GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Information Technology Schedule Pricelist

GS-35F-0323X

Contract Period: April 6, 2011 Through April 5, 2016

Apex Systems, Inc.
4400 Cox Road
Glen Allen, VA 23060-3354
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Pricelist current effective April 6, 2011

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

Special Item No. 132-51 Information Technology IT 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 D301 ADP Facility Management
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 ADP Backup and Security Services
FPDS Code D311 IT Data Conversion Services
FPDS Code D313 Computer Aided Design/Mfg Services
FPDS Code D316 Telecommunication Network Management Services
FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

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

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

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

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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 Acquisition 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 Acquisition Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

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

For orders exceeding the 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.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Ordering Address:	Payment Address:
Apex Systems, Inc. ATTN: Contract Department 4400 Cox Road Glen Allen, VA 23060-3354	Apex Systems, Inc. ATTN: Accounts Receivable 4400 Cox Road Glen Allen, VA 23060-3354

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 not 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: (804) 254-2600

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: **838193720**
Block 30: Type of Contractor - **C. Large Business**
Block 31: Woman-Owned Small Business **No**
Block 36: Contractor's Taxpayer Identification Number (TIN): **54-1773546**

4a. CAGE Code: **1XKW5**

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

5. FOB DESTINATION

Services shall be performed at the Ordering Agency's site or at the Vendor's site as agreed upon in an Order. Travel expenses shall be invoiced in addition to fees in the Price List.

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 agreed upon in an Order**

b. URGENT REQUIREMENTS: When the Federal Acquisition 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:** None.
d. **Government Educational Institutions**: None.
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: N/A.

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) IT Professional Services

12. ORDERING PROCEDURES FOR FEDERAL ACQUISITION 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. Pricing offered in this contract takes into account Contract Employee's with up to Secret level Clearances.

(b) 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.

(c) 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.

(d) 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.

(e) 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.

(f) 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.

(g) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

(h) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

(i) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

(j) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

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

16. GSA ADVANTAGE!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Acquisition 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 Acquisition 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 Acquisition 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 Acquisition Schedule is fair and reasonable;

(3) The items are clearly labeled on the order as items not on the Federal Acquisition Schedule; and

(4) All clauses applicable to items not on the Federal Acquisition 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; and

(2) Technical representations and/or warranties of products or services concerning performance specifically incorporated into a purchase order or statement of work that is accepted by 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

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:

N/A

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL ACQUISITION SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Acquisition 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 Acquisition 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 Acquisition Schedule contract, the latter will govern.

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

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

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

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

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

26. SOFTWARE INTEROPERABILITY

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

27. ADVANCE PAYMENTS

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

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

1. SCOPE

a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology IT Professional Services apply exclusively to 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

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 this GSA 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. Contractor shall provide to Agency one or more contract employees as requested on an Order. Such contract employees shall provide services under Agency's management and supervision at a facility or in an environment controlled by Agency (the "Services"). The Services shall be subject to the terms and conditions of Contractor's Technical Staffing Master Services Agreement attached as Appendix A.

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

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

d. 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.

e. Any Contractor travel required in the performance of Professional 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.

f. Agency understands that contract employees may not perform Services from home or a remote location not controlled by Agency nor shall Agency entrust contract employee with removal from Agency's premises of vehicles, electronic equipment, (including but not limited to laptop computers, pagers or cell phones) or other Agency's property without Agency first providing Contractor with written notice of such.

g. Contract employee(s) are not authorized to operate a motor vehicle for business purposes without Contractor's express written permission. Agency shall not request or require Contractor's contract employee(s) to perform tasks that require driving a motor vehicle in furtherance of Agency's business without Contractor's express written permission.

h. Agency shall not directly or indirectly solicit or recruit for hire any employee of Contractor for the duration of the period of performance of the Order and for a period of twelve (12) months thereafter. Furthermore, Agency shall not directly or indirectly hire any prior employee of Contractor for a period of six (6) months from leaving such employ, if such employee supported Agency under an Order.

i. Contractor does not warrant or guarantee that the contract employee(s) placed pursuant to this Agreement will produce any particular result or any solution to Agency's particular needs. Accordingly, Agency acknowledges and agrees that Contractor is not responsible for any aspects of any contract employees work or Agency's project, including, without limitation, any deadlines or work product. Because Contractor is providing supplemental staffing Services only, and Agency is directing and supervising the contract employees who render these Services, Contractor shall not be liable (i) for any claims, costs, expenses, damages, obligations or losses arising from or in connection with the acts or omission of any contract employee, including, but not limited to, work on engineering or design concepts or calculations or related drawing, software programs, designs or documentations, or (ii) for any indirect, special or consequential damages (including, but not limited to, loss of profits, interest, or earnings) whether arising in contract, tort or otherwise.

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 Professional Services.

9. INDEPENDENT CONTRACTOR

All 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 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

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

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

(1) The offeror;

(2) Subcontractors; and/or

(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

Program Manager

Experience: The consultant shall have the skills requisite to perform the functions described in the client's statement of work. Experience includes: systems development from requirements phase through production; expertise in managing and controlling project budgets and resources using automated project management tools and recognized quality control methodologies; demonstrated capability in managing multi-task contracts and/or subcontracts of varied types and complexity. General experience includes increasing responsibilities in information systems technology, design and management at levels listed below.

Functional Responsibility: Serves as program manager for complex information technology programs. Functional responsibilities may include any of the following duties: Provides overall managerial direction for technical and functional staff. Establishes processes for reporting on status of contractor efforts to government points of contact, including technical point of contact, contracting officer's technical representatives, contracting officers representative, and government end users. Sizes tasks and provides resource/skills/budget estimates, milestones, work breakdown structures to the government. Ensures technical solutions and schedules for task order(s) are implemented in a timely fashion. Selects staff, oversees their acquisition of required training as necessary; oversees subcontractors/vendors on behalf of end client.

Minimum Education: A Bachelor's degree (a year's general experience may substitute for each year of college). A Master's Degree may substitute for two years of general and one year of specialized experience.

Years Experience	General	Specialized
Level II	12	8
Level I	10	5

Project Manager

Experience: The consultant shall have the skills requisite to perform the functions described in the client's statement of work. Experience includes: systems development from requirements phase through production; expertise in managing and controlling information technology project budgets and resources using automated project management tools; demonstrated capability in managing multi-task contracts and/or subcontracts of varied types and complexity. General experience includes increasingly complex responsibilities in information technology systems design and/or management at levels listed below.

Functional Responsibility: Manages mid-sized projects and/or large, complex task orders (or group of task orders relating to same/common information technology system(s). Functional responsibilities may include any of the following duties: Provides overall technical and managerial direction for technical and/or functional staff performing software development tasks. Sizes work effort, defines deliverables, and work projects. Participates in technical execution of work. Coordinates with clients' technical representatives, contracting officers representative, and government end users. Provides resource/skills/budget estimates, milestones, work breakdown structures to the government. Ensures technical solutions and schedules for task order(s) are implemented in a timely fashion. Selects staff. Schedules and assigns duties to subordinates. Serves as Senior Technical Expert.

Minimum Education: A Bachelor's degree in Computer Science, Information systems, Engineering, Business or other related area. Master's Degree may substitute for two years of general and specialized experience.

Years Experience	General	Specialized
Level III	10	6
Level II	6	4
Level I	5	3

IT Engineer/Architect

Experience: The consultant shall have the skills requisite to perform the functions described in the client's statement of work. Experience includes: Establishes system information requirements for development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures such as, the Open Systems Interconnection and International Standards Organization reference models. General experience includes increasing responsibilities in information systems technology at levels listed below.

Functional Responsibility: Establishes system information requirements in the development of enterprise-wide or large-scale information systems. Functional responsibilities may include any of the following duties: Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures such as, the Open Systems Interconnection and International Standards Organization reference models, and profiles of standards – such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment reference model – as they apply to the implementation and specification of the Information Management solution of the application platform, across the application program interface, and the external environment/software application. Evaluates analytically and systematically problems of work flows, organization, and planning; and develops appropriate corrective action. May provide daily supervision and direction to staff. Adapts SDLC quality assurance methodologies like ISO and SEI CMM to specific information technology engagements. Provides life cycle support for areas such as system architecture, hardware, software, operating systems, distributed computing, e-commerce, e-business, electronic data interchange, data analysis, facilities planning, resource management, programming, system performance, communications, or networking, information security, IT planning, technology infusion and migration/conversion. Work may include analysis, design, programming, testing, training, and documentation. May also provide project planning, coordination, scheduling, reporting, and briefings support.

Minimum Education: Bachelors degree in information systems, engineering, mathematics, computer science or other related technical area. Masters degree may substitute for two years of general experience and specialized.

Years Experience	General	Specialized
Level IV	12	10
Level III	8	8
Level II	6	5
Level I	3	2

Software Engineer/Analyst

Experience: The consultant shall have the skills requisite to perform the functions described in the client's statement of work. Experience includes: experience as an software engineer/analyst on various computing platforms using a database management system. Knowledgeable of computer equipment and able to develop and/or install and tune complex software to satisfy design objectives, to provide business, engineering, mathematical/statistical or scientific solutions in a variety of environments including mainframe, mini-, distributed and web-enabled. Demonstrated ability to work independently or under only general direction. General experience includes increasingly complex responsibilities in software design, development and/or maintenance.

Functional Responsibility: Analyzes and decomposes complex requirements in order to engineer software applications and subsystems to support software reuse and domain analyses and manages their implementation to provide systems support. Provides systems programming support. Functional responsibilities may include any of the following duties: May analyze applications and design specifications for functional activities including customized business software and integration with COTS and/or GOTS packages. Employs traditional or contemporary techniques including web-enabling and tools to define requirements to meet specific business needs. May manage software development and support using a wide variety of systems development methodologies/methods ranging from formal specifications, data flow diagrams, Computer Aided Software Engineering (CASE) tools to JAD/RAD and other prototyping approaches. May be required to estimate software development costs and schedules. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques.

In support of software systems, may be responsible for installation, tuning and monitoring systems software. Works with various systems tools and interfaces. Analyzes performance metrics and system dumps. Knowledgeable of and works in various operating systems such as OS/390, MVS, Windows NT, UNIX, LINUX or others. Demonstrated experience with job control language, operating system commands, DASD management, I/O configurations, activating security interfaces, installing, tuning, debugging third party vendor software packages like MQ Series, CICS, or others.

May be required to perform development in multi-tiered environments including web-based inter-, intra- and extranet environments. Translates detailed design into computer software to meet business, engineering, statistical, scientific or other functional specialties' requirements for automated systems to accomplish clients' mission. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers. Understands and applies industry-accepted quality control methods for SDLC efforts. Consults with user, management and technical staff to clarify client needs, problems, and strategy.

Minimum Education: A Bachelor's degree (a year's general experience may substitute for each year of college).

Years Experience	General	Specialized
Level IV	12	8
Level III	8	6
Level II	6	3
Level I	4	1

Database Administrator/Analyst

Experience: The consultant shall have the skills requisite to perform the functions described in the client's statement of work. Experience includes: demonstrated experience with DBMS design and system analysis, current operating systems software internals, and data definition and manipulation languages, increasing responsibilities in DBMS logical and/or physical design and implementation. Experience in modeling, analysis, and /or programming network, hierarchical, or relational databases. Extensive experience using

programming languages such as 4GL and a relational DBMS. Experience with database modeling tools is highly desirable. Knowledge of legacy and current storage and retrieval methods, systems analysis experience designing technical applications on computer systems and demonstrated ability to logically and physically model database systems. General experience includes increasing responsibilities in the development and maintenance of database systems and software development. Experience includes demonstrated ability to work independently or under only general direction.

Functional Responsibility: Functional responsibilities may include any of the following duties: Provides technical expertise in the use of DBMS and/or in data analysis. Evaluates and recommends available DBMS products to support validated user requirements. Reviews database structures, tables, views and data dictionaries. Understands schemas and structures. Traces data elements from its source database through applications. Maps data conversions from one database to another. Creates or reviews other database products for correctness and adherence to design concepts. Analyzes user interfaces, maintains database software, does performance tuning, analyzes workload and database usage, maintains interfaces with outside systems, analyzes downtimes, analyzes proposed system modifications, upgrades and installs new DBMS COTS. Analyzes the database problems and the information to be processed. Defines file organization, indexing methods, and security procedures for specific user applications. Provides supervision and direction to software development staffs. Issues grants and revokes; backs up databases and moves version through various life cycle stages.

May analyze legacy data and supports design of new databases employing industry-standard data modeling, warehousing and repository tools. Performs data modeling using appropriate tools and techniques (including JAD/RAD), assisting functional end-users and applications developers identify issues of data dormancy, ownership, stewardship, cognates, and meaning. Identifies and resolves issues of data statism, change and create, update, change delete rights. Models data temporally and longitudinally with users and developers. Develops techniques depending on data location for optimized data retrieval and mining. May analyze legacy data and support design of new databases employing variety of data modeling, warehousing and repository tools. Performs data modeling using traditional and advanced tools and techniques, helping functional end-users and applications developers identify issues of data dormancy, fuzzy data, ownership, stewardship, cognates, semantic reference and meaning, and data aliases. Identifies and resolves issues of data statism, change, create, update, and delete authorizations.

Minimum Education: A Bachelor's degree. (a year's general experience may substitute for each year of college) A Master's Degree may substitute for two years of general experience and one year of specialized.

Years Experience	General	Specialized
Level IV	16+	12
Level III	15	8
Level II	14	6
Level I	12	3

Network Operations Specialist

Experience: The consultant shall have the skills requisite to perform the functions described in the client's statement of work. Experience includes: supervision and operations experience on computer network systems, knowledge of network and/or telecommunications hardware, software, and operating systems. General experience includes operations experience on a mainframe, minicomputer system or a multi-server local area networks.

Communications hardware specialized experience includes such areas as: understanding of telecommunications protocols; installing, testing, and operating network and computer communications equipment such as, switches, modems, controllers, terminals, and multiplexers; using and implementing communications hardware and electrical standards, using communications hardware test and monitoring

equipment and analyzing the results. Communications software specialized experience includes such areas as: developing, testing, installing, and operating network and computer communications software such as, access method and protocol software, application interfaces, transaction processors, and emulators; using and implementing communications standards. General experience includes increased responsibilities in IT assignments involving digital or voice telecommunications.

Functional Responsibility: Functional responsibilities may include any of the following duties: Manages information technology hardware and software networking or telecommunications operations in homogeneous or heterogeneous environments including mainframe, mini, client/server and web-enabled. Ensures production schedules are met. Ensures computer system resources are used effectively. Coordinates the resolution of production-related problems. May be responsible for hardware and/or software installations, equipment configuration, and burn-ins. Ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of information technology services. Provides users with first-tier and second-tier production support. Installs COTS products. Monitors and assesses systems usage.

Assesses and documents current LAN/WAN configurations and user requirements. Analyzes existing requirements and prepares specifications for LAN hardware and operating system acquisition. Develops LAN installation schedules. Documents configuration changes at each site. Prepares site installation and test reports. Configures computers, communications devices, and peripheral equipment. Trains site personnel in proper use of hardware. Installs, maintains and monitors peripherals within a LAN or WAN. This includes creating and allocating disk space storage for files. Establishes protocols and procedures for uploading and downloading files, establishes file and directory-naming. May use tools to protect the LAN or WAN from intrusion, theft or modification of files; and allocation and control over server passwords and user identification. Develops security procedures and manages network performance.

May analyze characteristics of telecommunications systems such as traffic, connect time, transmission speeds, packet sizes, and throughput and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutovers of network components and capabilities. Coordinates requirements with users and suppliers. Assists in developing communication requirements and design standards.

At lower levels, duties will focus on help desk, user support duties.

Minimum Education: Bachelor's degree. (A year's general experience may substitute for each year of college.) At Levels II and I AA degree or HS diploma.

Years Experience	General	Specialized
Level IV	11	10
Level III	9	8
Level II	7	6
Level I	5	4

IT Subject Matter Expert

Experience: The consultant shall have the skills requisite to perform the functions described in the client's statement of work. Experience in multiple highly specialized ADP disciplines involving a wide range of hardware/software solutions such as procurement; human resources; resource management; logistics; finance; cost-benefit analysis; operations/statistical research; enterprise resource planning; electronic commerce; web-enablement; internet-based software applications; information security; multi-level security issues; business continuity and disaster recovery; electronic data interchange; and other similar business-specific areas. This experience should include concentrated experience in information technology disciplines, such as: requirements determination, data communications analysis and design; database

management systems; applications systems software; systems, network, and data security; and software testing/quality assurance; and end-user instruction. General experience includes progressive experience in business analysis and programming.

Functional Responsibility: Functional responsibilities may include any of the following duties: Provides highly technical and specialized guidance (including instruction) concerning IT solutions to complex business and information processing problems; knowledgeable in state-of-the-art software/hardware solutions involving mini-, micro-, and mainframe computers, database management systems, networks, data and voice communications. Performs analyses and studies, testing, and acceptance phases; prepares reports and gives presentations to upper management and formulates IT management policies relating to enterprise-wide business processes and their re-engineering.

Minimum Education: Bachelor's degree. Masters degree may substitute for two years of general and one year of specialized experience.

Years Experience	General	Specialized
Level IV	10	8
Level III	7	6
Level II	5	4
Level I	2	2

Quality Assurance Analyst

Experience: The consultant shall have the skills requisite to perform the functions described in the client's statement of work. Experience includes: design and testing of business applications on complex systems for large-scale computers, database management, use of the programming languages such as COBOL, 4GL, and/or DBMS. Knowledge of current storage and retrieval methods for computer programming to use in coding, testing, and debugging of computer programs. Knowledge of unit, system, integration and regression testing in either 3GL, 4GL or object-oriented environments. Understands distributed computing environments and implications for various components hosted. Understands and applies government (FIPS) documentation standards. May work independently or under only general direction on complex application problems involving all phases of systems analysis is required. General experience includes increasing responsibilities in assignments of a technical nature in software development.

Functional Responsibility: Functional responsibilities may include any of the following duties: Provides technical and administrative direction for personnel performing information technology 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 to ensure problem solution and user satisfaction. Makes recommendations for systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives.

Minimum Education: A Bachelor's degree (A year's general experience may substitute for each year of college.)

Years Experience	General	Specialized
Level I	5	2+

Technical Writer/Editor

Experience: The consultant shall have the skills requisite to perform the functions described in the client's statement of work. Experience includes: demonstrated experience in editing documents, including

technical documents. Demonstrated ability to work independently or only under general direction. General experience includes experience in assembling and writing business or technical documentation.

Functional Responsibility: Functional responsibilities may include any of the following duties: Prepares and edits technical material, including operations and maintenance manuals, software and systems documentation, and other technical publications. Conducts technical research and collaborates with technical professionals. Writes manuals and documentation at user level and/or at support level. Collects and organizes information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. At the lower level functional responsibilities may include any of the following duties: Directly supports supervisory personnel by maintaining files for deliverables; prepares correspondence, schedules, and coordinates travel; enters data into automated systems. Assists in the preparation of contract deliverables.

Minimum Education: A Bachelor's degree. With seven years general experience of which at least five years is specialized, a degree is not required.

Years Experience	General	Specialized
Level II	10	4
Level I	8	2

Business Systems Analyst/Engineer

Experience: The Consultant shall have the skills requisite to perform the functions described in the client's statement of work. Experience includes: Determining information systems' architecture, development strategy and standards. Works with management and users to analyze, engineer/reengineer, specify, design, and improve business processes and applications in mainframe, client-server, or web-based/enabled environments. Analyzes business, engineering and scientific problems. Recommends selections of software, hardware and business systems solutions. Plays a major role in the development and implementation of business information systems and applications. Demonstrated business sense and excellent oral and written communications skills.

Functional Responsibility: Performs any or all of the following: information engineering, strategic planning, feasibility and cost benefit analysis, statistical, quantitative, and qualitative analysis, information security analysis and management of teams and project accomplishing those tasks. May participate in the research, evaluation and integration of new technology, enterprise resource planning systems, enterprise architecture analysis, design and development, systems and application development, methodologies, data administration, capacity planning, training, testing and technical support. Analyzes business workflow and information systems' data models. Evaluates websites for usability and content management. Develops well-defined procedures and processes in the delivery of practical systems solutions utilizing best commercial practices. May develop detailed functional, system and program specifications using structured design methodologies. Provides subject matter expertise on technical, functional and business requirements for the architecture, design, development and/or implementation of automated systems and applications in mainframe, client-server and web-based environments. May include use of information system modeling and simulation tools, processes, and procedures. Has working knowledge of computer-aided software engineering (CASE) tools, EDI standards and technology, and current Web design, development and database technologies. Ensures software development processes and procedures are in place. May include the following: Capability Maturity Model (CMM), ISO 9000, design reviews, and test analyses. May use advanced statistical tools and techniques such as SAS, HLM, LISREL, and cluster analysis. May perform simulation-based analysis of business processes and product support methodologies. Prepares reports, white papers, summaries of analyses, presentations, tables, works with standard errors, and evaluates and creates data storage media.

Minimum Education: A Bachelor's Degree in Business, Computer Science, MIS, Operations Research, Statistics, Mathematics, Engineering or related field. A Master's Degree may substitute for two years of general experience and one year of specialized. With eighteen years of general experience of which at least twelve years is specialized, a degree is not required.

Years Experience	General	Specialized
Level III	16	6
Level II	14	4
Level I	8	2

Desktop Support

Experience: The Consultant shall have the skills requisite to perform the functions described in the client's statement of work. Experience includes: Experience in desk side support of desktop / laptop and network hardware and software. Ability to diagnose and solve difficult problems in desktop / laptop network and output device systems whether hardware or software. Ability to install COTS or GFE software. Ability to interface with end users in a professional, courteous and issue resolution manner. Ability to effectively use standard IT support tools to include Remedy call tracking and remote desktop interface. Ability to resolve network printer, directly attached printer, fax and multi-functional output device connectivity and operational issues.

Functional Responsibility: Functional responsibilities may include any of the following duties: Conform to local site requirements and duty hours. Resolve assigned hekpdesk tickets in a timely manner. Enter relevant activity and closure data into the helpdesk ticket system logs. Continuously monitor helpdesk Tickets for high priority issues and take appropriate action. Collaborate with team members to address critical site issues. Report unusual conditions or issues to the designated site lead. Escalate issues to the designated lead that are not resolvable in a timely manner. Troubleshooting network connectivity issues , user access to network shares, user login issues. Installation / Troubleshooting hardware. Troubleshooting email access issues to include User setup / training Archival (.pst creation / usage etc.) Connectivity, Wireless access support, Cell phone support. Support for wireless devices. Basic / Installation / Troubleshooting Microsoft Office application issues. Basic / Installation / Troubleshooting of Microsoft Operating Systems. Basic / Installation / Troubleshooting USACE application issues. PC Moves / Adds / Changes. VPN setup and support. Printer / Copier support.

Minimum Education: A Bachelor's degree. With two (2) years general experience, a degree is not required.

Years Experience	General	Specialized
Level V	10+	4
Level IV	8	3
Level III	6	2
Level II	4	1
Level I	2	0

Operations Analyst I

Experience: The Consultant shall have the skills requisite to perform the functions described in the client's statement of work. This could include having a background in performing administrative skills that would be requested by the client.

Functional Responsibility: This position operates within broad parameters and involves the application of process improvement principles and the soft skills of acting as a change agent to support of operations. This position involves the application of analytical skills and requires assertiveness and organizational skills and the ability to interface with a wide range of individuals in various levels of management.

Minimum Education: With two (2) years general experience, a degree is not required.

Years Experience	General	Specialized
Level I	2	0

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

Apex Systems, Inc. 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:

Buddy Omohundro
Apex Systems, Inc.
4400 Cox Road
Glen Allen, VA 23060-3354
Phone #: (804) 254-2600
FAX : (804) 523-8265
bomohundro@apexsystemsinc.com

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL ACQUISITION SCHEDULE

(Insert Customer Name)

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

_____.

Federal Acquisition 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 Acquisition 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 Acquisition 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 Acquisition 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 Acquisition 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 Acquisition Schedule contracts.

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

Participation in a Team Arrangement is limited to Federal Acquisition 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 Acquisition Schedule Contractors may individually meet the customers needs, or -
- Federal Acquisition Schedule Contractors may individually submit a Schedules "Team Solution" to meet the customer's requirement.
- Customers make a best value selection.

PRICE LIST

SIN	Part Number	Description	Proposed GSA Catalog Price	Warranty	COO
132-51	APXPGM1	Program Manager I	$101.30	N/A	US
132-51	APXPGM2	Program Manager II	$146.60	N/A	US
132-51	APXPJM1	Project Manager I	$62.17	N/A	US
132-51	APXPJM2	Project Manager II	$86.00	N/A	US
132-51	APXPJM3	Project Manager III	$99.69	N/A	US
132-51	APXIEA1	IT Engineer Architect I	$78.64	N/A	US
132-51	APXIEA2	IT Engineer Architect II	$85.52	N/A	US
132-51	APXIEA3	IT Engineer Architect III	$99.63	N/A	US
132-51	APXIEA4	IT Engineer Architect IV	$120.70	N/A	US
132-51	APXBAE1	Business Systems Analyst/Engineer I	$59.77	N/A	US
132-51	APXBAE2	Business Systems Analyst/Engineer II	$79.46	N/A	US
132-51	APXBAE3	Business Systems Analyst/Engineer III	$101.53	N/A	US
132-51	APXSEA1	Software Engineer Analyst I	$60.18	N/A	US
132-51	APXSEA2	Software Engineer Analyst II	$75.90	N/A	US
132-51	APXSEA3	Software Engineer Analyst III	$85.43	N/A	US
132-51	APXSEA4	Software Engineer Analyst IV	$112.46	N/A	US
132-51	APXDBA1	Database Administrator I	$65.49	N/A	US
132-51	APXDBA2	Database Administrator II	$72.32	N/A	US
132-51	APXDBA3	Database Administrator III	$90.17	N/A	US

132-51	APXDBA4	Database Administrator IV	$101.53	N/A	US
132-51	APXNEO1	Network Operations Specialist I	$52.01	N/A	US
132-51	APXNEO2	Network Operations Specialist II	$65.11	N/A	US
132-51	APXNEO3	Network Operations Specialist III	$73.50	N/A	US
132-51	APXNEO4	Network Operations Specialist IV	$88.11	N/A	US
132-51	APXSME1	IT Subject Matter Expert I	$81.05	N/A	US
132-51	APXSME3	IT Subject Matter Expert III	$124.67	N/A	US
132-51	APXSME4	IT Subject Matter Expert IV	$146.60	N/A	US
132-51	APXQAA1	QA Analyst I	$58.79	N/A	US
132-51	APXTCW1	Technical Writer I	$53.73	N/A	US
132-51	APXTCW2	Technical Writer II	$78.30	N/A	US
132-51	APXDTS1	Desktop Support I	$35.78	N/A	US
132-51	APXDTS2	Desktop Support II	$39.36	N/A	US
132-51	APXDTS3	Desktop Support III	$42.64	N/A	US
132-51	APXDTS4	Desktop Support IV	$45.34	N/A	US
132-51	APXDTS5	Desktop Support V	$59.49	N/A	US