



TURNING INFORMATION INTO KNOWLEDGE

- Woman Owned (WOSB)
 - Small Business

GSA Information Technology Schedule Pricelist

Contract # GS-35F-0313S
Effective March 2006

MaxiSoft Corporation
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**AUTHORIZED FEDERAL SUPPLY SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES**

Founded in 1997, MaxiSoft Corporation is a leader in providing IT Consulting and Systems Integration services and solutions and recognized for its expertise in Business Intelligence, data warehousing, analytic applications, ERP implementations, and complex systems integration projects.

MaxiSoft has a proven track record of helping companies and government organizations achieve competitive advantage through Business Intelligence. We develop solutions that enable your agency to consolidate, integrate, and analyze your data to help your management team make informed decisions. We can help your organization reduce the time, resources, and cost associated with managing data by creating a solution that transforms your corporate information into knowledge.

You can rely on MaxiSoft for solutions that span the full development lifecycle, including information strategy; design and architecture; implementation, testing, and rollout; benchmarking and evaluation; and project management. We offer world-class expertise in information strategy, data warehousing, data integration, business intelligence, and client education.

Special Item No. 132-51 Information Technology Professional Services

Note: 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.

SIN 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

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 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.

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Contract Number: GS-35F-0313S
Period Covered by Contract: March 12, 2006 – March 23, 2011

**General Services Administration
Federal Supply Service**

Pricelist current through Modification #_____, dated _____.

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

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APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. 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.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (www.fss.gsa.gov) contains 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 delivery only.

2. Contractor's Ordering Address and Payment Information:

MaxiSoft Corporation

2979 Barley Mill Road, Yorklyn, DE 19736

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards **will be** acceptable for payment above the micro-purchase threshold. 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:

703-863-5976

3. LIABILITY FOR INJURY OR DAMAGE

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

4. Statistical Data for Government Ordering Office Completion of Standard Form 279:

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: **17-335-9709**

Block 30: Type of Contractor - **B. Other Small Business**

Block 31: Woman-Owned Small Business - **Yes**

Block 36: Contractor's Taxpayer Identification Number (TIN): **51-0389370**

4a. CAGE Code: **346X2**

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

As mutually agreed upon between the contractor and the ordering activity

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: Net 30 days from receipt of invoice or date of acceptance, whichever is later.

b. Quantity: None.

c. Dollar Volume: Additional 1% discount for single-orders exceeding \$250,000.

d. Government Educational Institutions are offered the same discounts as all other Government customers.

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.

11. Maximum Order (All dollar amounts are exclusive of any discount for prompt payment.)

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:
Special Item Number 132-51 - Information Technology (IT) 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 Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)

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

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

- (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.

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 C.1.)

16. GSA Advantage!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

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

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

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

19. OVERSEAS ACTIVITIES

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

None

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.

23. SECTION 508 COMPLIANCE.

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

www.MaxiSoftCorp.com/508_policy.html

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.

(i) 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)

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

1. SCOPE

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

2. ORDER

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

3. TIME OF DELIVERY

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

4. CANCELLATION AND RESCHEDULING

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

5. FOLLOW-UP SUPPORT

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

6. PRICE FOR TRAINING

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

7. INVOICES AND PAYMENT

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

8. FORMAT AND CONTENT OF TRAINING

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

9. "NO CHARGE" TRAINING

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

None

**(c) TERMS AND CONDITIONS APPLICABLE TO INFORMATION
TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**

1. SCOPE

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

2. PERFORMANCE INCENTIVES

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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

(i) **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.

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

MaxiSoft Corporation offers to provide professional personnel at Government rates to those agencies authorized to purchase from the GSA schedule. This pricelist is organized to make finding the desired personnel skills categories as easy as possible.

LABOR CATEGORIES DESCRIPTIONS

Labor Category: Subject Matter Expert (SME)

Minimal/General Experience: Seven (7) to ten (10) years of progressive experience in supporting large information technology projects related to a particular SME area of expertise. SMEs have deep specialized knowledge in certain verticals, functional areas (case management, finance management, etc.) or technical domains (data mining, database optimization, unstructured data search). SMEs have extensive experience as technical leaders in the area of systems analysis and design services, migration services, enterprise-wide migration services, systems design, project/program management, highly specialized architecture consulting, business information systems planning, decision support systems, business intelligence, or data warehousing.

Functional Responsibility: Subject Matter Experts serve as technical experts in areas relevant to a particular SME project. SMEs produce and/or review substantive and/or complex technical documentation reflecting detailed knowledge of technical areas as identified in the statement of work. Documentation subjects include but are not limited to systems design, system architecture, feasibility studies, and system specifications. SMEs help educate top management on the application and impacts of technology, muster economic support and develop business cases, identify and prioritize applications, monitor industry/technology trends, and participate in user groups and industry meeting.

Minimum Education: Masters & B.A. or B.S. in Engineering, Mathematics, Computer Science, Operations Research, Economics, Finance, Business or applied science.

Labor Category: Project Manager

Minimal/General Experience: With five (5) to seven (7) years of experience managing, directing, and implementing information technology projects. Project Manager is responsible for ensuring that assigned engagements are professionally managed and all project deliverables meet the client's expectations. A Project Manager has experience managing personnel from various functional areas, both technical and non-technical, and serves as the primary interface for the client throughout the project. This level is responsible for identifying other client areas that may benefit from the solutions provided.

Functional Responsibility: Project Managers serve as the overall leaders responsible for successful execution of project objectives. Project Managers work closely with the Program Manager (if any), the Government Contracting Officer, other government management personnel, and customer agency representatives. Project Managers have overall responsibility for project planning, monitoring project performance against engagement milestones, coordinating project resources and processes, recommending changes to the engagement staff over the life of the project, managing project budgets, determining costs, and ensuring a high quality of work. This work includes the selection/motivation/evaluation of team members, definition of budgets and schedules, monitoring of schedules and budgets, and keeping the project on track. Project Managers are responsible for efficient communication with all levels of Government management personnel, other contract personnel, technical stakeholders (e.g. Data Warehousing Managers, IT personnel), and customer agency representatives (e.g. system users).

Minimum Education: B.A. or B.S. in Engineering, Mathematics, Computer Science, Operations Research, Economics, Finance, Business or applied science.

Labor Category: Principal Data Warehousing Specialist

Minimal/General Experience: Seven (7) years of technical experience in the area of systems analysis and design, data warehouse implementation, RDBMS systems, OLAP, and/or decision support systems, as well as specific programming experience in C, C++, Java, Visual Basic, or .NET, and three (3) years of experience managing data warehousing, systems integration, or software engineering projects.

Functional Responsibility: Principal Data Warehousing Specialists are responsible for defining overall architectures, setting standards, and selecting hardware/software platforms, including those used for database management, Extract-Transform-Load (ETL), middleware, reporting, query, analysis, and data mining. This includes designing processes, data modeling, data warehouse and data mart specification, application modeling and construction, application customization, performance optimization, technical product assistance, data warehouse and application tuning/optimization, and, deployment support. Principal Specialists often manage sub-teams of data warehouse specialists and other staff to successfully execute on certain data warehousing task objectives.

Principal Data Warehousing Specialists develop prototype database systems, design test environments for new applications against databases, create entity relationships models to support logical and physical database designs, create the metadata describing the database design and attribute descriptions, create the schema for building the database. Principal Data Warehousing Specialists educate users on data warehousing capabilities, monitoring industry trends and identifying emerging technology that should be adopted, and design closed-loop applications where the warehouse data and analyses are used in transaction processing systems.

Minimum Education: B.A. or B.S. in Engineering, Mathematics, Computer Science, Operations Research, Economics, Finance, Business or applied science.

Labor Category: Senior Data Warehousing Specialist

Minimal/General Experience: Five (5) years of technical experience in the area of systems analysis and design, data warehouse implementation, RDBMS systems, OLAP, and/or decision support systems, as well as specific programming experience in C, C++, Java, Visual Basic, or .NET.

Functional Responsibility: Senior Data Warehousing Specialists are responsible for data modeling, data warehouse and datamart specification, application modeling and construction, application customization, performance optimization, query/reporting application development/deployment, data warehouse and application tuning/optimization, and, deployment support. Specific work products include entity relationship models to support logical/physical database designs, metadata describing database design and attribute descriptions, and schema for building databases.

Senior Data Warehousing Specialists also assist in the management of database projects by preparing and delivering presentations on database management concepts; developing, documenting, and executing on test plans; and planning and implementing data integration processes for multiple source systems. Senior Data Warehousing Specialists often manage sub-teams of junior data warehouse specialists and other staff to successfully execute on certain data warehousing task objectives.

Minimum Education: B.A. or B.S. in Engineering, Mathematics, Computer Science, Operations Research, Economics, Finance, Business or applied science.

Labor Category: Data Warehousing Specialist

Minimal/General Experience: Three (3) years of technical experience in the area of systems analysis and design, data warehouse implementation, RDBMS systems, OLAP, and/or decision support systems.

Functional Responsibility: Data Warehousing Specialists are responsible for data modeling, data warehouse and datamart specification, application modeling and construction, application customization, performance optimization, query/reporting application development/deployment, data warehouse and application tuning/optimization, and, deployment support. Specific work products include entity relationship models to support logical/physical database designs, metadata describing database design and attribute descriptions, and schema for building databases.

Data Warehousing Specialists also responsible for preparing and delivering presentations on database management concepts; developing, documenting, and executing on test plans; and planning and implementing data integration processes for multiple source systems. Data Warehouse Specialists often work with a Senior or Principal Data Warehousing Specialists.

Minimum Education: B.A. or B.S. in Engineering, Mathematics, Computer Science, Operations Research, Economics, Finance, Business or applied science

Labor Category: Business Intelligence Technical Instructor / Trainer

Minimal/General Experience: Five (5) years of technical experience in the areas of systems analysis and design, Business Intelligence, Data Warehouse implementation, RDBMS systems, OLAP, and/or decision support systems, including two (2) years of experience developing technical training materials and/or conducting technical training sessions. Excellent written and oral communication skills required. Experience in creating or maintaining a course resource library of training materials. Proven experience and expertise in utilizing software applications such as Microsoft Word, Excel, PowerPoint, and MS Access. Work with departmental management and personnel to develop individual training programs.

Functional Responsibility: Business Intelligence Technical Instructors / Trainers design and deliver training sessions on Business Intelligence and Data Warehousing techniques, technologies, and solutions; design and develop training materials and courseware; responsible for providing end-user training on multiple customer specific applications; responsible for developing/updating courseware to reflect modifications in systems functionality.

Minimum Education: Associate, B.A. or B.S. degree

Labor Category: Principal Business Intelligence Specialist

Minimal/General Experience: Seven (7) years of technical experience designing, implementing, and deploying business intelligence, OLAP, and decision support systems, as well as experience with data integration and RDBMS systems. Specific programming experience in C, C++, Java, Visual Basic, or .NET. At least three (3) years of experience managing business intelligence or systems integration projects, including specialized knowledge of the application of business intelligence technology in particular verticals or functional areas.

Functional Responsibility: Principal Business Intelligence Specialists are responsible for translating high-level requirements into an effective business intelligence solutions. Work involves assessing, modeling, implementing, and deploying business intelligence applications and solutions. Tasks include data modeling, business intelligence application specification, application modeling and construction, application customization, performance optimization, technical product assistance, tuning/optimization, and deployment support. Principal Specialists are responsible for evaluating and selecting business intelligence software and hardware, including those used for database management, extract-transform-load (ETL), middleware, reporting, query, analysis, and data mining. Principal Specialists often manage sub-teams of business intelligence specialists and other staff to successfully execute on certain task objectives, educate users on business intelligence capabilities, monitor industry trends and identify emerging technologies that should be adopted.

Minimum Education: B.A. or B.S. in Engineering, Mathematics, Computer Science, Operations Research, Economics, Finance, Business or applied science.

Labor Category: Senior Business Intelligence Specialist

Minimal/General Experience: Five (5) years of technical experience in the area of systems analysis and design, Business Intelligence application implementation, RDBMS systems, OLAP, and/or decision support systems. Should have an in depth knowledge of systems design, as well as system analysis, business modeling and consulting methodologies. Familiar with a variety of technologies, particularly Business Intelligence, Database and Web.

Functional Responsibility: Senior Business Intelligence Specialists are responsible for modeling, developing, customizing, and tuning of business intelligence applications and solutions. Tasks can include developing, documenting, and executing on test plans; planning and implementing data integration processes for multiple source systems. Plan the activities and resource requirements of assigned phases of an engagement; focus on the delivery of engagement results to the client; may require involvement in several engagements simultaneously and the coordination of other consultants involved in a specific project phase. Senior Business Intelligence Specialists often manage sub-teams of junior business intelligence specialists and other staff to successfully execute on certain data warehousing task objectives.

MaxiSoft Corporation: Woman Owned, Small Business

Minimum Education: B.A. or B.S. in Engineering, Mathematics, Computer Science, Operations Research, Economics, Finance, Business or applied science.

Labor Category: **Business Intelligence Specialist**

Minimal/General Experience: Three (3) years of technical experience in the area of systems analysis and design, business intelligence application implementation, RDBMS systems, OLAP, and/or decision support systems.

Functional Responsibility: Business Intelligence Specialists are responsible for modeling, constructing, customizing, and tuning of business intelligence applications and solutions. Tasks can include developing, documenting, and executing on test plans; planning and implementing data integration processes for multiple source systems. Business Intelligence Specialists sometimes manage sub-teams of junior business intelligence specialists and other staff to successfully execute on certain data warehousing task objectives.

Minimum Education: B.A. or B.S. in Engineering, Mathematics, Computer Science, Operations Research, Economics, Finance, Business or applied science and formal training in C, C++, Java, Visual Basic, or .NET.

Labor Category: **Information Systems Principal/Architect**

Minimal/General Experience: Seven (7) years of experience in systems lifecycle management, structured system development methodology, and the development of information systems, with specific experience in at least one of the following: software development, enterprise systems planning, business information planning; specific expertise in the application of technology in particular verticals.

Functional Responsibility: Information Systems Principals/Architects articulate the impact of information technology and systems on business processes; provide expertise in data modeling, information systems development methods and practices. Information Systems Principals/Architects should demonstrate strong organizational, oral and written communication skills, as well as the ability to effectively relate to customer needs.

Information Systems Principals/Architects are responsible for translating high-level requirements into effective information system solutions, devising and executing on a development plan to implement such solutions. Conduct assessments, evaluations, selections, site surveys, requirements analysis and definition, technology prototyping, and cost analysis related to information technology. Design and prepare technical reports and documentation to record results. An Information Systems Principals/Architects may manage sub-teams of information systems specialists and other staff to successfully execute on certain task objectives. Information Systems Principals/Architects are also responsible for application architecture and specification, software component evaluation/selection, scalability, and application security. This work includes directing and participating in all phases of software development with emphasis on analysis, coding, testing, documentation, and acceptance phases. Information Systems Principals/Architects design and develop prototypes to confirm project requirements and illustrate technical approaches. Responsible for identifying new and emerging technologies to support strategic planning initiatives required to meet business needs.

Minimum Education: B.A. or B.S. in Engineering, Mathematics, Computer Science, Operations Research, Economics, Finance, Business or applied science.

Labor Category: Senior Information Systems Specialist

Minimal/General Experience: Five (5) years of technical experience in software development, systems integration, and/or information systems development. Experience in software/systems lifecycle development methodology, research and analysis of information systems requirements and issues and specific programming experience in C, C++, Java, Visual Basic, or .NET. At least one year of experience managing information systems development projects or specific experience designing and developing information systems for a particular functional area or vertical.

Functional Responsibility: Senior Information Systems Specialists are responsible for assessing/documenting requirements, designing/specifying software modules, and finally developing/implementing information systems to meet project objectives. Tasks include analyzing functional business applications and design specifications for functional activities and applying best practices in business process reengineering to design and process innovative information system solutions. Gather information, conducts surveys, document reviews, and interviews; synthesize gathered data to develop system requirements and program specifications.

Senior Information Systems Specialists translate designs into software and systems, develop systems using off-the-shelf technology as well as original designs, test, debug, and refine the code to produce the required product. Prepare required documentation, including both program-level and user-level documentation. Enhance software to reduce operating time or performance efficiency. Senior Specialists often manage sub-teams of Information Systems Specialists.

Minimum Education: B.A. or B.S. in Engineering, Mathematics, Computer Science, Operations Research, Economics, Finance, Business or applied science.

Labor Category: Information Systems Specialist

Minimal/General Experience: Three (3) years of technical experience in software/systems lifecycle development methodology, systems integration, information systems development, research and analysis of information systems requirements and issues, and specific programming experience in C, C++, Java, Visual Basic, or .NET.

Functional Responsibility: Information Systems Specialists are responsible for assessing/documenting requirements, designing/specifying software modules, and finally developing/implementing information systems to meet project objectives; analyze and evaluate data processing systems, both current and proposed, translating customer information system requirements into detailed system or program requirements. Gather information, conduct surveys, document reviews, and interviews; synthesize gathered data to develop system requirements and program specifications. Information Systems Specialists translate designs into software and systems; develops systems using off-the-shelf technologies; test, debug, and refine the code to produce the required product; prepare both program-level and user-level documentation.

Minimum Education: B.A. or B.S. in Engineering, Mathematics, Computer Science, Operations Research, Economics, Finance, Business or applied science.

Labor Category: Junior Information Systems Specialist

Minimal/General Experience: One (1) year of technical experience in software development, systems integration, and/or information systems development. Experience in software/systems lifecycle development methodology, research and analysis of information systems requirements and issues, and specific programming experience in C, C++, Java, Visual Basic, or .NET.

Functional Responsibility: Junior Information Systems Specialists work under supervision of more senior Information Systems Specialists. Tasks include analyzing functional business applications, analyze and evaluate moderate to complex data processing systems, translating customer business requirements into detailed system or program requirements; gather information and conduct surveys, document reviews, and interviews; synthesize gathered data to develop system requirements and program specifications.

Junior Information Systems Specialists work with other Specialists to translate designs into software and systems. Assist in the development of systems using off-the-shelf technologies; test, debug, and refine the code to produce the required product; help to prepare both program-level and user-level documentation; enhance software to reduce operating time or performance efficiency.

Minimum Education: B.A. or B.S. in Engineering, Mathematics, Computer Science, Operations Research, Economics, Finance, Business or applied science.

Labor Category: Support Specialist

Minimal/General Experience: Two (2) years of technical experience in software development, systems integration, and/or information systems development. Experience with application support, help desk, and software testing / quality assurance methodologies as well as specific programming experience in C, C++, Java, Visual Basic, or .NET. Strong oral and written communication skills; ability to work closely and effectively with end users.

Functional Responsibility: Support Specialists work as part of a team with Information Systems Specialists to develop, document, and execute system test plans based on system designs and use cases. Testing tasks may be performed at all levels of an application, from low component level to front-end interfaces. Support Specialists document issues to be addressed by the development team, and confirm and document fixes once completed; provide on-going support to users of information systems once deployed. Tasks may include troubleshooting 1st tier issues, providing ongoing systems maintenance, and helping track and resolve identified technical issues.

Minimum Education: B.A. or B.S. degree

Labor Category: Senior Technical Writer / Documentation Specialist

Minimal/General Experience: Over five (5) years of experience writing and editing documents. Senior Technical Writer should have proven experience in strong writing and analytical skills. Proven ability to translate dense and technical material into clear, readable text and produce User Guides, Online Helps, Web Helps, training materials, and other reference materials as requested. Experience with process design, document management, and flowchart development. Ability to provide and follow project management standards; Strong overall PC skills.

Functional Responsibility: Senior Technical Writers revise existing documentation, work with upper management on production of high-level technical documents and white papers; document Web-based applications written in Visual Basic and Java. Possess expert skills in: MS Office (especially MS Word), RoboHelp, Adobe Acrobat, and FrameMaker (MS Project a plus). Senior Technical Writers conduct highly technical interviews with developers and other systems personnel; perform debriefing of interview meetings with management and technical writing staff.

Minimum Education: B.A. or B.S. degree

Labor Category: Technical Writer / Documentation Specialist

Minimal/General Experience: Two (2) to five (5) years of proven experience in writing skills. Proven ability to translate dense and technical material into clear, readable text and produce User Guides, Online Helps, Web Helps, training materials, and other reference materials as requested. Experience in documenting Web-based applications written in Visual Basic and Java. Skills in: MS Office (especially MS Word), RoboHelp, Adobe Acrobat, and FrameMaker (MS Project a plus).

Functional Responsibility: Technical Writers revise existing documentation, document Web-based applications written in Visual Basic and Java. Technical Writers conduct highly technical interviews with developers and other systems personnel; perform debriefing of interview meetings with management and technical writing staff.

Minimum Education: Completed or in a path to complete a Bachelors degree.

17. ON-SITE PRICE LIST

Hourly rates for each labor category for services at **Customer Site** are listed in the table below. There are detailed descriptions of the services offered on the previous pages of this document. The minimum experience, education, and functional responsibility for each service category is provided to ensure that the MaxiSoft Corporation employee's skills match the requirements of the ordering activity.

Rates become effective upon the anniversary date of the contract award each year.

Labor Category Number	Labor Category	Commercial List Rate:	Base Year 2005	2006	2007	2008	2009
MSC-01	Subject Matter Expert	\$175.00	\$149.87	\$155.11	\$160.54	\$166.16	\$171.97
MSC-02	Project Manager	\$165.00	\$141.30	\$146.25	\$151.37	\$156.66	\$162.15
MSC-03	Principal Data Warehousing Specialist	\$165.00	\$141.30	\$146.25	\$151.37	\$156.66	\$162.15
MSC-04	Senior Data Warehousing Specialist	\$150.00	\$128.46	\$132.95	\$137.61	\$142.42	\$147.41
MSC-05	Data Warehousing Specialist	\$140.00	\$119.89	\$124.09	\$128.43	\$132.93	\$137.58
MSC-06	Business Intelligence Technical Instructor / Trainer	\$135.00	\$115.61	\$119.66	\$123.84	\$128.18	\$132.67
MSC-07	Principal Business Intelligence Specialist	\$165.00	\$141.30	\$146.25	\$151.37	\$156.66	\$162.15
MSC-08	Senior Business Intelligence Specialist	\$150.00	\$128.46	\$132.95	\$137.61	\$142.42	\$147.41
MSC-09	Business Intelligence Specialist	\$140.00	\$119.89	\$124.09	\$128.43	\$132.93	\$137.58
MSC-10	Information Systems Principal / Architect	\$165.00	\$141.30	\$146.25	\$151.37	\$156.66	\$162.15
MSC-11	Senior Information Systems Specialist	\$150.00	\$128.46	\$132.95	\$137.61	\$142.42	\$147.41
MSC-12	Information Systems Specialist	\$140.00	\$119.89	\$124.09	\$128.43	\$132.93	\$137.58
MSC-13	Junior Information Systems Specialist	\$110.00	\$94.20	\$97.50	\$100.91	\$104.44	\$108.10
MSC-14	Support Specialist	\$100.00	\$85.64	\$88.63	\$91.74	\$94.95	\$98.27
MSC-15	Senior Technical Writer / Documentation Specialist	\$60.00	\$51.38	\$53.18	\$55.04	\$56.97	\$58.96
MSC-16	Technical Writer / Documentation Specialist	\$50.00	\$42.82	\$44.32	\$45.87	\$47.47	\$49.14

*Costs for travel, transportation, meals and lodging, if required, will be additional and in accordance with Federal Travel Regulations, Joint Travel Regulations and Government Per Diem rates.

**(d) USA COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS**

PREAMBLE

MaxiSoft Corporation 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:

Mr. Maxim Volodin

Phone: (703)863-5976

maxim_volodin@maxisoftcorp.com

Fax: 509-463-1561

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

MaxiSoft Corporation

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and **MaxiSoft Corporation** enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

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

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

Signatures

Ordering Activity

Date

Contractor

Date

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.

**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.