

AliTech Consulting, LP (dba AliTek Consulting)



## AliTech Consulting, LP (dba “AliTek Consulting”)

### SPECIAL ITEM NUMBER 132-50 - TRAINING COURSES (FPDS Code U012)

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

FPDS Code D301 IT Facility Operation and Maintenance

FPDS Code D302 IT Systems Development Services

FPDS Code D306 IT Systems Analysis Services

FPDS Code D307 Automated Information Systems Design and Integration Services

FPDS Code D308 Programming Services

FPDS Code D310 IT Backup and Security Services

FPDS Code D311 IT Data Conversion Services

FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services

FPDS Code D316 IT Network Management Services

FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)

FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

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

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

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

### Alitech Consulting, LP (dba “AliTek Consulting”)

19627 I-45 North - Suite 700

Spring, Texas 77388

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Fax: 832-217-3016

<http://www.alitek.com>

Contract Number: GS-35F-0251X

Period Covered by Contract: 2/24/11 through 2/23/16

General Services Administration  
Federal Acquisition Service

Pricelist current through Modification # \_\_\_\_\_, dated 1/1/2011

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

# ALiTEK CONSULTING

Aligning Technology with Business



Contract Holder  
Contract GS-35F-0251X

## AliTech Consulting, LP (dba AliTek Consulting) Professional Services Rate Sheet, Experience & Course Listing

### Services Rate Sheet

SIN	GSA Schedule 70 Labor Category	Proposed GSA Schedule Rate with IFF
132-51	Analyst I	147.40
132-51	Analyst II	151.86
132-51	Analyst III	156.33
132-51	Consultant I	147.40
132-51	Consultant II	151.86
132-51	Consultant III	156.33
132-51	Consultant IV	165.26
132-51	Program Manager I	165.26
132-51	Program Manager II	174.19
132-51	Project Manager I	156.33
132-51	Project Manager II	165.26
132-51	Project Manager III	174.19

**AliTech Consulting, LP (dba AliTek Consulting)**

**Schedule 70 Labor Categories and Descriptions (SIN 132-51)**

<b>Labor Category</b>	<b>Description</b>
Analyst I	<p>Prepares reports for contract deliverable submissions. Researches and analyzes processes and/or components, and determines requirements with minimum supervision. Collaborates with customer(s) to define, coordinate and track the status of task(s). Reviews program reports, technical papers, drawings, specifications, procedures, etc.; provides comments; consolidates and adjudicates comments from various organizations and prepares reports.</p> <p>Minimum Education: Bachelor Degree. Minimum Experience: 4 Years Experience in Functional IT Consulting.</p>
Analyst II	<p>Analyzes systems, processes, and/or components to devise the most efficient method of accomplishing the work. Plans study of work problems and procedures; gathers and analyzes data; organizes and documents findings of studies and prepares recommendations for implementing new systems, procedures, or organizational changes.</p> <p>Minimum Education: Bachelor Degree. Minimum Experience: 6 Years Experience in Functional IT Consulting.</p>
Analyst III	<p>Develops and executes complex project tasks, applies analytical problem solving methodologies and provides direction to support staff. Performs studies, analyses and evaluations related to organizations and processes such as: requirements analyses, feasibility studies, performance assessments, vulnerability assessments, process improvement initiatives, cost/benefit analysis, or strategic plans. Assesses the progress of research and information gathering efforts and redirects efforts of teams as necessary. Prepares, produces, and disseminates briefings, studies, reports, estimates, and assessments memoranda.</p> <p>Minimum Education: Bachelor Degree. Minimum Experience: 8 Years Experience in Functional IT Consulting.</p>
Consultant I	<p>Evaluates, advises, implements and mentors on most aspects of a given industry or subject. Assists in data collection, management and analysis of projects. Provides research, writing and analysis support. Prepares reports and presents findings.</p> <p>Minimum Education: Bachelor Degree. Minimum Experience: 4 Years Experience in Functional IT or Security Consulting.</p>
Consultant II	<p>Applies knowledge in specific functional areas to the analysis, design, development, and implementation of the improvement processes, methodologies, systems, and technologies. Plans, conducts, and directs research, development, and implementation of work on specialized and/or complex tasks necessitating the organization and application of innovative approaches. Provides management and/or technical direction and support to lower-level personnel in functional area(s) of expertise. Provides high-level, specialized consulting services. Develops innovative solutions to specific functional areas.</p> <p>Minimum Education: Bachelor Degree. Minimum Experience: 6 years Experience in Functional IT or Security Consulting.</p>
Consultant III	<p>Applies knowledge in specific functional areas to the analysis, design, development, and implementation of the improvement processes, methodologies, systems, and technologies. Plans, conducts, and directs research, development, and implementation of work on specialized and/or complex tasks necessitating the organization and application of innovative approaches. Provides management and/or technical direction and support to lower-level personnel in functional area(s) of expertise. Provides high-level, specialized consulting services. Develops innovative solutions to specific functional areas.</p> <p>Minimum Education: Bachelor Degree. Minimum Experience: 8 years Experience in Functional IT or Security Consulting.</p>
Consultant IV	<p>Consults in highly specialized functional or technical areas. Provides specific technical and/or functional guidance reflecting detailed, expert knowledge of specific areas or functions. Performs complex analyses and studies and presents findings through reports and presentations to management and client representatives. Uses in depth knowledge of issues related to specialized experience in best practices and/or the management of complex change processes. Provides support to project managers</p>

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<b>Labor Category</b>	<b>Description</b>
	<p>and analysts.</p> <p>Minimum Education: Bachelor Degree. Minimum Experience: 10 years Experience in Functional IT or Security Consulting.</p>
Program Manager I	<p>Responsible for the overall execution, management and administration of multiple projects or small programs. Coordinates the activities of project personnel across multiple vendors to ensure overall strategic program goals are met. Manages program staffing, budgets, timelines and dependencies. Responsible for all program deliverables and status reporting to the executive sponsors.</p> <p>Minimum Education: Bachelor Degree. Minimum Experience: 6 years experience in Program Management.</p>
Program Manager II	<p>Responsible for the overall execution, management and administration of multiple projects or large programs. Coordinates the activities of project and program personnel across multiple vendors to ensure overall strategic program goals are met. Manages program staffing, budgets, timelines and dependencies. Responsible for all program deliverables and reports status to the executive sponsors.</p> <p>Minimum Education: Bachelor Degree. Minimum Experience: 8 years experience in Program Management.</p>
Project Manager I	<p>Responsible for the overall execution, management and administration of single project. Coordinates the activities of project personnel to ensure project deliverables are met. Manages performance of work for task orders. Reviews and approves all deliverables and monitors the quality of team members.</p> <p>Minimum Education: Bachelor Degree. Minimum Experience: 4 years experience in Project Management.</p>
Project Manager II	<p>Responsible for the overall execution, management and administration of one large project or several smaller projects. Coordinates the activities of project personnel to ensure project deliverables are met. Manages performance of work for task orders. Reviews and approves all deliverables and monitors the quality of team members.</p> <p>Minimum Education: Bachelor Degree. Minimum Experience: 6 years experience in Project Management.</p>
Project Manager III	<p>Responsible for the overall execution, management and administration of one to many large projects. Coordinates the activities of project personnel to ensure project deliverables are met. Manages performance of work for task orders. Reviews and approves all deliverables and monitors the quality of team members. Coordinates efforts of multiple projects simultaneously.</p> <p>Minimum Education: Bachelor Degree. Minimum Experience: 8 years experience in Project Management.</p>

**Online Training (RATE SHEET)**

**132-50 Training Rate Matrix Online Training**

<b>Course Name</b>	<b>Course Length</b>	<b>Course Description</b>	<b>Pre-requisites</b>	<b>Proposed GSA Schedule Rate Yr 1</b>
Facility Security Officer Training for Waterfront Facilities - MTSA 105	14 hours	This course covers all of the subject matter listed in 33 C.F.R. § 105.205, and is designed to help FSOs understand and implement an effective MTSA program at their respective waterfront facilities.	N/A	\$377.83 /student
Facility Security Officer Training for Offshore Facilities - MTSA 106	14 hours	This course covers all of the subject matter listed in 33 C.F.R. § 106.210, and is designed to help FSOs fully understand and comply with their unique regulatory requirements offshore.	N/A	\$377.83 /student
Security Personnel Training - MTSA	7 hours	This course covers all of the subject matter listed in 33 C.F.R. § 105.210. It is intended to help Security Personnel comply with U.S. Coast Guard MTSA regulations and provide them with the tools necessary to successfully fulfill their security responsibilities.	N/A	\$226.70 /student
Maritime Security Awareness Training - MTSA	4 hours	This course covers all of the subject matter listed in 33 C.F.R. §§ 104.225, 105.215, and 106.220. It is intended to provide the basic security training all vessel, port facility, and OCS facility non-security personnel are required to have in order to comply with U.S. Coast Guard MTSA.	N/A	\$113.35 /student
TWIC Escort Training - MTSA	1 hour	This course is specifically designed for anyone who needs to have Transportation Worker Identification Card (TWIC) Escort Training and a course completion certificate.	N/A	\$113.35 /student

**On Site Training (RATE SHEET)**

**132-50 Training Rate Matrix Instructor-Led Training**

<b>Course Name</b>	<b>Course Length</b>	<b>Course Description</b>	<b>Instructor Certification</b>	<b>Proposed GSA Schedule Rate Yr 1</b>
Facility Security Officer Training for Waterfront Facilities - MTSA 105	16 hours	This course covers all of the subject matter listed in 33 C.F.R. § 105.205, and is designed to help FSOs understand and implement an effective MTSA program at their respective waterfront facilities.	MTSA Qualified Instructor	\$377.83 /student
Facility Security Officer Training for Offshore Facilities - MTSA 106	16 hours	This course covers all of the subject matter listed in 33 C.F.R. § 106.210, and is designed to help FSOs fully understand and comply with their unique regulatory requirements offshore.	MTSA Qualified Instructor	\$377.83 /student
Security Personnel Training - MTSA	8 hours	This course covers all of the subject matter listed in 33 C.F.R. § 105.210. It is intended to help Security Personnel comply with U.S. Coast Guard MTSA regulations and provide them with the tools necessary to successfully fulfill their security responsibilities.	MTSA Qualified Instructor	\$226.70 /student
Maritime Security Awareness Training - MTSA	4 hours	This course covers all of the subject matter listed in 33 C.F.R. §§ 104.225, 105.215, and 106. 220. It is intended to provide the basic security training all vessel, port facility, and OCS facility non-security personnel are required to have in order to comply with U.S. Coast Guard MTSA.	MTSA Qualified Instructor	\$113.35 /student
TWIC Escort Training - MTSA	1 hour	This course is specifically designed for anyone who needs to have Transportation Worker Identification Card (TWIC) Escort Training and a course completion certificate.	MTSA Qualified Instructor	\$113.35 /student

**INFORMATION FOR ORDERING ACTIVITIES  
APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

**SPECIAL NOTICE TO AGENCIES: Small Business Participation**

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

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

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

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

**1. GEOGRAPHIC SCOPE OF CONTRACT:**

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

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

Offerors are requested to check one of the following boxes:

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

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

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**2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:**

**Ordering Address:**

AliTech Consulting, LP ("dba AliTek Consulting") 19627 I-45 North – Suite 700  
Spring, TX 77388

**Payment Information:**

AliTech Consulting, LP ("dba AliTek Consulting"). Attn: Accounts Receivable  
19627 I-45 North – Suite 700  
Spring, TX 77388

**Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency will agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.**

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

281-433-0676  
713-823-8185

**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: 364181052  
Block 30: Type of Contractor - C. Large Business

- A. Small Disadvantaged Business
- B. Other Small Business
- C. Large Business
- G. Other Nonprofit Organization
- L. Foreign Contractor

Block 31: Woman-Owned Small Business - No

Block 36: Contractor's Taxpayer Identification Number (TIN): 20-2831019

- a. CAGE Code: 5MXE5
- b. Contractor has registered with the Central Contractor Registration Database.

**5. FOB DESTINATION**

**6. DELIVERY SCHEDULE**

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-50	30 Days to acknowledge receipt of order
132-51	30 Days to acknowledge receipt of order

- b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. **DISCOUNTS:** Prices shown are NET Prices; Basic Discounts have been deducted.
- a. Prompt Payment: 0% - 0 days from receipt of invoice or date of acceptance, whichever is later (none currently offered).
  - b. Quantity – The most favored government rate is the lowest discount given by Alitek and is reflected in Alitek’s current GSA price schedule.
  - c. Dollar Volume - The most favored government rate is the lowest discount given by Alitek and is reflected in Alitek’s current GSA price schedule.
  - d. Government Educational Institutions – 0%  
Government Education Institutions are offered the same discounts as all other Government customers.
  - e. Other

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:** N/A

10. **Small Requirements:** The minimum dollar value of orders to be issued is \$115.

11. **MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)**

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:  
Special Item Number 132-51 - Information Technology Professional Services
- b. The Maximum Order value for the following Special Item Numbers (SINs) is \$25,000: Special Item Number 132-50 - Training Courses

12. **ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

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

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

13. **FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS**

**REQUIREMENTS:** ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

13.1 **FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):**

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained

from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

**13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):**

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

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

- a. Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.**
- b. Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31. and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.**
- c. Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.**
- d. Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.**
- e. Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.**
- f. Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.**
- g. Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and**

documentation as specified by the agency's order.

- h. Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- i. Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- i. Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- k. Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

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

**16. GSA ADVANTAGE!**

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

- a. Manufacturer;
- b. Manufacturer's Part Number; and
- 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.gsaadvantage.gov>

**17. PURCHASE OF OPEN MARKET ITEMS**

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

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

- a. 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));
- b. The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- c. The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- d. All clauses applicable to items not on the Federal Supply Schedule are included in the order.

**18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

- a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
  - (1) Time of delivery/installation quotations for individual orders;
  - (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
  - (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

**19. OVERSEAS ACTIVITIES**

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

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

**20. BLANKET PURCHASE AGREEMENTS (BPAs)**

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

**21. CONTRACTOR TEAM ARRANGEMENTS**

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

**22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

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

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for

quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

**23. SECTION 508 COMPLIANCE.**

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

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

**24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.**

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

- a. A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- b. The following statement:  
This order is placed under written authorization from\_dated\_\_. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

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

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

**26. SOFTWARE INTEROPERABILITY.**

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

**27. ADVANCE PAYMENTS**

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

# **TERMS AND CONDITIONS APPLICABLE TO 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. 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.

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# **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)**

## **1. SCOPE**

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

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

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

## **3. ORDER**

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

## **4. PERFORMANCE OF SERVICES**

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

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

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

**6. INSPECTION OF SERVICES**

The Inspection of Services—Fixed Price (AUG 1996) (Deviation 1 – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection—Time-and-Materials and Labor-Hour (May 2001) (Deviation 1 – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

**7. RESPONSIBILITIES OF THE CONTRACTOR**

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

**8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

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

**9. INDEPENDENT CONTRACTOR**

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

## **10. ORGANIZATIONAL CONFLICTS OF INTEREST**

### **a. Definitions.**

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

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

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

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

## **11. INVOICES**

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

## **12. PAYMENTS**

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

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

## **13. RESUMES**

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

#### **14. INCIDENTAL SUPPORT COSTS**

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

#### **15. APPROVAL OF SUBCONTRACTS**

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

#### **16. DESCRIPTION OF IT/ PROFESSIONAL SERVICES AND PRICING**

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

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

# USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

## PREAMBLE

AliTech Consulting LP (dba "Alitek Consulting") provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

## COMMITMENT

To actively seek and partner with small businesses.

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

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact (**Linette Roach, 713-823-8185 (Phone), lroach@alitek.com, 281-880-6302(Fax).**)



(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be\_\_.
- (4) This BPA does not obligate any funds.
- (5) This BPA expires on\_\_\_or at the end of the contract period, whichever is earlier.
- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

\*\*\*\*\*

BASIC GUIDELINES FOR USING  
"CONTRACTOR TEAM ARRANGEMENTS"

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

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

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

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

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

Here is a general outline on how it works:

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

## LIST OF SERVICE AND DISTRIBUTION POINTS

Alitech Consulting, LP (dba "AliTek Consulting")  
19627 I-45 North, Suite 700  
Spring, TX 77388

Contact: Linette Roach  
Phone: 713-823-8185  
Fax: 281-880-6302

# ALITECH BACKGROUND/SERVICES OVERVIEW



AliTech Consulting, LP (dba AliTek Consulting) is a value-driven systems integration and consulting firm. We help clients align technology and business to add bottom-line value to their organizations.

AliTech Consulting, is a business continuity disaster recovery planning and knowledge management systems integrator based in Houston, Texas. AliTek Consulting also has the knowledge and experience to help your company better utilize their total talent management programs through both systems integration and strategic planning.

Our team is highly experienced and skilled in three key service areas:

- **Knowledge Management** - AliTech Consulting implements and tailors Enterprise Content Management (ECM), Enterprise Search Business Intelligence, and Data Warehousing technologies to turn your legacy data and systems into workable, actionable knowledge.
  - Enterprise Content and Records Management
  - Enterprise Search
  - Legal Discovery
  - Data Warehouse Strategy and Development
  - Business Intelligence
  - Master Data Management
  - Program & Project Management
  - Operations Management
  
- **Business Continuity** - Business Continuity Planning (BCP) is a business practice used to create and validate a logistical plan for how an organization will recover and restore critical functions within a predetermined time frame after a disaster or extended disruption. Disaster Recovery is the process of restoring critical computer systems and operations by regaining access to data, communications and other information technologies. Disaster Recovery Planning is part of the Business Continuity Planning process.
  - Business Impact Analysis
  - BCP Planning
  - DRP Planning
  - Training

- Exercises
  - Continuity of Operations Planning
  - Regulatory Compliance
- 
- **Security** - AliTech Consulting provides public and private sector clients with physical/cyber security expertise and services to help them conduct security assessments, develop security plans, and implement security programs that comply with DHS and DOT regulations.
    - Physical and Cyber Security
    - Regulatory Compliance
      - [Chemical Facility Anti-Terrorism Standards \(CFATS\)](#)
      - [Customs Trade Partnership Against Terrorism \(C-TPAT\)](#)
      - [Maritime Transportation Security Act \(MTSA\)](#)
      - [Transportation Worker Identification Credential \(TWIC\)](#)
      - [FERC /NERC Compliance](#)

# WELCOME!



AliTech Consulting, LP (dba AliTek Consulting) welcomes this opportunity to present to you our qualifications and price list for the General Services Administration Information Technology (IT) Schedule.

The unique environment and varied constituency of government agencies present challenges to those who work in the Federal arena. AliTech Consulting, LP (dba AliTek Consulting) understands your needs and is committed to providing services in a manner that assists you both financially and operationally. We believe that by maximizing the value of our professional relationships with our clients, we build a solid foundation based on partnership. Our pledge of value delivers tangible and measurable results.

Providing your organization with outstanding service requires a detailed understanding of your business. AliTech Consulting, LP (dba AliTek Consulting) has the skills, resources, experience and commitment to assist Federal agencies and governmental entities in meeting the demanding requirements of today's Federal environment.

We fully understand the challenges faced by organizations while accomplishing their missions and are committed to helping agencies achieve their operational and organizational improvement goals. We are aware of your need for timely, responsive service and pay close attention to the unique circumstances and concerns of each individual organization.

Our competitive advantage is our carefully selected and trained professionals, who not only understand your mission and business imperatives, but also understand your organizational structure and management roles. We are a Houston-based boutique consulting and systems integration firm. We specialize in Knowledge Management Systems, Business Continuity Planning, Security and Human Capital Management.

We look forward to meeting with you and discussing potential opportunities. Pursuant of our firm mission, to be the professional services firm that consistently exceeds the expectations of our clients and our people, AliTech Consulting, LP (dba AliTek Consulting) has the ability to offer you the highest quality service possible, in the most efficient manner.

Very truly yours,

AliTech Consulting, LP (dba AliTek Consulting)

# WHY WE ARE DIFFERENT



## **Experience and Expertise**

We offer deeply skilled consultants who average more than 15 years of experience. Our consultants aren't learning on the client's dime. We have "been there and done that."

## **Flexible and Adaptable**

Because we have experience and expertise, we:

- Are flexible in how we approach a client's needs,
- Don't believe "one size fits all," and
- Listen to each client's needs and tailor our approach to what will work best
- Experience is our methodology

## **Focused on Business Value**

In addition to consulting experience, most of our staff has worked in industry or government sectors. Each member of our leadership team has worked in IT Vice President or CIO positions for Fortune 1000 and global companies.

This experience allows our team to quickly understand your issues and develop solutions that add business value and bottom line improvement – because we know that is the final measure.

Integrity and Commitment

**AliTech's clients are 100% referenceable.**

If you want a low risk, high value provider that will deliver every time, call AliTech Consulting at 281-433-0676. Or send us an e-mail at [sales@alitek.com](mailto:sales@alitek.com).

# EXPERIENCE



Our consultants typically have 15+ years of experience.

## Industry Experience

- Petrochemical – Upstream, Midstream, Downstream
- Power – Generation, Production Development
- Distribution – Oilfield service, Food service, Retail Distribution
- Finance – Banking, Insurance
- Manufacturing – Pharmaceutical, Technology
- Transportation – Marine, Rail, Pipeline
- Retail and Banking

## Functional Experience

- Enterprise Content Management
- Business Continuity and Disaster Recovery Planning
- Legal Discovery & Litigation Management
- Compensation and Performance Planning
- Organizational Development
- Strategic Business Redesign
- Executive Dashboards and Analytics

- Records and Document Compliance
- Homeland Security Compliance (Physical and Cyber Security)

### **Technical Experience**

Our consultants have experience with most of the major knowledge management, business continuity, security and compensation / performance management tools on the market. That means we probably have already worked with the tools you have in-house. Specific applications we have experience with include:

#### Integration with ERP Systems

- SAP
- Oracle
- PeopleSoft

#### Knowledge Management Solutions

- OpenText
- EMC Documentum
- IBM FileNET
- Sharepoint
- Autonomy

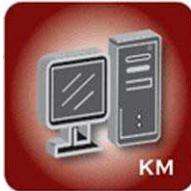
#### Business Intelligence

- Business Objects
- QlikView

#### Master Data Management

- Riversand
- Tibco

# SERVICE AREAS

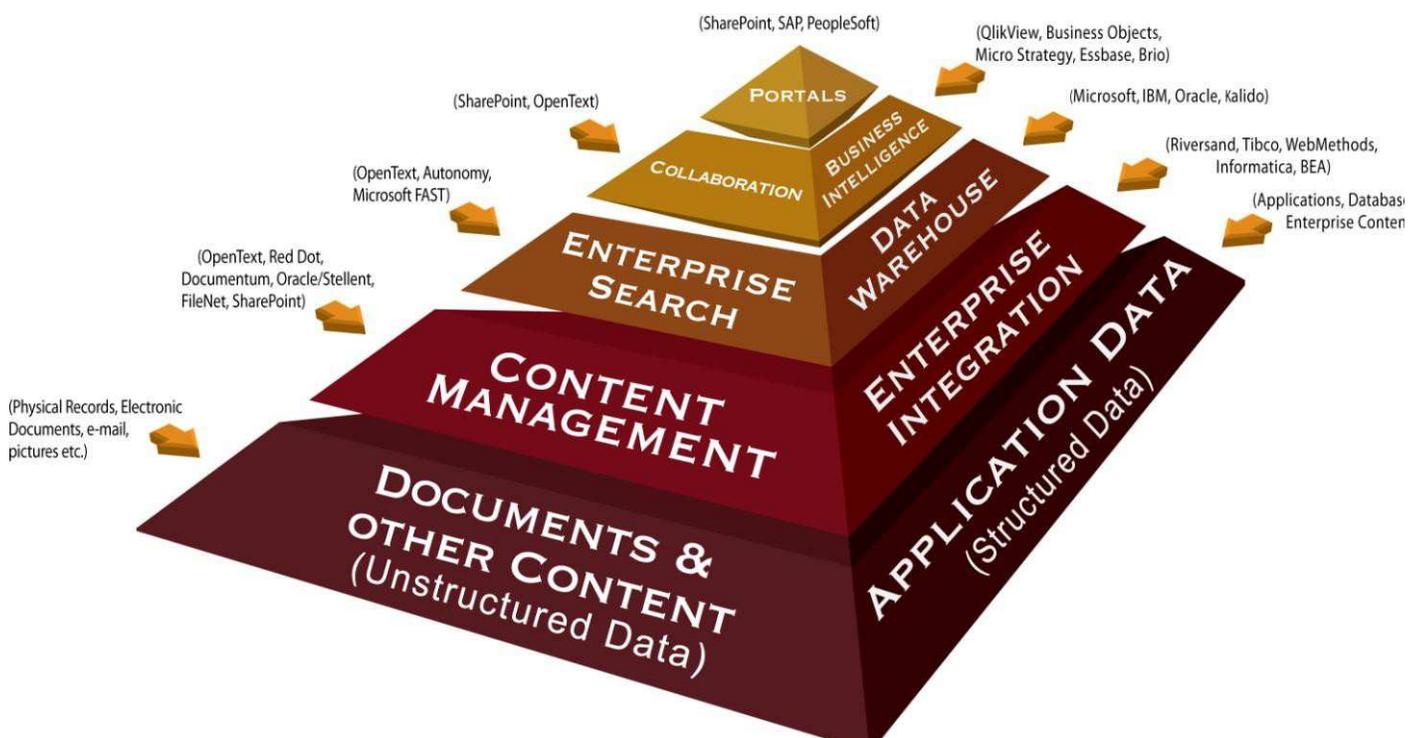


## Knowledge Management (KM)

AliTech Consulting provides a variety of Knowledge Management services that allow our clients to create actionable and workable knowledge out of their existing data and processes. We do this through strategic process improvements, systems optimizations and through the implementation of best-of-breed content management, enterprise search and business intelligence solutions.

Our areas of expertise include:

- [OpenText Extended ECM for SAP](#)
- [OpenText Consulting and Optimization](#)
- [SharePoint Governance](#)
- [Enterprise Search](#)
- [Records Management](#)
- [eDiscovery](#)
- [Master Data Management](#)
- [Business Intelligence \(Qlikview\)](#)



- Reduced cost of IT consolidation and maintenance
- Better compliance and reduced risk
- Reduced cycle times and increased order accuracy

### **OpenText Extended ECM for SAP**

AliTech Consulting is one of two service providers in the US that has successfully extended SAP through integration with OpenText Extended ECM for SAP. By leveraging our deep business and technical expertise, our consultants implement OpenText at all stages of the Order to Cash cycle allowing our clients to reap benefits such as:

- Improved operational efficiency and productivity
- Reduced cost of IT consolidation and maintenance
- Better compliance and reduced risk
- Reduced cycle times and increased order accuracy

Open Text provides a platform to integrate the full capabilities of their Content Management System with the deep integration to SAP. AliTech is experienced in delivering this solution to our customers that require this depth of SAP integration and document management capability.

- AliTech will define unique document types that support all the business transactions in SAP and integrate the technology platforms;
- This solution provides the framework for delivering
  - Vendor Invoice Management (VIM)
  - Customer Information Management (CIM)
  - Employee Information Management (EIM)
  - Digital Asset Management (DAM)
- The SAP transaction related content is stored outside your SAP application and be managed according to your content management policies including versions, workflows, notifications and Records Management.

### **OpenText Consulting and Optimization**

Whether our clients are looking to install, expand or enhance an OpenText infrastructure, AliTech Consulting provides experienced personnel who can seamlessly fit into any environment to help optimize the investment in OpenText. Our staff and teams are savvy in their knowledge of OpenText and have helped companies of all sizes get the best out of OpenText.

Open Text is the leading Enterprise Content Management suite on the market. AliTech is experienced in delivering business focused solutions to our customers that can integrate into your existing content repositories to manage your documents and other unstructured content.

- Document Management – Manage physical and electronic documents in an enterprise repository using corporate standards and controls
- SharePoint Integration – Seamlessly integrate your SharePoint content into a single enterprise repository while allow your users the flexibility of the native SharePoint interface.
- Records Management – Apply legal precedent based retention policies to all of your enterprise content to ensure you are meeting all business, regulatory and business requirements.
- Contract Management – Define the contract sourcing, negotiation, execution, and renewal process and configure the Open Text Contract Management System to automate and control the process and integrate with your ERP system.
- Email Management – Ensure that your highest transaction content repository is also following your corporate content management policies. Gain control over your email system by applying email archiving with advanced records management capabilities to ensure you are managing that information according to consistent record policies.
- Digital Asset Management – Manage all of your digital assets in an enterprise repository to allow you to reduce the copies of the digital files, ensure that the proper digital assets are being used and that the digital assets are being protected. Develop image management processes for user self service, workflows and approvals, rendering and publishing processes to your internal and external content portals.

### **SharePoint Governance**

The only thing more ubiquitous than SharePoint is the number of ways in which it can be used within an organization. AliTech provides content and collaboration expertise to help clients make order out of the chaos associated with a SharePoint infrastructure that has run wild. We focus on creating SharePoint Governance models that control the usage of SharePoint without inhibiting the creativity of users and the usefulness of SharePoint.

SharePoint is now considered the corporate standard for team collaboration and departmental document management. AliTech is experienced in helping companies apply a corporate content management discipline to their SharePoint environment while maintaining the flexibility and user centric benefits of SharePoint.

- Information Management – It is important to understand where content is generated, used and stored in your company. AliTech will help you define the information map and identify where SharePoint can most effectively be used.

- Policy and Procedures – Defining the „rules of the road“ for SharePoint usage is the step that most companies chose to avoid. AliTech will use your existing policies to apply that level of governance to SharePoint.
- Technology Integration – SharePoint can be the key team collaboration in your company. AliTech can integrate SharePoint with your enterprise content repositories to maximize the value you get from SharePoint and you corporate content management system.

## **Enterprise Search**

It is estimated that over 80% of all corporate information is in unstructured formats and systems. AliTech Consulting provides Enterprise Search solutions that can turn those disparate content sources into actionable information.

- AliTech will integrate multiple unstructured data stores, structured data applications, records repositories, file shares, and email systems through Enterprise Search tools
- The results of the Enterprise Search will allow federates searches and auto categorization of unstructured content repositories
- Enterprise Search will allow your company to streamline and expedite your eDiscovery.

## **Records Management**

Records management is a discipline of maintaining content throughout through a defined lifecycle from creation to destruction. AliTech works with your business to develop a records management approach that will comply with all business, legal and regulatory requirements while being realistic to implement and maintain.

- Records Management will never be designed as a standalone function in your company.
- AliTech will work with your team to define a custom content lifecycle and the policies that will be needed to apply the records management where appropriate.

## **Master Data Management**

All companies have master data, whether it is Customers, Products, Vendors, Oil Wells, or other important business data. Unfortunately, most businesses have multiple applications that assume they are the center of the universe for creating and managing this data. This creates untold challenges relating to managing multiple, conflicting versions of Customers, Products, etc. AliTech has experience with multiple MDM vendor solutions and can help your business address the many challenges of master data management in a way that best supports your environment and business goals.

- Identification and prioritization of master data types and dependencies
- Systems and organizational readiness assessment
- Governance assessment and planning
- Vendor and solution assessment and selection
- Solution implementation, deployment, and sustainability

### **eDiscovery and Legal Case Management Service Offering**

Being sued and defending your company's actions in court can be expensive...very expensive. Even when you have done nothing wrong. Companies often spend millions of dollars defending a large liability or compliance case, not to mention millions of dollars in court fines for not producing required documents at trial. AliTech Consulting knows how to drive these costs down. More importantly AliTech can help you to proactively manage your company's documents to ensure only the documents and emails needed to run your business are kept, and the rest are destroyed or deleted on a timely basis.

AliTech Consulting is one of the most experienced providers in in-house eDiscovery solutions in the South. We are able to work with vendors like OpenText and Autonomy to build an eDiscovery solution that supports both proactive and reactive responses to legal cases.

We are able to provide repeatable solutions in the areas of:

- eMail Archival – Setting existing eMail off line to free up IT operations and resources, yet enabling storage of emails as long as required by law.
- eMail Management – Proactively categorizing, managing and deleting your large and growing eMail stores. These eMail stores tend to contain the most risky documents in your company from a legal perspective.
- Electronic document discovery and categorization – Finding the documents and eMails contained in your systems has now become a legal requirement. Failing this requirement can produce significant fines in the millions of dollars. AliTech can quickly implement an enterprise search tool that will find and categorize automatically each and every electronic document in your firm that is legally discoverable.
- Document Retention – AliTech can implement a retention program for your discoverable documents for each legal matter. This can be accomplished either with our without a document management system. These documents can then be proven to the court to be unaltered and protected for the duration of the legal matter.

- Legal Case Management – In-house counsel will need to manage the documents associated with the legal matter. They will need to categorize, identify, copy and track the key documents associated with a case. AliTech can help you implement these specialized systems to ensure no key document is lost or forgotten.

## **Business Intelligence**

QlikView is the industry leader rapid development business analytics. The in-memory approach bridges the gap between application based reporting and the traditional large overhead approach of data warehousing. AliTech is experienced in using the QlikView tool take the information you already have from its native source and combining it into dashboards and reports that can lead to business decisions and action.

- The ability consolidates data sets without the overhead of traditional data warehousing ETL process leads to rapid solution delivery.
- The associative search capability leads to business users intuitively exploring data to find answers.
- AliTech provides the expertise to convert the aggregated data sets into visual dashboards to allow your business to easily identify extremes and outliers.



## **Business Continuity Planning (BCP)**

AliTech Consulting provides Business Continuity & Disaster Recovery Planning expertise and services to help companies and organizations prepare for and recover from a disaster or impending incident by:

- identifying and mitigating risks
- protecting assets
- safeguarding employees
- providing customers and supply chain partners confidence that your business can continue to deliver your products and services
- continuing to be cost effective
- keeping your edge on the competition



- ensuring shareholder confidence

### **Our In-Depth Experience**

AliTech Consulting is one of largest BCP providers in the region with an extensive team of crisis management and continuity experts with over 150 total years experience and more than 250 plans prepared, projects completed and programs developed.

### **Solution Offerings:**

Assessment: Risk Analysis; BIA, Threat Profiling

Remediation: Action Plan & Tracking

Crisis Management: Incident Command (NIMS)

Business Resumption: Disaster Recovery Planning; Maximum Allowable Downtime

Continuity of Operations: Alternate Work Locations

## Severely Reduced Workforce: Pandemic Planning



Indications & Warning Systems: Mass Emergency Notification; Severe Weather, Event Alerts

GIS Mapping: Location of Assets & Resources

Development & Maintenance: ePlan

Training & Testing: Exercises, Drills, Instruction; Emergency Response; National Standards & Accreditation

Corporate Messaging: Employee Communications; Public & Shareholder Relations



## Security Services



AliTech Consulting, LP (dba AliTek Consulting) provides public and private sector clients with physical/cyber security expertise and services to help them conduct security assessments, develop security plans, and implement security programs that comply with DHS and DOT regulations.



We focus on five regulatory areas:

- [Chemical Facility Anti-Terrorism Standards \(CFATS\)](#)
- [Customs Trade Partnership Against Terrorism \(C-TPAT\)](#)
- [Maritime Transportation Security Act \(MTSA\)](#)
- [Transportation Worker Identification Credential \(TWIC\)](#)
- [FERC/NERC Compliance](#)

[CFATS](#), [C-TPAT](#), [MTSA](#), and [TWIC](#) are not abstract DHS initiatives for AliTech Consulting. We have been providing Homeland Security guidance and assistance to major energy and chemical companies since 2003.

### Physical Security Consulting



Whether it's helping clients understand government security regulations, such as **TWIC**, **CFATS**, and **C-TPAT**, or providing security system recommendations, AliTech Consulting is dedicated to providing timely and cost-effective security consulting services for public and private organizations.

- Assessments
- Audits
- Client Representation
- Facility Security Plan Development
- Project Coordination
- Security Master Planning
- Security Systems Design
- Technology Solutions
- Vendor Management
- On-Site [TWIC Enrollment](#)

## Cyber Security Consulting

With the growing dependence on information technology, cyber security has moved to the forefront of our clients security postures. AliTech Consulting has many consultants with expertise in cyber security. Our security and knowledge management consultants work closely together to help companies keep their systems, data and proprietary knowledge secure. We can help your company in many ways to counter this new security threat through:

- Information Technology Audits
- Intrusion detection and testing
- Regulatory compliance
- Policy development



## Training Services



Trained personnel are the linchpin for having an effective security program. It does not matter what security systems, policies and procedures are in place if personnel are not adequately trained. AliTech Consulting provides all of your on-site and on-line security training needs, most notably training required by MTSA, TWIC and CFATS. We also provide on-site bomb search and vehicle/rail car screening courses, and we will tailor a training program to meet the policies and procedures that our clients currently have in place.

## Contact Us

If you have any questions about how AliTech Consulting can help drive greater business value for your business please email us at [sales@alitek.com](mailto:sales@alitek.com) or call us at 281-433-0676.