

**AUTHORIZED FEDERAL SUPPLY SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST**

**General Purpose Commercial Information Technology Equipment,
Software and Services**

Special Item No. 132-51 Information Technology Professional Services

FDPS Code D302	IT Systems Development Services
FDPS Code D306	IT Systems Analysis Services
FDPS Code D307	Automated Information Systems Design and Integration Services
FDPS Code D308	Programming Services
FDPS Code D310	IT Backup and Security Services
FDPS Code D311	IT Data Conversion Services
FDPS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FDPS Code D316	IT Network Management Services
FDPS Code D399	Other Information Technology Services, Not Elsewhere

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: Offeror's 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 performed by the publisher or manufacturer or one of their authorized agents.



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SERVICE DISABLED VETERAN OWNED SMALL BUSINESS

Contract Number: GS-35F-0280V Period Covered by Contract: March 15, 2009 – March 14, 2014

Pricelist current through Modification _____, dated _____.

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

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

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

Offerors are requested to check one of the following boxes:

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

2. CONTRACTOR'S ADDRESS - ORDERING AND PAYMENT:

ORDERING: Hicks Consulting Group
2950 Buskirk Avenue SUITE 225
Walnut Creek, CA 94597

Payment: Hicks Consulting Group
2950 Buskirk Avenue SUITE 225
Walnut Creek, CA 94597

Contractors are required to accept the government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders.

Hicks Consulting Group, Inc. will accept government purchase cards for payment above the micro-purchase threshold. In addition, information to support wire transfer payments will be provided on invoices.

The following telephone number(s) can be used by ordering agencies to obtain technical and/or ordering assistance:
800-700-6011

3. LIABILITY FOR INJURY OR DAMAGE:

The Contractor shall not be liable for any injury to Government personnel or damage to Government 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: **09-9953820**
- Block 30: **B. Other Small Business**
- Block 31: Woman-Owned Business: **No**
- Block 36: Contractor's Taxpayer Identification (TIN): **94-2592026**

4a. Cage Code

4YP55

4b. Contractors Central Registration (CCR) Database

Hicks Consulting Group has registered with the CCR 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 132-51:

As agreed upon between Hicks Consulting Group, Inc. and the contracting agency

- 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: 2%, 10 Days, Net 30.
- b. Quantity: None
- c. Dollar Volume: \$250K - \$499K = 3.5% and \$500K + to be negotiated.
- d. Government Educational Institutions: Government Educational 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:

Not applicable. Overseas shipment will not be provided under this contract.

10. SMALL REQUIREMENTS:

The minimum dollar value of orders to be issued is \$100.00.

11. MAXIMUM ORDER:

The maximum dollar value of orders to be issued is \$500,000

12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY 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.

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.

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 2001):

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES:

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 C.1.)

16. GSA ADVANTAGE!:

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

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

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

17. PURCHASE OF OPEN MARKET ITEMS:

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

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS:

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

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

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

19. OVERSEAS ACTIVITIES:

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

Not Applicable.

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

20. BLANKET PURCHASE AGREEMENTS (BPAs):

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

21. CONTRACTOR TEAM ARRANGEMENTS:

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION:

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

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

23. SECTION 508 COMPLIANCE:

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

www.hicksconsult.com

The EIT standard can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES:

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

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

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

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

- (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
- (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY:

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

27. ADVANCE PAYMENTS:

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

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

1. SCOPE

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

2. PERFORMANCE INCENTIVES

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

3. 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 – 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 (JAN 1986) (Deviation – 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 – May 2003) 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 Services.

9. INDEPENDENT CONTRACTOR

All IT 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 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to labor hour orders placed under this contract. 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.

DESCRIPTION OF IT SERVICES AND PRICING

Hicks Consulting Group is an IT solutions company based in Walnut Creek, California. Hicks Consulting Group is a company driven to provide customers with a complete solution to their information technology needs. Hicks Consulting Group specializes in providing the following IT services:

Application Developer: I	Technical Writer
Application Developer: II	Database Administrator/DBA I
Application Developer: III	Database Administrator/DBA II
Application Developer: IV	Database Administrator/DBA III
Database Developer I	Data Integration/Data Warehouse I
Database Developer II	Data Integration/Data Warehouse II
ERP/CRM Developer I	Data Integration/Data Warehouse III
ERP/CRM Developer II	Architect I
ERP/CRM Developer III	Architect II
GUI Development	Architect III
Project Manager I	Telecommunications
Project Manager II	Networking/Systems/Administration/Design I
Project Manager III	Networking/Systems/Administration/Design II
Quality Assurance I	SAS Analyst/Programmer I
Quality Assurance II	SAS Analyst/Programmer II
Quality Assurance III	GIS Developer I
Security Systems Specialist	GIS Developer II
Business Analyst I	
Business Analyst II	
Business Analyst III	
Mainframe programmer I	
Mainframe programmer II	
Mainframe programmer III	

LABOR CATEGORY DESCRIPTION

Application Developer I

Minimum/General Experience: Two years experience with commercial-off-the-shelf (COTS) development platforms, database principals, evaluation, customized software development, integration and testing of information technology applications/solutions.

Functional Responsibility: Develops software applications using a variety of tools, which may include Java, C++, PHP, HTML, XML, .NET, SQL, Lotus Notes-Domino, or other relevant languages/environments; middleware; object oriented modeling and design; web-based or client/server transactional solutions; relational database design and development; or web-based presentation. Typically works as part of a team.

Minimum Education: HS Diploma and language specific technical certification, or equivalent experience.

Application Developer II

Minimum/General Experience: Three years experience with commercial-off-the-shelf (COTS) development platforms, database principals, evaluation, customized software development, integration and testing of information technology applications/solutions.

Functional Responsibility: Develops software applications using a variety of languages and tools, which may include Java, C++, PHP, HTML, XML, .NET, SQL, Lotus Notes-Domino, or other relevant languages/environments; middleware; object oriented modeling and design; web-based or client/server transactional solutions; relational database design and development; or web-based presentation. Typically works as part of a team

Minimum Education: Associates Degree or technical certification, or equivalent experience.

Application Developer III

Minimum/General Experience: Five years experience with commercial-off-the-shelf (COTS) development platforms, database principals, evaluation, customized software development, integration and testing of information technology applications/solutions.

Functional Responsibility: Develops software applications using a variety of tools, which may include Java, C++, PHP, HTML, XML, .NET, SQL, Lotus Notes-Domino, or other relevant languages/environments; middleware; object oriented modeling and design; web-based or client/server transactional solutions; relational database design and development; or web-based presentation. Able to work independently with minimal supervision, yet also works well with a team of other highly skilled technologists.

Minimum Education: Bachelors Degree in Information Systems Engineering, Computer Science, Engineering, Business, or equivalent experience.

Database Developer I

Minimum/General Experience: Two years experience with relational database management systems (RDBMS) on Windows or Linux/UNIX server platforms.

Functional Responsibility: Works with more senior project staff to define, develop, test, and deploy database modules, applications, and solutions. Collects and evaluates requirements. Defines file organization, indexing methods, and security procedures. Assists in the development of functional specifications and the preparation and proposal of development criteria, architecture, and implementation schedules. Monitors project execution to ensure adherence to stated design and development standards

Minimum Education: Bachelors degree in Information Systems Engineering, Computer Science, Engineering or Business, or equivalent experience.

Database Developer II

Minimum/General Experience: Five years of experience with relational database management systems (RDBMS) on Windows or Linux/UNIX server platforms.

Functional Responsibility: Requires advanced knowledge of database languages that support major business applications. Analyzes complex organizational and computer database system(s); designs and implements computer

database systems in both stand-alone and network configurations; is knowledgeable in both commercially-available off-the-shelf (COTS) and custom database software platforms; and develops technical documentation detailing the installation procedures. Performs analyses of organizational and computer database system(s). May supervise more junior personnel or work as part of a team.

Minimum Education: Bachelors degree in Information Systems Engineering, Computer Science, Engineering or Business or equivalent experience.

Enterprise Resource Planning/Customer Relationship Management (ERP/CRM) Developer I

Minimum/General Experience: Over two years experience with the integration of large-scale Information Technology programs.

Functional Responsibility: Knowledgeable in the integration of information systems that are used to plan, schedule and control the presales and post-sales activities in an organization, as well as Enterprise resource planning by applying product knowledge, industry experience, and project methodology.

Minimum Education: Possesses a BS degree or higher in Information Systems, Computer Science, Engineering, Business, or equivalent experience.

Enterprise Resource Planning/Customer Relationship Management (ERP/CRM) Developer II

Minimum/General Experience: Over five years experience with the integration of large-scale Information Technology programs.

Functional Responsibility: Performs evaluation and implementation tasks for Enterprise Resource Planning (ERP) and ERP-related software products using broad industry experience including industry best practices, and extensive product knowledge. Adapts project methodology as needed. Is knowledgeable in the integration of information systems that are used to plan, schedule and control the presales and post-sales activities in an organization, as well as Enterprise resource planning.

Minimum Education: Possesses a BS degree or higher in Information Systems, Computer Science, Engineering, Business, or equivalent experience.

Enterprise Resource Planning/Customer Relationship Management (ERP/CRM) Developer III

Minimum/General Experience: Over five years experience with the integration of large-scale Information Technology programs. This includes over two years of direct experience in leading a team of integration specialists.

Functional Responsibility: Performs evaluation and implementation tasks for Enterprise Resource Planning (ERP) and ERP-related software products using broad industry experience, including industry best practices and extensive product knowledge. Leads parts of the project and creates project methodology as needed. Acts as an expert in the integration of information systems that are used to plan, schedule and control the presales and post-sales activities in an organization, as well as Enterprise resource planning

Minimum Education: Possesses a BS degree or higher in Information Systems, Computer Science, Engineering, Business, or equivalent experience.

GUI Developer

Minimum/General Experience: Experience in development of GUI Programs using Visual Basic, PowerBuilder or other GUI Development tools.

Functional Responsibility: Perform production support software development, analysis, and system configuration work in the distributed computing application environment. Must be able to develop project documentation: Technical specifications, flowcharts, test plans and implementation plans. Must also be familiar with both Intranet-based applications as well as client/server.

Minimum Education: BS with 2 years+ industry software development experience or equivalent experience.

Project Manager I

Minimum/General Experience: Over three years experience with the execution of large-scale Information Technology programs. This includes over two years of direct experience in managing enterprise-wide IT projects in the private or public sector.

Functional Responsibility: Acts as manager and overall point of contact for a specific project within an overall enterprise architecture program. Directs project-specific staff and reviews work products for completeness and adherence to customer requirements. Provides communication to management to review project plans, status reports, and deliverables. Develops overall project milestones and monitors the execution of the project against planned timelines. Directs and reviews program plans, status reports, and deliverables with Program Manager and project teams. Provides technical and functional management to one or more project teams for specific projects or subtasks. Has technical, administrative and managerial responsibilities. Supervises/directs project/team in meeting task/project requirements. Identifies and resolves problems. The Project Manager is responsible for ongoing evaluation of work and quality of services.

Minimum Education: Bachelors degree in Information Systems Engineering, Computer Science, Engineering or Business, or equivalent experience.

Project Manager II

Minimum/General Experience: Over five years experience with the execution and management of large-scale Information Technology programs. This includes over four years of direct experience in managing enterprise-wide IT projects in the private or public sector.

Functional Responsibility: Acts as manager and overall point of contact for a specific project within an overall enterprise architecture program. Directs project-specific staff and reviews work products for completeness and adherence to customer requirements. Provides communication to management to review project plans, status reports, and deliverables. Develops overall project milestones and monitors the execution of the project against planned timelines. Directs and reviews program plans, status reports, and deliverables with Program Manager and project teams. Provides technical and functional management to one or more project teams for specific projects or subtasks. Has technical, administrative and managerial responsibilities. Supervises/directs project/team in meeting task/project requirements. Identifies and resolves problems. The Project Manager is responsible for ongoing evaluation of work and quality of services.

Minimum Education: Possesses a BS degree or higher in Information Systems, Computer Science, Engineering, Business, or equivalent experience.

Project Manager III

Minimum/General Experience: Over eight years experience with the execution and management of large-scale Information Technology programs. This includes over four years of direct experience in managing enterprise-wide IT projects in the private or public sector.

Functional Responsibility: Directs project-specific staff and reviews work products for completeness and adherence to customer requirements. Provides communication to management to review project plans, status reports, and deliverables. Develops overall project milestones and monitors the execution of the project against planned timelines. Directs and reviews program plans, status reports, and deliverables with Program Manager and project teams. Provides technical and functional management to one or more project teams for specific projects or subtasks. Has technical, administrative and managerial responsibilities. Supervises/directs project/team in meeting task/project requirements. Identifies and resolves problems. The Project Manager is responsible for ongoing evaluation of work and quality of services.

Minimum Education: Possesses a BS degree or higher in Information Systems, Computer Science, Engineering, Business, or related field and/or is a certified Project Management Professional, or equivalent experience

Quality Assurance Specialist I

Minimum/General Experience: At least one year of experience as a team member in various quality assurance programs, including measurements of ongoing business systems.

Functional Responsibility: Assess and improve various internal systems, assist with quality assurance efforts, perform benchmarking.

Minimum Education: Possesses a BS degree in Information Systems, Computer Science, Engineering, Business or equivalent experience.

Quality Assurance Specialist II

Minimum/General Experience: Over three years experience as a team member in various quality assurance programs, including measurements of ongoing business systems; makes accurate assessments of ongoing business systems

Functional Responsibility: Evaluates software and associated documentation, participates in formal and informal reviews to determine quality. Participates in the development of software quality assurance plans. Examines and evaluates the SQA process and recommends enhancements and modifications. Develops quality standards. Devise and implement performance measures, conduct special cost studies, perform actuarial services, perform economic and regulatory analysis, assist with financial quality assurance efforts, including accounting services; asset management; budgeting; financial management training; financial management systems (e.g., assess and improve financial management systems).

Minimum Education: Possesses a BS degree in Information Systems, Computer Science, Engineering, Business, or equivalent experience.

Quality Assurance Specialist III

Minimum/General Experience: Over five years experience as a team leader in various quality assurance programs, which includes measurements of ongoing business systems and makes accurate assessments accordingly. Leads in development of various strategies for improvement of ongoing business systems, and makes recommendations to senior management.

Functional Responsibility: Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle. Provides daily supervision and direction to support staff.

Leads a team in system compliance reviews, conducts other system assessments to improve operating efficiency, etc.); financial planning and performance measurement; financial reporting and analysis; other financial management services (e.g., technical assistance related to managerial cost accounting or other special financial areas of interest, assists in financial policy formulation and development, conducts special cost studies.

Minimum Education: Possesses a BS degree or higher in Information Systems, Computer Science, Engineering, Business, or equivalent experience.

Security Systems Specialist

Minimum/General Experience: Over five years experience in the analysis of security systems, risk assessments, and risk mitigation strategies.

Functional Responsibility: Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses which also includes risk assessment.

Minimum Education: Possesses a BS degree or in Information Systems, Computer Science, Engineering, Business, or related field or equivalent experience

Business Analyst I

Minimum/General Experience: At least one year of experience with general business systems as a team member who focuses on identifying deficiencies and requirements, and communicating his observations and analysis to others.

Functional Responsibility: Will be responsible for reviewing, analyzing, and evaluating business systems and user needs; formulating systems to parallel overall business strategies; and writing detailed description of user needs, program functions, and steps required to develop or modify computer programs.

Minimum Education: Possesses a BS degree or in Information Systems, Computer Science, Business Administration, or related field or equivalent experience

Business Analyst II

Minimum/General Experience: At three years experience with general business systems, focusing on identifying requirements in the context of helping organizations to achieve strategic goals.

Functional Responsibility: Makes recommendations to senior management regarding internal changes to organizational capabilities and strategic needs, including changes to policies, processes, and information systems.

Minimum Education: Possesses a BS degree in Information Systems, Computer Science, Business Administration, or equivalent experience.

Business Analyst III

Minimum/General Experience: At five years experience as a Business or systems Analysts, well-versed in analyzing the strategic profile of the organization and its environment, advising senior management on suitable policies, and the effects of policy decisions.

Functional Responsibility: Will be responsible for reviewing, analyzing, and evaluating business systems and user needs; formulating new systems to parallel overall business strategies, through internal changes to organizational capabilities, including changes to policies, processes, and information systems; well-versed in analyzing the strategic profile of the organization and its environment.

Minimum Education: Possesses a BS degree or higher in Information Systems, Computer Science, Business Administration, or equivalent experience.

Database Administrator/DBA I

Minimum/General Experience: Over three years experience of being responsible for the environmental aspects of a database.

Functional Responsibility: Makes recommendations relating to performance and efficiency of data storage. Performs data administration, design, test and production deployment. Works closely with customers, developers and other technical teams and consults with users to determine requirements and recommend solutions.

Minimum Education: Possesses an Associates degree in Information Systems or Computer Science, or Technical Certification with equivalent experience

Database Administrator/DBA II

Minimum/General Experience: Over five years experience in Database Administration, which includes the environmental aspects of Recoverability, Integrity, Security, Availability, Performance, and Development and testing support.

Functional Responsibility: Performs a variety of complex administrative and technical work in database management, troubleshooting and maintenance of databases. Installs and configures various application software, creates and manages database instances. Inspects and resolves database problems quickly and efficiently, develops reports and ancillary paperwork and maintains system security.

Minimum Education: Possesses a BS degree in Information Systems or Computer Science, or Technical Certification with equivalent experience.

Database Administrator/DBA III

Minimum/General Experience: Over five years experience in the administration of existing enterprise databases and the high-level analysis, design, and creation of new databases.

Functional Responsibility: Responsible for the administration of existing enterprise databases and the analysis, design, and creation of new databases, data modeling, database optimization, understanding and implementation of schemas, and the ability to interpret and write complex SQL queries.

Minimum Education: Possesses a BS degree or higher in Information Systems, or Computer Science, or Technical Certification with equivalent experience.

Data Integration/Data Warehouse Developer I

Minimum/General Experience: At least three years of related functional experience of which one year experience must be related directly to the specific application functional requirements being developed.

Functional Responsibility: Performs as a Data Warehouse Developer on large-scale database management systems. Knowledge of computer equipment and ability to develop complex software to satisfy design objectives.

Minimum Education: Possesses a BS degree in Information Systems, or Computer Science, or equivalent experience.

Data Integration/Data Warehouse Developer II

Minimum/General Experience: At least five years of related functional experience of which three years experience must be related directly to the specific application functional requirements being developed.

Functional Responsibility: Utilizes multidimensional database(s) on large-scale database management systems, uses On-Line Analytical Processing (OLAP) Access Tool, and ability to develop complex software to satisfy design objectives. Develop and use effective data integration tools and processes

Minimum Education: Possesses a BS degree in Information Systems, or Computer Science, or equivalent experience.

Data Integration/Data Warehouse Developer III

Minimum/General Experience: At least seven years of related functional experience of which five years experience must be related directly to the specific application functional requirements being developed.

Functional Responsibility: Performs as a Data Warehouse Developer using OLAP tools on large-scale database management systems, knowledge of computer equipment, and ability to develop complex software to satisfy design objectives.

Minimum Education: Possesses a BS degree or higher in Information Systems, or Computer Science, or equivalent experience.

Technical Writer

Minimum/General Experience: Over five years experience as a professional writer who designs, creates, maintains, and updates technical documentation—including online help, user guides, white papers, design specifications, and other documents.

Functional Responsibility: Assimilates and conveys technical material in a concise, effective manner, creates documentation that is accurate, complete, and as concise as possible. Communicates in many ways: printed documentation, Web-based or other electronic documentation, training materials, and industrial film scripts. Communicates and collaborates on a regular basis with management.

Minimum Education: HS Diploma

Application Architect I

Minimum/General Experience: Over three years experience in implementing, applying, and designing various systems and applications.

Functional Responsibility: The primary responsibility of the application architect is to provide the overall guidance and structure for creating and maintaining the whole software effort of a company. Capable of working with supervision on specific tasks associated with specific aspects of software development.

Minimum Education: Possesses a BS degree in Information Systems, or Computer Science, or another related field, or equivalent experience.

Application Architect II

Minimum/General Experience: Over five years experience in implementing, applying, and designing various systems and applications.

Functional Responsibility: Responsibilities include working with the Application Engineer and Functional Specialist teams, assisting with the development of application solutions and packaged applications. Must be able to handle multiple project assignments, manage and negotiate work load with project managers, escalate issues as necessary to management, and possess excellent communication skills.

Minimum Education: Possesses BS degree in Information Systems, or Computer Science, or equivalent experience.

Application Architect III

Minimum/General Requirements: Over seven years experience in implementing, applying, and designing various systems and applications.

Functional Responsibility: Subject Matter Expert in software development and integration, 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 implementation of specific aspects of software architecture and is capable of supervising a team of software specialists, working on highly complex projects which include: defining the application architecture, resolving high-level functional issues, coaching the Application Engineer team in the development of the application solution, guide the Functional Specialist team in the development of the packaged application, on a Package Integration project, provide continuity in all major application solution decisions.

Minimum Education: Possesses a BS degree in Information Systems, or Computer Science, or equivalent experience.

Mainframe Programmer I

Minimum/General Requirements: At least three years experience in designing and programming mainframe applications.

Functional Responsibility: Usually a member of a team who works under supervision to complete programming tasks within the mainframe application is familiar with programming languages of COBOL, CICS and 4GLs, and knowledge of computer equipment.

Minimum Education: Associates degree in Information Systems, or Computer Science, or equivalent experience.

Mainframe Programmer II

Minimum/General Requirements: At least five years experience in designing and programming mainframe applications.

Functional Responsibility: Usually a member of a team who works with little or no supervision and completes programming tasks within the mainframe application, is familiar with programming languages of COBOL, CICS and 4GLs, and knowledge of computer equipment.

Minimum Education: BS degree in Information Systems, or Computer Science, or equivalent experience.

Mainframe Programmer III

Minimum/General Requirements: At least eight years experience in the design and programming of a mainframe application.

Functional Responsibility: Usually a member of a team who works without supervision to complete programming tasks within the mainframe application is familiar with programming languages of COBOL, CICS and 4GLs, and knowledge of computer equipment. Provides technical direction to programmers to ensure program deadlines are met.

Minimum Education: BS degree in Information Systems, or Computer Science, or equivalent experience.

Telecommunications Specialist

Minimum/General Experience: At least five years experience telecommunications.

Functional Responsibility: Designs voice and data communication systems, supervises installation of these systems, and provides maintenance and service after installation. Facilities management, database planning and design, systems analysis and design, network services, programming, millennium conversion services, conversion and implementation support, network services project management, data/records management, subscriptions/publications (electronic media), and other services.

Minimum Education: BS degree and extensive in-house training programs, or equivalent experience.

Networking/Systems Administrator/Designer I

Minimum/General Requirements: At least two years experience in the organization, implementation and direction of hardware installations on site surveys; designs and implements system security, back-up procedures, and software compatibility updates.

Functional Responsibility: Analyzes, designs, and installs computer based systems, local area networks, communication systems. Familiar with engineering documentation, network configurations and topologies, X.25, TCP/IP, Frame Relay, bridges, hubs, and routers.. Analyzes and develops new hardware requirements and prepares specifications for hardware acquisitions. Coordinates post installation operations and maintenance support.

Minimum Education: Bachelors degree and technical training/certification desired or equivalent experience.

Networking/Systems Administrator/Designer II

Minimum/General Requirements: At least five years experience the organization, implementation and direction of hardware installations on site surveys; designs and implements system security, back-up procedures, and software compatibility updates.

Functional Responsibility: Specialized responsibilities includes: supervision of installation technicians, analysis, design, and installation of computer based systems; analysis, and installation of local area networks; and analysis and installation of communication systems. Familiar with engineering documentation, network configurations and topologies, X.25, TCP/IP, Frame Relay, bridges, hubs, and routers. General experience includes increasing responsibilities in technical management. Proven ability to work independently or under only general direction.

Minimum Education: Bachelors degree and technical training/certification or equivalent experience.

SAS Analyst/Programmer I

Minimum/General Requirements: Over three years experience working with computer systems, experience with SQL, and/or a minimum of two years experience using SAS in a professional environment.

Functional Responsibility: SAS Analysis, writing original SAS Code, ability to solve problems independently and participate in team projects.

Minimum Education: BS degree in Computer Science, or equivalent experience.

SAS Analyst/Programmer II

Minimum/General Experience: Over five years experience working with computer systems, experience with SQL and/or a minimum of three years experience using SAS in a professional environment.

GSA SCHEDULE ----- INFORMATION FOR ORDERING ACTIVITIES

Functional Responsibility: SAS Analysis, writing original SAS Code, excellent analytical, organizational and written/verbal communication skills, proven ability to document programs and projects for successful transition of assignments.

Minimum Education: BS degree in Computer Science, or equivalent experience.

Geographic Information System (GIS) Developer I

Minimum/General Requirements: Two years experience in integration, mapping, and geospatial technology into applications; analysis of site selection and location analysis, customer segmentation, profiling, prospecting, demographics and customer spending trends, IT literate.

Functional Responsibility: Understands GIS 2 High level technical architecture, Low level technical architecture, High & Low Level Requirements; provide technical support to the development team; understand and agree with the content of project documentation such as the Software Architecture document, System Use Cases, the Analysis, Design and Implementation Models.

Minimum Education: BS degree in Computer Science or any related field, or equivalent experience.

Geographic Information System (GIS) Developer II

Minimum/General Experience: Five years experience in the development of in-house GIS Development Strategies in accordance with company standards, policies, and procedures.

Functional Responsibility: Understands GIS 2 High level technical architecture, Low level technical architecture, High & Low Level Requirements; be the technical authority providing support to the development team; understand and agree with the content of project documentation such as the Software Architecture document, System Use Cases, the Analysis, Design and Implementation Models, ability to communicate on multiple levels of management and staff.

Minimum Education: BS degree in Computer Science or any related field, or equivalent experience.

***Substitution for Educational Requirements**

<u>Degree</u>	<u>Related Progressive Experience</u>
Associate's	2 years
Bachelor's	4 years
Master's	Bachelors + 2 years

***Substitution for Work Experience Requirements**

<u>Equivalent Years of</u>	
<u>Experience</u>	<u>Degree</u>
2 years	Bachelor's
4 years	Master's

GSA SCHEDULE ----- INFORMATION FOR ORDERING ACTIVITIES

Labor Categories	GSA Rate
Application Developer: I	\$69.12
Application Developer: II	\$78.99
Application Developer: III	\$88.87
Database Developer I	\$78.99
Database Developer II	\$98.74
ERP/CRM Consultant I	\$87.78
ERP/CRM Consultant II	\$103.68
ERP/CRM Consultant III	\$114.54
GUI Developer	\$83.93
Project Manager I	\$94.05
Project Manager II	\$102.69
Project Manager III	\$113.55
Quality Assurance Specialist I	\$54.50
Quality Assurance Specialist II	\$71.09
Quality Assurance Specialist III	\$82.94
Security Systems Specialist	\$123.43
Business Analyst I	\$74.06
Business Analyst II	\$87.39
Business Analyst III	\$93.80
Mainframe Programmer I	\$72.08
Mainframe Programmer II	\$82.94
Mainframe Programmer III	\$90.46
Technical Writer	\$81.95
Database Administrator/DBA I	\$78.99
Database Administrator/DBA II	\$111.08
Database Administrator/DBA III	\$123.43
Data Integration/Data Warehouse Developer I	\$78.79
Data Integration/Data Warehouse Developer II	\$92.82
Data Integration/Data Warehouse Developer III	\$98.11
Application Architect I	\$104.86
Application Architect II	\$111.58
Application Architect III	\$145.15
Telecommunications Specialist	\$98.74
Networking/Systems Administrator/Design I	\$86.64
Networking/Systems Administrator/Design II	\$128.09
SAS Analyst/Programmer I	\$78.99
SAS Analyst/Programmer II	\$82.65
GIS Developer I	\$88.87
GIS Developer II	\$108.61

**USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS**

Preamble

Hicks Consulting Group provides commercial products and services to the Federal Government. We are committed to promoting participation of small, Service Disabled Veteran Owned Business 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 Federal Government contracts. To accelerate potential opportunities please contact LISA PRICE, POC, 800-700-6011, LPrice@hicksconsult.com, Fax: 925-299-4091

GSA SCHEDULE ----- BLANKET PURCHASE AGREEMENT

**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (Agency) and Hicks Consulting Group, Inc. enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

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

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

Signatures

Agency

Date

Contractor

Date

GSA SCHEDULE ----- BLANKET PURCHASE AGREEMENT

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

(3) The Government 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 customer agency requirements.

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

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