telecommunications. A Master's Degree in Computer Science, Electrical or Electronics Engineering, Information Systems, or equivalent and 10 years experience or a Bachelor's Degree in Computer Science, Electrical Engineering, Information Systems, or equivalent and 12 years experience are considered equivalent to a Doctorate and 8 years experience.

2. Technical Director

- A. Minimum/General Experience: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of seven years experience, of which at least four years must be specialized. Specialized experience includes: project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in information systems design and/or management.
- B. Functional Responsibility: Serves as the technical manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.
- C. Minimum Education: With a Master's Degree (in the fields described in B above): five years of general experience of which at least three years specialized experience is required. With a Ph.D. (in the fields described in B above) five years of specialized experience is required. With eight years general experience of which at least five years specialized experience, a degree is not required.

3. Project Manager

- A. Minimum/General Experience: Ten years information technology experience, including five years of experience in a management or supervisory capacity, plus three years of experience in the functional area of the project to be managed. Demonstrates ability to manage a large-scale system design, development, testing, implementation, operations, and maintenance effort encompassing a large staff including specialty and line managers, senior technical personnel, clerical staff, and system operators. The individual assigned to this position shall possess knowledge of the use of contemporary project management tools and shall have command of the core principles of effective management, including effective delegation, ownership, responsibility development, and tracking. Organizes, directs, and coordinates planning and execution of all program/technical support activities. Has demonstrated information technology expertise and communications skills to be able to interface with all levels of management. Simultaneously plans and manages the transition of several highly technical projects. Establishes and alters (as necessary) management structure to effectively direct program/technical support

activities. Meets and confers with Government/Corporate management officials regarding the status of program/technical activities and problems, issues or conflicts regarding resolution.

- B. **Functional Responsibility:** Directs completion of tasks within estimated time frames and budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Enforces work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements. Formulates policies and goals of the organization to subordinates. Interfaces with internal and Government/Corporate management. Is responsible for overall program performance.
- C. **Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

4. Senior Applications Engineer

- A. **Minimum/General Experience:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of six (6) years experience managing or performing software engineering activities, of which at least four years must be specialized. Specialized experience includes: demonstrated experience working with Ada, SQL, and third/fourth generation languages in the design and implementation of systems and using database management systems. General experience includes increasing responsibilities in software engineering activities. Knowledgeable of applicable standards.
- B. **Functional Responsibility:** Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Reviews existing program and assist in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.
- C. **Minimum Education:** With a Master's Degree (in the fields described in B above): four years general experience of which at least three years must be specialized experience is required. With eight years of general experience of which at least six years must be specialized experience, a degree is not required.

5. Program Manager

- A. **Minimum/General Experience:** Minimum of twelve years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours).
- B. **Functional Responsibility:** Senior member of management with ability to commit the firm and with extensive experience in systems development. Responsible for highest-level client liaison. Ability to secure necessary professional resources within the firm to meet requirements of project.
- C. **Minimum Education:** A BA/BS degree in a related field such as Business Administration, Information Systems Management, Engineering Management, or technical degree such as Computer Science or Engineering.

6. Senior Applications Developer

- A. **Minimum/General Experience:** Six (6) years of technical experience in applications software development, one of which is in systems analysis. Competent to work at a high technical level for all phases of applications systems analysis and programming activities.
- B. **Functional Responsibility:** Works under general direction. Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, and documents programs. May be involved in related areas such as database design/management, evaluation of commercial off-the-shelf (COTS) products, and analysis of network hardware/software issues. May provide guidance to other systems analysts and programmers.
- C. **Minimum Education:** Bachelor's degree in Computer Science, a related field or relevant experience.

7. Applications Developer

- A. Minimum/General Experience: Four (4) years of technical experience in applications software development, one of which is in systems analysis. Competent to work at a high technical level for all phases of applications systems analysis and programming activities.
- B. Functional Responsibility: Works under general direction of the Senior Application Developer. Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, and documents programs. May be involved in related areas such as database design/management, evaluation of commercial off-the-shelf (COTS) products, and analysis of network hardware/software issues. May provide guidance to other systems analysts and programmers.
- C. Minimum Education: Bachelor's degree in Computer Science, a related field or relevant experience.

8. Senior Functional Analyst

- A. Minimum/General Experience: Six (6) years experience, of which at least four (4) must be specialized. Specialized experience includes superior functional knowledge of task order requirements.
- B. Functional Responsibility: Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.
- C. Minimum Education: Bachelor's Degree in Computer Science, Information Systems, or other related discipline.

9. Systems Analyst

- A. Minimum/General Experience: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of three (3) years experience, of which at least two years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, including three years experience in data base management concepts, use of the programming languages such as Ada, COBOL, 4GL, and/or DBMS. Knowledge of current storage and retrieval methods, one year of systems analysis experience designing technical applications on computer systems and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in information systems design and management. Must demonstrate the ability to work independently or under only general direction on requirements that are moderately complex to analyze, plan, program, and implement.
- B. Functional Responsibility: Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze downtimes, analyze proposed system modifications, upgrades and new COTS. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.
- C. Minimum Education: With a Master's Degree (in the fields described in B above): two years general experience of which at least one year must be specialized experience is required. With four years of general experience of which at least two years must be specialized experience, a degree is not required.

10. Business Analyst

- A. Minimum/General Experience: A minimum of 6 years of experience in the field of Business Analysis or in a related area.

- B. Functional Responsibility: Reviews, analyses and evaluates business systems and user needs. Formulates systems to parallel overall business strategies. Writes detailed description of user needs, program functions and steps required to develop or modify computer programs. Familiar with a variety of the field's concepts, practices and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.
- C. Minimum Education: Bachelor's degree in area of specialty and/or in a related field.

11. Help Desk Specialist

- A. Minimum/General Experience: Four (4) years experience in the analysis, specification, and integration of hardware components and software.
- B. Functional Responsibility: Integrates hardware components and software including computers, peripherals, and telecommunications devices. Interfaces and integrates hardware and software, and analyzes hardware interface/integration requirements. Performs assessments of new hardware and software, and provides recommendations. Identifies site requirements.
- C. Minimum Education: Bachelor's degree in Computer Science or a related field.

12. Graphics Specialist

- A. Minimum/General Experience: Experience in art and design is required.
- B. Functional Responsibility: Designs and copies layouts for visual presentations. Uses a variety of print, electronic and film media to meet client's needs. Use computer software to generate images. Designs promotional displays and marketing brochures for products and services, developing distinctive logos for products and businesses, and creating visual designs for annual reports and other corporate literature.

Must devise strategies for layouts and artistic concepts, and create visual images that engage, attract and sell. Should be responsive to customer needs, able to create new and original ideas, open to change and able to adjust to shifting priorities, meticulous, thorough and detailed, and able to meet deadlines and juggle multiple priorities. Versed in desktop publishing tools such as FrameMaker Acrobat Exchange, QuarkExpress, Photoshop or PageMaker.

- C. Minimum Education: Bachelor's degree or four years of general experience of which at least 1 year must be specialized experience, a degree is not required.

13. Assistant Systems Analyst

- A. Minimum/General Experience: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of 1 year of experience, of which at least 6 months must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, including 1 year of experience in data base management concepts, use of the programming languages such as Ada, COBOL, 4GL, and/or DBMS. Knowledge of current storage and retrieval methods, 6 months of systems analysis experience designing technical applications on computer systems and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in information systems design and management. Works under direction of team lead on requirements that are moderately complex to analyze, plan, program, and implement.
- B. Functional Responsibility: Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze downtimes, analyze proposed system modifications, upgrades and new COTS. Analyzes the problem and the information to be processed. Develops, in conjunction with functional users, system alternative solutions.

- C. Minimum Education: With four years of general experience of which at least 1 year must be specialized experience, a degree is not required.

14. Junior Analyst

- A. Minimum/General Experience: Two years of technical experience in applications software development, one of which is in programming. Competent to work at a detail technical level for all phases of applications systems analysis and programming activities.
- B. Functional Responsibility: Works under general direction. Analyzes system requirements and implement solutions to solve application problems. Review detailed specifications from which computer programs or scripts will be written. Designs, codes, tests, debugs, and documents programs or data conversion maps. May be involved in related areas such as solution deployment, implementing commercial off-the-shelf (COTS) products and writing scripts for data conversion/mapping.
- C. Minimum Education: Bachelor's Degree in a related field such as Computer Science and Mathematics.

15. Data Entry

- A. Minimum/General Experience: Requires a high school diploma and one-year experience in data entry and verification. Typically required to Works under close supervision and direction.
- B. Functional Responsibility: Performs data entry via on-line data terminal, key-to-tape, key-to-disk, or similar device. Verifies data entered, where applicable.
- C. Minimum Education: An Associate of Arts (AA) degree in Computer Science or related study will be considered equivalent to one half year of general experience. Formal specialized training may be substituted on the basis of one month of training for one month of experience, not to exceed three months.

16. SVC-PS-DAILY

- A. Minimum/General Experience: Requires a bachelor's degree and twelve years of experience as a subject matter specialist in the field of requirements.
- B. Functional Responsibility: Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately complex to complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the following specialties: information systems architecture, networking; telecommunications, automation, communications protocols, risk management/electronic analysis, software, lifecycle management, software development methodologies, and modeling and simulation.
- C. Minimum Education: B.S. Degree or higher

2. **MAXIMUM ORDER***: \$500,000 per SIN and \$5,000,000 per order

*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. **MINIMUM ORDER**: \$100

4. **GEOGRAPHIC COVERAGE**: Domestic, 50 states, Washington, DC, Puerto Rico, US Territories and to a CONUS port or consolidation point for orders received from overseas activities

5. **POINT(S) OF PRODUCTION**: USA

6. DISCOUNT FROM LIST PRICES: Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: 1 % - 15 days from receipt of invoice or date of acceptance, whichever is later for NET30 terms
- b. Quantity: None offered.
- c. Dollar Volume: None offered.
- d. Government Educational Institutions: Offered the same discount as all other Government Customers.

Current IFF rate is 0.75%.

7. QUANTITY DISCOUNT(S): None

8. PROMPT PAYMENT TERMS: Net 30

9.a Government Purchase Cards must be accepted at or below the micro-purchase threshold.

9.b Government Purchase Cards are accepted above the micro-purchase threshold.

10. FOREIGN ITEMS: None

11a. TIME OF DELIVERY:

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

SPECIAL ITEM NUMBER	DELIVERY TIME (DAYS ARO)
132-51	As negotiated between the Government and Aurotech, Inc.
132-50	30 days

11b. EXPEDITED DELIVERY: Contact Contractor's Representative

11c. OVERNIGHT AND 2-DAY DELIVERY: Overnight and 2-day delivery are available. Contact the Contractor for rates.

11d. URGENT REQUIRMENTS: Agencies can contact the Contractor's representative to effect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. FOB POINT: Origin-Prepay and Add

13a. ORDERING ADDRESS: 6909 Timber Creek Ct
Clarksville MD 21029

13b. ORDERING PROCEDURES: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3

14. PAYMENT ADDRESS: 6909 Timber Creek Ct.
Clarksville MD 21029

15. WARRANTY PROVISION: Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.

16. EXPORT PACKING CHARGES: Not applicable

17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** (any thresholds above the micro-purchase level)
18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A
19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A
20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A
- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A
21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):**
- 24b. **Section 508 Compliance for EIT:** N/A
25. **DUNS NUMBER:** 122987264
26. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** Registered in SAM database.

This document is provided for instructional purposes to outline the Terms and Conditions requirements for each Special Item Number (SIN).

Please note: In reference to I-FSS-600(b)(3), The Federal Supply Schedule Price List must include the following information prepared in the format set forth in this subparagraph I-FSS-600(b)(3): Cover letter, 26 items listed under Customer Information and applicable terms and conditions outlined in the Critical Information Specific to Schedule 70 document. Please follow the instructions as outlined in I-FSS-600 (OCT 2013) in the completion and submission of your approved Federal Supply Schedule Price List .

TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF TRAINING COURSES FOR GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT AND SOFTWARE (SPECIAL ITEM NUMBER 132-50)

1. SCOPE

- a. The Contractor shall provide training courses normally available to commercial customers, which will permit ordering activity users to make full, efficient use of general purpose commercial IT products. Training is restricted to training courses for those products within the scope of this solicitation.
- b. The Contractor shall provide training at the Contractor's facility and/or at the ordering activity's location, as agreed to by the Contractor and the ordering activity.

2. ORDER

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPAs) shall be the basis for the purchase of training courses in accordance with the terms of this contract. Orders shall include the student's name, course title, course date and time, and contracted dollar amount of the course.

3. TIME OF DELIVERY

The Contractor shall conduct training on the date (time, day, month, and year) agreed to by the Contractor and the ordering activity.

4. CANCELLATION AND RESCHEDULING

- a. The ordering activity will notify the Contractor at least seventy-two (72) hours before the scheduled training date, if a student will be unable to attend. The Contractor will then permit the ordering activity to either cancel the order or reschedule the training at no additional charge. In the event the training class is rescheduled, the ordering activity will modify its original training order to specify the time and date of the rescheduled training class.
- b. In the event the ordering activity fails to cancel or reschedule a training course within the time frame specified in paragraph a, above, the ordering activity will be liable for the contracted dollar amount of the training course. The Contractor agrees to permit the ordering activity to reschedule a student who fails to attend a training class within ninety (90) days from the original course date, at no additional charge.
- c. The ordering activity reserves the right to substitute one student for another up to the first day of class.
- d. In the event the Contractor is unable to conduct training on the date agreed to by the Contractor and the ordering activity, the Contractor must notify the ordering activity at least seventy-two (72) hours before the scheduled training date.

5. FOLLOW-UP SUPPORT

The Contractor agrees to provide each student with unlimited telephone support or online support for a period of one (1) year from the completion of the training course. During this period, the student may contact the Contractor's instructors for refresher assistance and answers to related course curriculum questions.

6. PRICE FOR TRAINING

The price that the ordering activity will be charged will be the ordering activity training price in effect at the time of order placement, or the ordering activity price in effect at the time the training course is conducted, whichever is less.

7. INVOICES AND PAYMENT

Invoices for training shall be submitted by the Contractor after ordering activity completion of the training course. Charges for training must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

8. FORMAT AND CONTENT OF TRAINING

- a. The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings, printed and copied two-sided on paper containing 30% postconsumer materials (fiber). Such documentation will become the property of the student upon completion of the training class.
- b. ****If applicable**** For hands-on training courses, there must be a one-to-one assignment of IT equipment to students.
- c. The Contractor shall provide each student with a Certificate of Training at the completion of each training course.
- d. The Contractor shall provide the following information for each training course offered:
 - (1) The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);
 - (2) The length of the course;
 - (3) Mandatory and desirable prerequisites for student enrollment;
 - (4) The minimum and maximum number of students per class;
 - (5) The locations where the course is offered;
 - (6) Class schedules; and
 - (7) Price (per student, per class (if applicable)).
- e. For those courses conducted at the ordering activity’s location, instructor travel charges (if applicable), including mileage and daily living expenses (e.g., per diem charges) are governed by Pub. L. 99-234 and FAR Part 31.205-46, and are reimbursable by the ordering activity on orders placed under the Multiple Award Schedule, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA city pair contracts. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- f. For Online Training Courses, a copy of all training material must be available for electronic download by the students.

9. “NO CHARGE” TRAINING

The Contractor shall describe any training provided with equipment and/or software provided under this contract, free of charge, in the space provided below.

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) AND IDENTITY ACCESS MANAGEMENT PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-60F)

The phrase, "Information Technology (IT) Professional Services/Identity Access Management (IAM) Professional Services" in the following paragraphs may need to be revised in order to be consistent with the Offeror's proposal; e.g., if only IT Professional Services are offered, all references to IAM Services should be deleted.

******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/IAM Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

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

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS --COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I - OCT 2008) (DEVIATION I - FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (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/IAM Professional Services.

9. INDEPENDENT CONTRACTOR

All IT/IAM 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/IAM 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/IAM PROFESSIONAL SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT/IAM Service offered under Special Item Numbers 132-51 IT/IAM 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/IAM 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.

The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science

TERMS AND CONDITIONS APPLICABLE TO ANCILLARY SUPPLIES AND /OR SERVICES (SPECIAL ITEM NUMBER 132-100)

Note: Commercially available products under this solicitation may be covered by the Energy Star or Electronic Product Environmental Assessment Tool (EPEAT) programs. For applicable products, offerors are encouraged to offer Energy Star-qualified products and EPEAT-registered products, at the Bronze level or higher. If offerors opt to offer Energy Star or Electronic Product Environmental Assessment Tool (EPEAT) products then they shall identify by model which products offered are Energy Star-qualified and EPEAT-registered, broken out by registration level of bronze, silver, or gold. Visit the Green Procurement Compilation, sftool.gov/greenprocurement for a complete list of products covered by these programs.



Points of Contact
IT Schedule 70

For general questions regarding MAS IT Schedule 70 Contracting:

Customer Service
Phone: 1-877-446-IT70 (4870)
Email: IT.Center@gsa.gov

For questions regarding eOffer submission or Certifications:

Vendor Support Center
visit www.gsa.gov/vsc.
Phone: 1-877-495-4849

For general questions regarding HSPD 12:
Email: hspd12@gsa.gov
Phone: 1-703-605-2727

For general questions regarding COMSATCOM:
Email: fasnetworkservice@gsa.gov
Phone: 1-877-387-2001