



**AUTHORIZED INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES**

SIN 132-51 / 132-51-STLOC / 132-51RC - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D302 IT Systems Development Services
FPDS Code D306 IT Systems Analysis Services
FPDS Code D308 Programming Services
FPDS Code D311 IT Data Conversion Services
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

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

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

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

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Business Size/Status: Small Business

**Contract Number: GS-35F-0300J
Period Covered by Contract: 3/16/2004 - 3/15/2009**

**GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE**

Pricelist current through Modification #FX51, dated 12/26/2007.

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 Acquisition Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

TABLE OF CONTENTS

INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS 1

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL
ITEM NUMBER 132-51 / 132-51STLOC / 132-51RC)..... 8

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS 11

BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE..... 12

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS” 14

GSA LABOR CATEGORY DESCRIPTIONS 16

GSA LABOR RATES – SIN(s) 132-51 / 132-51STLOC / 132-51RC 22



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 - **037753118**
Block 30: Type of Contractor - **B. Other Small Business**
Block 31: Woman-Owned Small Business – **No**
Block 36: Contractor's Taxpayer Identification Number (TIN) - **54-1059055**

4a. CAGE Code: **2Y271**

4b. Contractor **has** registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51 / 132-51STLOC / 132-51RC	30 Days ARO

SPECIAL ITEM NUMBER	EXPEDITED DELIVERY TIME (Days ARO)
132-51 / 132-51STLOC / 132-51RC	To be negotiated with ordering agency

SPECIAL ITEM NUMBER	OVERNIGHT & 2- DAY DELIVERY TIME (Days ARO)
132-51 / 132-51STLOC / 132-51RC	To be negotiated with ordering 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: **0% - 30 days** from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: **None**
- c. Dollar Volume: **None**
- d. Government Educational Institutions: **Offered the same discounts as all other Government customers**
- e. Other: **None**

8. TRADE AGREEMENTS ACT OF 1979, as amended

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING

Not Applicable



10. SMALL REQUIREMENTS

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

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

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:
Special Item No. 132-51 / 132-51STLOC/ 132-51RC - Information Technology Professional Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS): Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

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

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

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



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

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

16. GSA ADVANTAGE!

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

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

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.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 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 / 132-8STLOC / 132-8RC.

23. SECTION 508 COMPLIANCE

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: <http://www.decisionpath.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 / 132-51STLOC / 132-51RC)**

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 / 132-51STLOC /132-51RC 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. 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 SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 / 132-51STLOC / 132-51RC. IT 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 Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

Please refer to the information provided on page #15



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

PREAMBLE

APA, Inc. d/b/a DecisionPath 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

Steve Williams, President

Phone: (301) 417-2694

E-mail: steve.williams@decisionpath.com

Fax: (301) 417-0508



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

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and APA, Inc. d/b/a DecisionPath Consulting 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) GS-35F-0300J.

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

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

Signatures

Ordering Activity	Date	Contractor	Date

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) **GS-35F-0300J**, Blanket Purchase Agreements, **APA, Inc. d/b/a DecisionPath Consulting** 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.



DESCRIPTION OF IT SERVICES

Data Management & Warehousing - DecisionPath Consulting has substantial experience in all aspects of data management, from front-end data acquisition to data storage/warehousing within relational databases to making data readily available via user-friendly graphical user interfaces and pre-scripted queries. DecisionPath Consulting understands the use of the latest business intelligence and OLAP tools and we can put them to work to improve information access and decision support in your organization.

Web Design and Development - DecisionPath Consulting has been heavily involved in designing and developing web sites and web pages for organizations ranging from small human services organizations to global logistics management organizations. We can help your organization design and develop a Web presence that enables electronic commerce and/or that conveys the image and information you need to convey in an attractive, engaging, and interactive manner.

Information Resources Management - DecisionPath Consulting senior analysts combine a strategic understanding of the Federal IRM environment with a keen awareness of the key challenges inherent in management of information technology within organizations. Whether your need is for capital planning assistance, a modular contracting strategy, or an assessment of opportunities to enhance performance results, DecisionPath Consulting can help you get the job done.

Information Systems Strategic Planning - DecisionPath Consulting senior analysts have the breadth and depth of information technology knowledge to help you develop an architecture and roadmap for your organization's information systems. For the Global Command and Control System, DecisionPath Consulting analyzed hundreds of legacy systems with a view toward identifying those that were best suited for migration toward a global architecture based on client-server technologies.

System Reengineering - DecisionPath Consulting is currently helping the Department of Health and Human Services reengineer a mission critical information system used by the Office of Refugee Resettlement. The current system is inflexible, expensive, and outdated. DecisionPath Consulting is reengineering the system to employ relational database technology and a user-friendly, GUI-based Windows environment.

Software Development - DecisionPath Consulting's experience in software development spans the software life cycle. From front-end analysis to testing, documentation, and user support, DecisionPath Consulting has done it all. We employ structured methods and advanced tools to develop applications software, middleware, and/or communications software that is reliable, maintainable, and perfectly suited for the intended use.



GSA LABOR CATEGORY DESCRIPTIONS

EXPERIENCE SUBSTITUTIONS FOR EDUCATION CREDENTIALS:	MAY SUBSTITUTE FOR A:
H.S. Diploma + 17 years additional experience	Bachelors Degree in computer science, information systems, or engineering
Associates Degree in computer science, information systems, or engineering + 15 years additional experience	Bachelors Degree in computer science, information systems, or engineering
Bachelors Degree in computer science, information systems, or engineering + 5 years additional experience	Masters Degree in computer science, information systems, or engineering
Masters Degree in computer science, information systems, or engineering + 5 years additional experience	Ph.D. in computer science, information systems, or engineering
Bachelors Degree in computer science, information systems, or engineering	H.S. Diploma + 17 years additional experience requirement
Bachelors Degree in computer science, information systems, or engineering	Associates Degree in computer science, information systems, or engineering + 15 years additional experience requirement
Masters Degree in computer science, information systems, or engineering	Bachelors Degree in computer science, information systems, or engineering + 2 years additional experience requirement
Ph. D. in computer science, information systems, or engineering	Masters Degree in computer science, information systems, or engineering + 5 years additional experience requirement

PROGRAM MANAGER I

Minimum/General Experience: This position requires a minimum of fifteen years general experience in the information technology professional services field, of which at least five years must be specialized. General experience means experience in one or more of the following IT professional services areas: IT systems development services, IT systems analysis services, automated information systems design and integration services, programming services, millennium conversion services, and/or IT data conversion services. Specialized experience means experience-managing projects that deliver IT professional services in the above-listed areas.

Functional Responsibility: Manages cost, schedule, and technical performance of contracts to provide IT systems development services, IT systems analysis services, automated information systems design and integration services, programming services, millennium conversion services, and/or IT data conversion services.

Minimum Education: A Bachelor’s degree or equivalent experience in Computer Science, Information Systems, Engineering, Business, or other related discipline.



SENIOR FUNCTIONAL ANALYST

Minimum/General Experience: This position requires a minimum of ten years general experience, of which at least eight years must be specialized. General experience means experience in one or more of the following IT professional services areas: IT systems development services, IT systems analysis services, automated information systems design and integration services, programming services, millennium conversion services, and/or IT data conversion services. Specialized experience means experience providing IT systems analysis services in order to identify and capture user requirements for computer-based systems that are designed to meet the operational, planning, and/or management information needs of commercial businesses or Government agencies. The IT systems analysis services may be directed toward, but are not limited to, one or more of the following functional areas of the customer organization: operations, engineering, logistics, procurement, project management, planning, and/or MIS.

Functional Responsibility: Leads IT systems analysis efforts in order to identify and capture user requirements for computer-based systems that are designed to meet the operational, planning, and/or management information needs of commercial businesses or Government agencies. Leads systems analysis of user requirements in such functional areas as operations, R&D, engineering, logistics, procurement, accounting, budgeting, project management, planning, and/or MIS. Provides daily supervision and direction to Functional Analysts and support staff.

Minimum Education: A Bachelor's degree in computer science, information systems, engineering, business, or other related scientific, technical or functional discipline. With 13 years of experience, of which at least 11 must be specialized experience, a degree is not required.

FUNCTIONAL ANALYST

Minimum/General Experience: This position requires a minimum of six years general experience, of which at least three years must be specialized. General experience means experience in one or more of the following IT professional services areas: IT systems development services, IT systems analysis services, automated information systems design and integration services, programming services, millennium conversion services, and/or IT data conversion services. Specialized experience means experience providing IT systems analysis services in order to identify and capture user requirements for computer-based systems that are designed to meet the operational, planning, and/or management information needs of commercial businesses or Government agencies. The IT systems analysis services may be directed toward, but are not limited to, one or more of the following functional areas of the customer organization: operations, engineering, logistics, procurement, project management, planning, and/or MIS. With a Master's degree (in the fields described below), four years' experience of which at least two must be specialized experience is required.

Functional Responsibility: Under the guidance of Senior Functional Analyst or Program Manager, performs systems analysis in order to identify and capture user requirements for computer-based systems that are designed to meet the operational, planning, and/or management information needs of commercial businesses or Government agencies. Performs systems analysis of user requirements in such functional areas as operations, R&D, engineering, logistics, procurement, accounting, budgeting, project management, planning, and/or MIS.

Minimum Education: A Bachelor's degree in computer science, information systems, engineering, business, or other related scientific, functional or technical discipline. With 10 years of experience, of which at least eight must be specialized experience, a degree is not required.

SENIOR SYSTEMS ARCHITECT

Minimum/General Experience: This position requires a minimum of ten years general experience, of which at least five years must be specialized. General experience means experience in one or more of the following IT professional services areas: IT systems development services, IT systems analysis services, automated information systems design and integration services, programming services, millennium conversion services, and/or IT data conversion services. Specialized experience means experience providing IT systems analysis and automated information systems design and integration services using structured analysis and design methods (e.g. IDEF 1X, entity relationship diagrams, OOD).

Functional Responsibility: Designs integrated automated information systems, including computer software, hardware, and communications, to meet user requirements. Ensures that automated information systems designs are compatible and in compliance with Federal IT standards for open information systems. Analyzes problems with automated information system performance and develops appropriate corrective actions.

Minimum Education: Bachelor's degree or equivalent experience in Computer Science, Information Systems, Engineering, Business, or other related discipline.



PRINCIPAL INFORMATION ENGINEER

Minimum/General Experience: This position requires a minimum of ten years general experience, of which at least seven years must be specialized. General experience means experience in one or more of the following IT professional services areas: IT systems development services, IT systems analysis services, automated information systems design and integration services, programming services, millennium conversion services, and/or IT data conversion services. Specialized experience means experience providing IT systems analysis services, IT systems development services, and/or IT data conversion services directed toward meeting the information requirements of commercial or Federal organizations. Such experience typically includes the use of data modeling and information engineering techniques to identify information requirements and then design and develop databases that meet the identified requirements. With a Ph.D. (in the fields described below), eight years' general experience is required, of which at least six must be specialized experience.

Functional Responsibility: Provides IT systems analysis services, IT systems development services, and/or IT data conversion services directed toward designing, developing, and implementing the database subsystem of automated information systems. Uses data modeling and information engineering methods to identify user requirements and design databases to meet the identified requirements.

Minimum Education: A master of sciences degree in computer science, information systems, engineering, or other related scientific or technical discipline. With a Bachelor's degree in computer science, information systems, engineering, or other related scientific or technical discipline, and 12 years' general experience, of which at least nine must be specialized experience, a Master's degree is not required.

QUALITY ASSURANCE ANALYST

Minimum/General Experience: This position requires a minimum of six years experience, of which at least two years must be specialized. General experience means experience in one or more of the following IT professional services areas: IT systems development services, IT systems analysis services, automated information systems design and integration services, programming services, millennium conversion services, and/or IT data conversion services. Specialized experience means experience in the above areas that is directed toward ensuring the quality of automated information systems, including such activities as formulating standards for coding, testing, and debugging of computer programs, conducting structured reviews of software and system performance, and maintaining information about software and system quality for use in improving software and system development processes.

Functional Responsibilities: Provides IT systems development services directed toward assessing performance of automated information systems to ensure conformance to requirements and standards. Reviews information systems work products for correctness, adherence to the design concept, and adherence to user standards. Reviews information system program documentation to assure conformance with government standards/requirements.

Minimum Education: A Bachelor's degree or equivalent experience in Computer Science, Information Systems, Engineering, Business, or other related discipline.

SENIOR APPLICATIONS ENGINEER

Minimum/General Experience: This position requires a minimum of ten years general experience, of which at least five years must be specialized. General experience means experience in one or more of the following IT professional services areas: IT systems development services, IT systems analysis services, automated information systems design and integration services, programming services, millennium conversion services, and/or IT data conversion services. Specialized experience means experience providing IT systems development services directed toward engineering of applications software to meet specific user requirements, including customized user interface applications, special-purpose automated information processing applications, customized database querying applications, and customized reporting applications.

Functional Responsibility: Provides IT systems development services directed toward engineering of applications software to meet specific user requirements. Analyzes IT systems requirements allocated to software and develops applications software designs. Ensures that applications software designs conform to IT systems interface specifications. Estimates software development costs and schedule. Supervises software configuration management and software documentation.

Minimum Education: A Bachelor's degree or equivalent experience in Computer Science, Information Systems, Engineering, Business, or other related discipline.



APPLICATIONS ENGINEER

Minimum/General Experience: This position requires a minimum of six years general experience, of which at least four years must be specialized. General experience means experience in one or more of the following IT professional services areas: IT systems development services, IT systems analysis services, automated information systems design and integration services, programming services, millennium conversion services, and/or IT data conversion services. Specialized experience means experience providing IT systems development services directed toward engineering of applications software to meet specific user requirements, including customized user interface applications, special-purpose automated information processing applications, customized database querying applications, and customized reporting applications.

Functional Responsibility: Working under the supervision of a Senior Applications Engineer or the Program Manager, provides IT systems development services directed toward engineering of applications software to meet specific user requirements. Analyzes assigned subset of IT systems requirements allocated to software and develops application software designs. Contributes to development of software documentation.

Minimum Education: A Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline.

APPLICATIONS PROGRAMMER

Minimum/General Experience: This position requires a minimum of five years' general experience, of which at least three must be specialized. General experience means experience in one or more of the following IT professional services areas: IT systems development services, IT systems analysis services, automated information systems design and integration services, programming services, millennium conversion services, and/or IT data conversion services. Specialized experience means experience providing computer programming services directed toward coding, testing, and integrating computer software for use with automated information systems. With a Master's degree (in the fields described below), four years' general experience, of which at least two must be specialized experience, is required.

Functional Responsibility: Provides programming services, using design specifications as the basis for coding, testing, debugging, and integrating computer applications software. Develops block diagrams and logic flowcharts. Translates detailed design into computer software. Prepares required documentation. Enhances software to reduce operating time or improve efficiency.

Minimum Education: A Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. With nine years of general experience, of which at least seven must be specialized experience, a degree is not required.

JUNIOR APPLICATIONS PROGRAMMER

Minimum/General Experience: This position is for recent college graduates and requires no experience.

Functional Responsibility: Working under the supervision of an Applications Programmer or Applications Engineer, provides programming services, using design specifications as the basis for coding, testing, debugging, and integrating computer applications software. Develops block diagrams and logic flowcharts. Translates detailed design into computer software. Prepares required documentation. Enhances software to reduce operating time or improve efficiency.

Minimum Education: A Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline.



SENIOR COMPUTER SYSTEMS ANALYST

Minimum/General Experience: This position requires a minimum of ten years general experience, of which at least eight must be specialized experience. General experience means experience in one or more of the following IT professional services areas: IT systems development services, IT systems analysis services, automated information systems design and integration services, programming services, millennium conversion services, and/or IT data conversion services. Specialized experience means experience providing IT systems analysis services, including analysis and design of complex applications for large-scale automated information systems. With a Master's degree (in the fields described below), eight years general experience, of which at least six must be specialized experience, is required. With a Ph.D. (in the fields described below), a minimum six years general experience is required, of which at least five must be specialized.

Functional Responsibility: Provides IT systems analysis services directed toward identification of computer system requirements to meet organizational needs. Allocates user requirements identified by Senior Functional Analyst and/or Functional Analyst to computer system components and/or subsystems.

Minimum Education: A Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. With 13 years of general experience, of which at least 11 must be specialized experience, a degree is not required.

SENIOR ADMINISTRATIVE AND PROJECT SUPPORT

Minimum/General Experience: This position requires a minimum of five years general experience providing administrative support for projects in one or more of the following IT professional services areas: IT systems development services, IT systems analysis services, automated information systems design and integration services, programming services, millennium conversion services, and/or IT data conversion services.

Functional Responsibility: Takes direction from the Program Manager. Assists in the preparation of project management plans and reports for IT systems development, IT systems analysis, automated information systems design and integration, programming, millennium conversion services, and/or IT data conversion projects. Prepares project and technical documents.

Minimum Education: A Bachelor's degree or equivalent experience.

SENIOR DATA WAREHOUSE CONSULTANT

Minimum/General Experience: 8 years general computer science experience.

Functional Responsibility: Serves as project lead and/or senior technical contributor on data warehousing and business intelligence projects. Works with customer to define project scope. Performs and/or leads team in performing data warehousing program reviews, strategy formulation, data warehouse design, application software selection, and all other tasks needed to design, develop, and field a data warehouse/business intelligence system.

Minimum Education: Bachelor's degree in computer science, information systems, engineering, business, or other related discipline.

DATA WAREHOUSE CONSULTANT

Minimum/General Experience: 5 years general computer science experience.

Functional Responsibility: Provides technical expertise in data warehouse and business intelligence systems design, development, testing, integration, and deployment. Uses domain-specific tools such as Ascential DataStage, Informatica PowerMart, ERWin, BPWin, Business Objects, Cognos, Microsoft Data Transformation Services, Microsoft Analytical Services, and SAP Business Warehouse.

Minimum Education: Bachelor's degree in computer science, information systems, engineering, business, or other related discipline.



PRINCIPAL CONSULTANT

Minimum/General Experience: 9 years general information systems or business systems experience including: data warehousing, business intelligence, IT Program planning, business systems requirements, project management, IT system strategy formulation, or business systems design.

Functional Responsibility: Assists and works with all senior staff members to plan, design and implement complex system issues. Develops tactical plan for meeting the strategic goals of the business intelligence data warehouse and the formulation of technical standards, research and recommending tools and techniques to create innovative solutions. Establishes internal control, system monitoring and risk management process. Leads a team of experts to architect, build and maintain a state-of-the-art electronic environment to clients.

Minimum Education: Bachelor's degree in computer science, information systems engineering, or business.



GSA LABOR RATES – SIN(S) 132-51 / 132-51STLOC / 132-51RC

LABOR CATEGORY	GSA HOURLY RATE
Program Manager I	\$90.37
Senior Functional Analyst	\$61.38
Functional Analyst	\$39.71
Senior Systems Architect	\$78.88
Principal Information Engineer	\$63.33
QA Analyst	\$46.62
Senior Applications Engineer	\$61.00
Applications Engineer	\$52.38
Application Programmer	\$34.80
Junior Application Programmer	\$27.52
Senior Computer Systems Analyst	\$43.34
Senior Administrative & Project Support	\$30.81
Senior Data Warehouse Consultant	\$199.48
Data Warehouse Consultant	\$124.68
Principal Consultant	\$249.36

