

## **Federal Services Information Technology Schedule**

Submitted to:

**Contracting Officer**

**FAS/Office of Integrated Technology Services**

**Office of Acquisition Operations**

**IT Schedule Contract Operations**

**(QTAHC)**

Submitted by:



**Enterprise Engineering Services, LLC**

**501 Tilton Road**

**Egg Harbor City, New Jersey 08215**

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

Special Item No. 132-51 Information Technology Professional Services

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

FPDS Code D301 IT Facility Operation and Maintenance  
FPDS Code D302 IT Systems Development Services  
FPDS Code D306 IT Systems Analysis Services  
FPDS Code D307 Automated Information Systems Design and Integration Services  
FPDS Code D308 Programming Services  
FPDS Code D310 IT Backup and Security Services  
FPDS Code D311 IT Data Conversion Services  
FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services  
FPDS Code D316 IT Network Management Services  
FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or  
Other Information Services (All other information services belong under Schedule 76)  
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

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

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

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

**Enterprise Engineering Services, L.L.C.**  
**501 Tilton Rd, Egg Harbor City, NJ 08215**  
**Ph: 609-965-9000 / Fax 609-965-3222**  
**<http://www.ees-net.com>**

Contract Number: GS-35F-0309U

Period Covered by Contract:

General Services Administration  
Federal Acquisition Service

Pricelist current through Modification #PS-0002, dated January 11, 2011.

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

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

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

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

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

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

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

### **1. GEOGRAPHIC SCOPE OF CONTRACT:**

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

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

Offerors are requested to check one of the following boxes:

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

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

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

Enterprise Engineering Services, L.L.C.  
501 Tilton Road.  
Egg Harbor City, New Jersey 08215

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor will not agree to use credit cards for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

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

(609) 965-0900

**3. LIABILITY FOR INJURY OR DAMAGE**

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

**4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:**

Block 9: G. Order/Modification Under Federal Schedule Contract  
Block 16: Data Universal Numbering System (DUNS) Number: 786478698  
Block 30: Type of Contractor: (A.) Small Disadvantaged Business

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

Block 31: Woman-Owned Small Business - No  
Block 37: Contractor's Taxpayer Identification Number (TIN): 16-1767578

- 4a. CAGE Code: 4LK25
- 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)  |
|---------------------|---------------------------|
| <u>132-51</u>       | <u>as negotiated</u> Days |

- 
- 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: Discounts will be the same as offered to 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:**

10. **Small Requirements:** The minimum dollar value of orders to be issued is \$100.00.

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

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:
  - Special Item Number 132-3 - Leasing of Product
  - Special Item Number 132-4 – Daily / Short Term Rental
  - Special Item Number 132-8 - Purchase of Equipment
  - Special Item Number 132-9 - Purchase of Used or Refurbished Equipment
  - Special Item Number 132-12 - Equipment Maintenance
  - Special Item Number 132-32 - Term Software Licenses
  - Special Item Number 132-33 - Perpetual Software Licenses
  - Special Item Number 132-34 - Maintenance of Software as a Service
  - Special Item Number 132-51 - Information Technology Professional Services
  - Special Item Number 132-52 - Electronic Commerce (EC) Services
  - Special Item Number 132-53 – Wireless Services
  - Special Item Number 132-54 – Commercial Satellite Communications (COMSATCOM) Transponded Capacity
  - Special Item Number 132-55 – Commercial Satellite Communications (COMSATCOM) Subscription Services
- b. The Maximum Order value for the following Special Item Numbers (SINs) is \$25,000:
  - Special Item Number 132-50 - Training Courses
- c. The Maximum Order value for the following Special Item Numbers (SINs) is \$1,000,000:
  - Special Item Number 132-60A-F – Access Certificates for Electronic Services (ACES) Program
  - Special Item Number 132-61 – Public Key Infrastructure (PKI) Shared Service Provider (SSP) Program
  - Special Item Number 132-62 – HSPD-12 Product and Service Components

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.gsaadvantage.gov>

**17. PURCHASE OF OPEN MARKET ITEMS**

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

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

- (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: N/A

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

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

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

## **21. CONTRACTOR TEAM ARRANGEMENTS**

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each

contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

**22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

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

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

**23. SECTION 508 COMPLIANCE.**

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant:

Yes  \_\_\_\_\_

No \_\_\_\_\_

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): www.ees-net.com \_\_\_\_\_

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

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

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

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

(b) The following statement:

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

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

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

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an

endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

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

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

## **26. SOFTWARE INTEROPERABILITY.**

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

## **27. ADVANCE PAYMENTS**

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

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

**\*\*\*NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.**

### **1. SCOPE**

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

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

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

### **3. ORDER**

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

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

### **4. PERFORMANCE OF SERVICES**

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT/IAM Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## **6. INSPECTION OF SERVICES**

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

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

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

## **8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

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

## **9. INDEPENDENT CONTRACTOR**

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

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

### **a. Definitions.**

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

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

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

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

## **11. INVOICES**

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

## **12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

## **13. RESUMES**

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

## **14. INCIDENTAL SUPPORT COSTS**

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

## **15. APPROVAL OF SUBCONTRACTS**

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

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

a. The Contractor shall provide a description of each type of IT/IAM Service offered under Special Item Numbers 132-51 IT/IAM Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT/IAM Professional Services shall be in accordance with the Contractor’s customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

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

**EXAMPLE:** Commercial Job Title: System Engineer

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

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

Minimum Education: Bachelor’s Degree in Computer Science

| Labor Category                   | Duties  | Education *      | Years Experience |
|----------------------------------|---|------------------|------------------|
| <b>Program Manager</b>           | Performs complex functional activities of the project by providing management and technical direction to project personnel. Regularly exercises independent judgment, as well as a high level of analytical skill in solving complex and unusual technical, administrative and managerial problems.   | <b>Bachelors</b> | <b>8</b>         |
| <b>Project Manager</b>           | Performs non-routine functional activities of a project by providing management and technical direction to project personnel. Exercises independent judgment, as well as a high level of analytical skill in solving non-routine technical, administrative and managerial problems. Responsible for all aspects of project performance and assists in the overall direction to all project-level activities and personnel.  | <b>Bachelors</b> | <b>5</b>         |
| <b>Technical Project Manager</b> | Provides project management functions including technical leadership, quality assurance and decision oriented recommendations. Performs non-routine functional activities of a project by providing management and technical direction to project personnel. Exercises independent judgment, as well as a high level of analytical skill in solving non-routine technical, administrative and managerial problems. Responsible for all aspects of project performance and assists in the overall direction to all project-level activities and personnel. Performs other related duties as assigned.  | <b>Bachelors</b> | <b>8</b>         |
| <b>Task Lead</b>                 | Provides task management functions related to specified assigned work that can include technical, quality assurance, status, progress reporting and administrative duties pertaining to the assigned task. Provides technical consultation in solving problems of design and reliability, or in maintaining the ability of the system. Participates in the testing of computer programs, revising and refining all necessary documentation as testing is completed. Monitors operations and diagnoses and correct errors. Participates in the review of existing programs in order to make refinements that increase their efficiency. Performs other related duties as assigned. | <b>Bachelors</b> | <b>6</b>         |

| Labor Category                        | Duties  | Education *             | Years Experience |
|---------------------------------------|---|-------------------------|------------------|
| <p><b>Subject Matter Expert 1</b></p> | <p>Works independently under general guidelines or objectives. Possesses demonstrated advanced technical and managerial skills; fully knowledgeable and experienced in all aspects of a program or functional area. Applicable functional areas include systems engineering, network engineering, acquisition management, business process reengineering, specialty engineering (e.g., communications, systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. Manages large, complex systems acquisition projects or major functional areas. Plans, develops or supports programs/projects. Establishes objectives and requirements. Adapts and applies applicable technical, administrative, financial and business processes and procedures. Develops budgets. Develops program/project standards and schedules. Monitors outside resources. Coordinates and reviews work of assigned staff. Reviews/oversees the preparation of all related documentation. Chairs reviews, technical interchange meetings, etc. Directly participates and coordinates with the highest echelons and authority on all aspects pertinent to the successful implementation of the program or functional area. Employs a high degree of creativity, foresight and mature judgment to plan, organize and guide complex programs for which approaches and precedents may be unclear or nonexistent. Performs other related duties as assigned.</p> | <p><b>Masters</b></p>   | <p><b>10</b></p> |
| <p><b>Subject Matter Expert 2</b></p> | <p>Works under general guidelines established by supervisor; receives overall instructions on specific assignment objectives, features, possible solutions, etc. Assistance is furnished on unusual problems and work is reviewed for consistency and completeness. Applicable functional areas include systems engineering, network engineering, acquisition management, business process reengineering, specialty engineering (e.g., communications, systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. Performs routine assignments on a broad range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative discipline relating to the task. Using prescribed methods and information supplied, develops draft inputs to program documentation as it relates to any of the support functions. Reviews final draft documents for conformity to requirements and completeness. Organizes and maintains management files. Tracks preparation and delivery status of required deliverables. Attends meetings, design reviews, working groups and briefings. Reports issues and problems. Recommends solutions. May direct the activities other personnel. Performs other related duties as assigned.</p>  | <p><b>Bachelors</b></p> | <p><b>4</b></p>  |

| Labor Category                   | Duties  | Education *      | Years Experience |
|----------------------------------|---|------------------|------------------|
| <b>Subject Matter Expert IT</b>  | Works independently under general guidelines or objectives set by supervisor. Possesses advanced technical and managerial skills; fully knowledgeable and experienced in all aspects of a program or functional area. Applicable functional areas include systems engineering, network engineering, acquisition management, business process reengineering, specialty engineering (e.g., communications, systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. Manages a single systems acquisition program/project or major functional area. Fully knowledgeable of all aspects of the program or programs under his/her management. Establishes objectives and requirements. Develops budgets. Develops program/project standards and schedules. Monitors outside resources. Has experience or extensive knowledge with the processes and procedures relative to the functional area. Coordinates, reviews and supervises work of assigned staff. Reviews/oversees the preparation of all related documentation. Conducts program reviews, meetings, etc. Performs other related duties as assigned. | <b>Masters</b>   | <b>6</b>         |
| <b>Process Quality Analyst/2</b> | Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure government standards/requirements are adhered to, and for progress in accordance with schedules. Coordinates with the Project Manager and/or Quality Assurance Manager to ensure problem solution and user satisfaction. Make recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives.   | <b>Bachelors</b> | <b>5</b>         |
| <b>Process Quality Analyst/3</b> | Under general direction, participates in process management, process improvement, operations analysis or quality control/quality assurance activities. Partially writes and supports the overall development and implementation of process re-engineering, quality, configuration management and business process modernization projects. Assists in the preparation of organization-wide plans and models. Responsible for reporting on progress and status. Supports the planning and participates in special studies, audits and other investigations into organizational operations, process maturity and/or compliance with organizational, quality or best practice standards such as iCMM, ISO or ISCM. Partially writes and supports the overall development of and/or provides quality reviews of task materials. In addition to the requirements of the skill level, requires specific training and/or certification in one of the following, iCMM, ISO, CM, or PMP.  | <b>Bachelors</b> | <b>3</b>         |

| Labor Category                          | Duties   | Education *        | Years Experience |
|---|--|--------------------|------------------|
| <b>Administrative Assistant/2</b>       | Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. May require supervisory responsibility. Use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments.  | <b>High School</b> | <b>2</b>         |
| <b>Web Developer/2</b>                  | Provide support to develop Web based applications including on line customer service to transform government agencies to be able to deliver their services on line. Provide support in developing the site concept, interface design, and architecture of the web-site. Provide support for the implementation of interfaces to applications. Working knowledge and experience coding in Java is required. Knowledge of several of the following areas is desirable: Active Server Pages (ASP), JavaScript, and SQL Server, Visual Basic, JavaScript, Access, HTML, DBMS's (ex. - Oracle, Sybase, etc.).   | <b>Bachelors</b>   | <b>3</b>         |
| <b>Jr. Database Administrator</b>       | Provides highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.  | <b>Bachelors</b>   | <b>1</b>         |
| <b>Mid Level Database Administrator</b> | Manages the development of data base projects. Plans and budgets staff and data base resources. When necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on data base management systems (DBMS) concepts. Provides daily supervision and direction to support staff.  | <b>Bachelors</b>   | <b>3</b>         |
| <b>Sr. Database Administrator/SQL</b>   | Under general supervision, responsible for all activities related to the administration, planning, and development of computerized databases. Additionally, responsible for the formulation and/or implementation of policies and procedures pertaining to database management, security maintenance, and utilization. Exercising independent judgment, consults with and advises database users relative to procedures, technical problems, priorities, and methodologies. Establishes procedures for operations of the database and database management system and ensures compliance. Collects data elements and prepares database specifications. Develops, maintains, and controls the data dictionary. Consults with programmers and users to develop test data to exercise the database and user-applications software. Participates in logical and physical database designs. Maintains control programs required for accessing databases. Maintains, refines/enhances the database and modifies logical relationships, as necessary. Implements procedures for testing the back-up and recovery procedures of automated systems and security and privacy of automated systems. Monitors performance statistics. Performs performance tuning. Prepares reports as required. Performs other related duties as assigned. | <b>Bachelors</b>   | <b>6</b>         |

| Labor Category                                  | Duties   | Education *             | Years Experience  |
|---|--|-------------------------|-------------------|
| <p><b>Database Administrator<br/>MAXIMO</b></p> | <p>Under minimum supervision, responsible for all activities related to the administration, planning, and development of computerized data bases. Additionally, will be responsible for the formulation and/or implementation of policies and procedures pertaining to data base management, security maintenance, and utilization. Exercising independent judgment, consults with and advises data base users relative to procedures, technical problems, priorities, and methodologies. Establishes procedures for operations of the data base and data base management system and ensures compliance. Collects data elements and prepares data base specifications. Develops, maintains, and controls the data dictionary. Consults with programmers and users to develop test data to exercise the data base and user-applications software. Responsible for the logical and physical data base design. Develops and maintains control programs for accessing data bases. Maintains, refines/enhances the data base and modifies logical relationships, as necessary. Develops standards and implements procedures for testing the back-up and recovery procedures of automated systems and security and privacy of automated systems. Monitor data base performance statistics and recommends improvements. Performs performance tuning. Prepares reports as required. May lead task forces on special projects. Performs other related duties as assigned.</p> | <p><b>Bachelors</b></p> | <p><b>6</b></p>   |
| <p><b>Engineering Specialist/4</b></p>          | <p>Under direct supervision, designs and develops information systems through the implementation of structured techniques and appropriate standards, and executes software development life cycle phases of computing systems. Provides design, coding, testing and validating programs that solve engineering related problems. Works closely with end-users and/or internal project teams to develop detailed technical requirements and specifications for the development of the software element for complex systems. Works closely with other engineers, systems analysts and system end-users for the development of appropriate system architecture and implementation of system designs. Develops the architecture, detailed system design, coding, testing, integration and configuration management schemes for software systems. Supports the specification and procurement of computer systems, peripherals, accessories, software applications, and software development tools. Establishes and maintains vendor and supplier information for associated disciplines and project areas. Develops and maintains appropriate documentation for system design, testing and maintenance. Performs other related duties as assigned.</p>  | <p><b>Bachelors</b></p> | <p><b>0-3</b></p> |

| Labor Category                  | Duties   | Education *      | Years Experience |
|---------------------------------|--|------------------|------------------|
| <b>Engineering Specialist/3</b> | Under general supervision, assists in assessing complex problems and investigates, develops, appraises, selecting, and presents solutions. Duties include an interdisciplinary approach using principles of economics, engineering, computer science, life-cycle analysis, and human behavior. Assists in specifications development, implementation, testing and documenting engineering systems and equipment. Initiates concept development and trade-off studies. Consults extensively with customer representatives and employees. Directs the design of complex electronic or mechanical devices down to the subsystem level. Devises appropriate tests to use in evaluating debugging and checking of equipment and systems for accurate and dependable conformance to specifications. May direct the activities of lower level personnel. Performs administrative duties related to the areas to which assigned. Performs other related duties as assigned.  | <b>Bachelors</b> | <b>3</b>         |
| <b>Engineering Specialist/2</b> | Under some supervision, designs and develops information systems through the implementation of structured techniques and appropriate standards, and executes software development life cycle phases of computing systems. May provide direction to personnel. Provides design, coding, testing and validating programs that solve engineering related problems. Works closely with end-users and/or internal project teams to develop detailed technical requirements and specifications for the development of the software element for complex systems. Works closely with other engineers, systems analysts and system end-users for the development of appropriate system architecture and implementation of system designs. Develops the architecture, detailed system design, coding, testing, integration and configuration management schemes for software systems. Supports the specification and procurement of computer systems, peripherals, accessories, software applications, and software development tools. Establishes and maintains vendor and supplier information for associated disciplines and project areas. Develops and maintains appropriate documentation for system design, testing and maintenance. Performs other related duties as assigned. | <b>Bachelors</b> | <b>3-5</b>       |

| Labor Category                              | Duties  | Education *      | Years Experience |
|---|---|------------------|------------------|
| <b>Engineering Specialist/1</b>             | <p>Designs and develops information systems through the implementation of structured techniques and appropriate standards, and executes software development life cycle phases of computing systems. May direct and supervise personnel. Responsible for the design, coding, testing and validation of programs that solve engineering related problems. Works closely with end-users and/or internal project teams to develop detailed technical requirements and specifications for the development of the software element for complex systems. Works closely with other engineers, systems analysts and system end-users for the development of appropriate system architecture and implementation of system designs. Directs the development of the architecture, detailed system design, coding, testing, integration and configuration management schemes for software systems. Supports the specification and procurement of computer systems, peripherals, accessories, software applications, and software development tools. Establishes and maintains vendor and supplier information for associated disciplines and project areas. Directs the development and maintenance of appropriate documentation for system design, testing and maintenance. Performs other related duties as assigned.</p> | <b>Bachelors</b> | <b>6</b>         |
| <b>Sr. Engineering Specialist/2</b>         | <p>Assists in assessing complex problems and investigates, develops, appraises, selecting, and presents solutions. Duties include an interdisciplinary approach using principles of economics, engineering, computer science, life-cycle analysis, and human behavior. Assists in specifications development, implementation, testing and documenting engineering systems and equipment. Initiates concept development and trade-off studies. Consults extensively with customer representatives and employees. Directs the design of complex electronic or mechanical devices down to the subsystem level. Devises appropriate tests to use in evaluating debugging and checking of equipment and systems for accurate and dependable conformance to specifications. May direct the activities of lower level personnel. Performs other related duties as assigned.</p>  | <b>Bachelors</b> | <b>8</b>         |
| <b>Sr. Enterprise Architect/Engineer /4</b> | <p>Responsible for the alignment of IT strategy and planning. Optimizes information management approaches through an understanding of evolving business needs and technology capabilities. Promotes shared infrastructure and applications to reduce costs and improve information flows. Manages risks associated with information and IT assets through appropriate standards and security policies. Possess demonstrative skills in the assessment and integration of required technologies to facilitate secure service provisioning and eliminate potential for denial of service for authorized service subscribers. Candidates must demonstrate knowledge and experience in policy development and mission needs analysis.</p>   | <b>Bachelors</b> | <b>10</b>        |

| Labor Category                                 | Duties  | Education *      | Years Experience |
|--|---|------------------|------------------|
| <b>Sr. Software Configuration Co-Ordinator</b> | Provides the skills to work with development and testing staff members to advise on and negotiate how configuration management projects will be set up and used, taking into consideration the capabilities of the tools, the business requirements, and software development processes. Train or coach users of the tools, especially in the case where a new tool, such as new software tools are being implemented and unfamiliar to the client. Posses the knowledge, and experience with, the concepts of configuration management, including controlling configuration items, managing change, and managing software releases. Ideally, knowledgeable and experience with CMMI configuration management concepts. | <b>Bachelors</b> | <b>6</b>         |
| <b>Software Specialist/3</b>                   | Under close supervision, maintains and/or modifies non-routine facility hardware and/or software as required to ensure system availability and functionality. Ma supervise the activities of software and hardware maintenance personnel. Ensures systems backup is scheduled and accomplished for major systems in accordance with that schedule. Bachelors Degree in an associated discipline and minimum of three of related experience or an equivalent combination of education and training that provides the required knowledge, skills and abilities.   | <b>Bachelors</b> | <b>3</b>         |
| <b>Software Specialist/2</b>                   | Under general supervision, assesses non-routine problems and investigates, develops, appraises, selecting, and presents solutions. Exercises independent judgment in the performance of duties, which require an interdisciplinary approach using principles of Economics, Engineering, Computer Science, Life-Cycle Analysis, and Human Behavior. Bachelor's degree in an associated discipline and a minimum of three years of related experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities.   | <b>Bachelors</b> | <b>4</b>         |
| <b>Software Specialist/1</b>                   | Under limited supervision, assesses non-routine problems and investigates, develops, appraises, selecting, and presents solutions. Exercises independent judgment in the performance of duties, which require an interdisciplinary approach using principles of economics, engineering, computer science, life-cycle analysis, and human behavior. Bachelors Degree in an associated discipline and a minimum of five years of related experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities.   | <b>Bachelors</b> | <b>6</b>         |

| Labor Category                     | Duties  | Education *             | Years Experience |
|------------------------------------|---|-------------------------|------------------|
| <p><b>Sr. PS/SQL Developer</b></p> | <p>Under minimum supervision, analyzes, designs, codes and documents complex applications for large scale computers and related equipment used for scientific or commercial projects. Exercises independent judgment and creativity in solving highly complex, major technical problems and in providing proper advice and recommendations. May provide supervision for one or more professional technical persons on an assigned project, and will participate at all levels in systems analysis and design definition. Will engage in frequent contact with customers, and will work with non-technical sources as necessary. Performs technical work using both standard and non-standard analysis, design, and programming techniques. Determines customer requirements for the final program or system. Analyzes problems in terms of such factors as user requirements, input data and form, output data and form, available computer configuration, processing turn-around time requirements, input and output checking, and overall problem-schedule requirements. Advises on computer requirements and limitations to help define automation records, hardware acquisition and maintenance. Develops and writes machine or other suitable source language instructions required for computer processing. Produces comprehensive prose and flow chart descriptions of proposed solutions to problems, based on systems analysis. Carries a project through the design, coding, and checkout phases, as required. Appraises techniques in which qualified, and indicates the manner in which solutions can be developed. Analyzes and recommends methods of improving the efficiency of existing programs. Determines system requirements. Performs data modeling and establishes data bases. Develops pseudo codes, tables and narrative descriptions to implement changes. Modifies internal program structure of files and records and determines sequence of actions. Decodes, tests and documents programs. Writes procedural guidance to be followed by users. Maintains files, records, and operational data and prepares periodic and/or special reports and various other documents pertaining to assignments. Performs other related duties as assigned.</p> | <p><b>Bachelors</b></p> | <p><b>6</b></p>  |

| Labor Category                  | Duties   | Education *      | Years Experience |
|---------------------------------|--|------------------|------------------|
| <b>Sr. ASP Developer</b>        | Under minimum supervision, analyzes, designs, codes and documents complex applications for large scale computers and related equipment used for scientific or commercial projects. Exercises independent judgment and creativity in solving highly complex, major technical problems and in providing proper advice and recommendations. May provide supervision for one or more professional technical persons on an assigned project, and will participate at all levels in systems analysis and design definition. Will engage in frequent contact with customers, and will work with non-technical sources as necessary. Performs technical work using both standard and non-standard analysis, design, and programming techniques. Determines customer requirements for the final program or system. Analyzes problems in terms of such factors as user requirements, input data and form, output data and form, available computer configuration, processing turn-around time requirements, input and output checking, and overall problem-schedule requirements. Advises on computer requirements and limitations to help define automation records, hardware acquisition and maintenance. Develops and writes machine or other suitable source language instructions required for computer processing. Produces comprehensive prose and flow chart descriptions of proposed solutions to problems, based on systems analysis. Carries a project through the design, coding, and checkout phases, as required. Appraises techniques in which qualified, and indicates the manner in which solutions can be developed. Analyzes and recommends methods of improving the efficiency of existing programs. Determines system requirements. Performs data modeling and establishes data bases. Develops pseudo codes, tables and narrative descriptions to implement changes. Modifies internal program structure of files and records and determines sequence of actions. Decodes, tests and documents programs. Writes procedural guidance to be followed by users. Maintains files, records, and operational data and prepares periodic and/or special reports and various other documents pertaining to assignments. Performs other related duties as assigned. | <b>Bachelors</b> | <b>6</b>         |
| <b>Network Engineer<br/>4</b>   | Under limited supervision, provides a full range of network systems engineering support services, including but not limited to analyzing and optimizing network architecture and performance, installing and configuring bridges, routers, hubs, gateways and other network devices for optimal performance and supporting connectivity to other networks and facilities.  | <b>Bachelors</b> | <b>3</b>         |
| <b>Sr. Technical<br/>Writer</b> | Under limited supervision, develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, Receives assignment from supervisor. Observes production, developmental, and experimental activities to determine operating procedure and detail. May arrange for typing, duplication and distribution of material. May write articles, and public/employee relation releases. May edit, standardize, or make changes to material prepared by other writers. May specialize in writing material regarding work methods and procedures.   | <b>Bachelors</b> | <b>4</b>         |

| Labor Category                 | Duties  | Education *        | Years Experience |
|--------------------------------|---|--------------------|------------------|
| <b>Sr. Help Desk</b>           | Provides phone and in-person support to users in the areas of electronic mail, directories, standard "shrink wrapped" software applications, network operating systems, hardware dispatch and escalation procedures. Works closely with end users to determine the nature and severity of trouble calls and forwards them to the correct personnel. Maintains a log for all trouble calls. Performs other related duties as assigned.   | <b>Bachelors</b>   | <b>3-8</b>       |
| <b>Help Desk Analyst<br/>4</b> | Under close supervision, provides phone and in-person support to users in the areas of electronic mail, directories, standard "shrink wrapped" software applications, network operating systems, hardware dispatch and escalation procedures. Associates degree in Computer Science, Information Systems, Engineering, Business or other related discipline with at least two years general experience, of which at least one must be specialized.  | <b>High School</b> | <b>2</b>         |
| <b>Program Analyst/3</b>       | Demonstrates experience in information systems implementation, analysis, change management, and business process redesign. Utilize special skills in premium technologies such as enterprise software tools and methodologies. Utilize extensive experience in planning and managing large scale, complex projects including controlling change control, scheduling, performance, budgets, and overall project scope. Set overall policy direction for client engagements; communicate with client executive management to ensure critical issues are addressed; provide expert guidance to projects in industry and functional areas; and oversee contract and financial management. | <b>BA/BS</b>       | <b>7 years</b>   |

| Labor Category  | Duties   | Education *        | Years Experience |
|---|--|--------------------|------------------|
| <b>Desktop Support Specialist</b>                     | <p>Under general supervision, performs technical tasks associated with microcomputer installations. Assists in performing both hardware and software installations on new and existing microcomputers. Configures new PC systems from unassembled major components as received from the vendor as part of pre-installation processing. Installs expansion boards, disk drives, interface hardware, cable connectors, monitors, printers and other microcomputer hardware components in accordance with standards and specifications. Installs commercial PC applications software packages and configures target PC systems as necessary to support effective use of the installed software. Package installation may include directory and file creation, AUTOEXEC.BAT adjustments, menu utilities and commands, and other required software modifications. Maintains records of PC installations, modifications, and hardware/software configurations in accordance with standards and requirements. Conducts required testing of installed hardware and software in preparation for delivery of new or modified PC configurations prior to delivery to the end user. Provides maintenance support for microcomputer hardware problems and first-level software difficulties. Problem resolution may involve telephone assistance or on-site maintenance as appropriate. Maintains audit trails of problem status. Coordinates efforts with communications, ADP Operations, Systems Programming, and User Support Personnel in the completion of assigned tasks and the resolution of PC-related problems. Installs and maintains microcomputer local area networks (LANs) and the networking of micro to mainframe. Contacts vendor technical and marketing representatives as necessary to obtain product information and resolve problems. Maintains currency in microcomputer technology, software products, and industry developments, as appropriate to advise management and the end user community on microcomputer issues and vendor offerings. Performs analysis of alternative for microcomputer configurations. Provides general assistance to end users in the operation and utilization of microcomputer resources. Performs other related duties as assigned.</p> | <b>High School</b> | <b>3</b>         |
| <b>Database Configuration Management Specialist/2</b> | <p>Under minimal supervision, manages database and engineering change process for computer and electric hardware products. Thorough knowledge of electronic and electrical circuitry, ability to interpret and work from blueprints, drawings, manuals, handbooks, and technical specifications. Technical knowledge and application capability to solve problems associated with electrical equipment. Must exercise independent judgment in performing such tasks as tracing relationships in signal flow and making circuit analysis.</p>   | <b>Bachelors</b>   | <b>5</b>         |
| <b>Database Configuration Management Specialist/3</b> | <p>Under general supervision, manages database and engineering change process for computer and electric hardware products. Thorough knowledge of electronic and electrical circuitry, ability to interpret and work from blueprints, drawings, manuals, handbooks, and technical specifications. Technical knowledge and application capability to solve problems associated with electrical equipment. Must exercise independent judgment in performing such tasks as tracing relationships in signal flow and making circuit analysis.</p>   | <b>Bachelors</b>   | <b>3</b>         |

| Labor Category      | Duties  | Education *                | Years Experience |
|---------------------|---|----------------------------|------------------|
| <b>Consultant/3</b> | Works independently under general guidance. Fully knowledgeable in all aspects of program or functional area. Manages a single systems acquisition program/project of major functional area. Establishes objectives and requirements, develops program budgets, standards, and schedules. Monitors outside resources with experience or extensive knowledge with the processes and procedures related to the functional area. Coordinates, reviews, and supervises work of assigned staff. Provide knowledge transfer and mentoring as appropriate. Orient and train consulting staff. Provide training in supporting systems in order to train the client staff. This would include developing courses and materials and conducting the actual training sessions. Demonstrates highly developed written, technical, interpersonal communication, and conflict resolution skills. | <b>MS in related area.</b> | <b>8</b>         |

| <b>Enterprise Engineering Services (GS35F0309U)</b><br><b>Labor Category or Title</b> | <b>GSA Price</b> |
|---|------------------|
| Administrative Asst. (2)  | \$ 23.82         |
| Consultant (3)  | \$ 103.75        |
| Database Administrator, Maximo  | \$ 83.36         |
| Database Administrator - JR   | \$ 58.42         |
| Database Administrator - ML   | \$ 76.16         |
| Database Administrator - SQL, Sr.   | \$ 85.05         |
| Database /Configuration Management Spec (3)   | \$ 37.02         |
| Database /Configuration Management Spec (2)   | \$ 55.31         |
| Desktop Support Specialist  | \$ 62.61         |
| Developer - ASP   | \$ 99.31         |
| Developer - MS  | \$ 89.61         |
| Developer - PL/SQL  | \$ 99.31         |
| Engineering Specialist (1)  | \$ 73.70         |
| Engineering Specialist (2)  | \$ 59.55         |
| Engineering Specialist (3)  | \$ 41.60         |
| Engineering Specialist (4)  | \$ 39.31         |
| Sr. Engineering Specialist (2)  | \$ 120.41        |
| Sr. Enterprise Architect/Engineer (4)   | \$ 123.13        |
| Help Desk Analyst (4)   | \$ 32.39         |

|   |           |
|---|-----------|
| Help Desk - Sr.                         | \$ 70.74  |
| Network Engineer (4)                    | \$ 34.83  |
| Process Quality Analyst (3)             | \$ 87.33  |
| Program Analyst                         | \$ 62.15  |
| Program Manager                         | \$ 129.50 |
| Project Manager                         | \$ 127.70 |
| Software Configuration Coordinator, Sr. | \$ 92.95  |
| Software Specialist (1)                 | \$ 63.33  |
| Software Specialist (2)                 | \$ 45.49  |
| Software Specialist (3)                 | \$ 38.77  |
| Subject Matter Expert -(1)              | \$ 102.59 |
| Subject Matter Expert -(2)              | \$ 84.60  |
| Subject Matter Expert - IT              | \$ 122.75 |
| Technical Project Manager               | \$ 97.23  |
| Task Lead                               | \$ 77.89  |
| Technical Writer - Sr.                  | \$ 84.28  |
| Web Developer (2)                       | \$ 48.59  |

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

PREAMBLE

Enterprise Engineering Services, LLC 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 (**William Balleste, (609) 965-0900 ext 100**), [Bill.Balleste@ees-net.com](mailto:Bill.Balleste@ees-net.com), Fax (**609) 965-3222**).



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 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.

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**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 or 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.