Information Delivery Systems

GENERAL SERVICES ADMINISTRATION Federal Supply Service
Authorized Federal Supply Schedule Price List

Multiple Award Schedule

SPECIAL ITEM NUMBER 54151S- Information Technology Professional Services

Information Delivery Systems, Inc (IDS) will provide IT Professional Services and/or labor categories for database planning and design; systems analysis, integration, and design; programming, conversion and implementation support; network services, data/records management, and testing.

PSC Code D399  Other Information Technology Services, Not Elsewhere Classified

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: GSAAdvantage.gov.

Contract Number: GS35F0325Y

Period Covered by Contract: 4/9/2017 through 4/8/2022

Pricelist current through Modification ID A812, dated 3/30/2020.

Business Size: Small

Information Delivery Systems, Inc.
7305 Quetzal Drive
Bowie, MD 20720
301-980-2747
www.information-delivery.com
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INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

CUSTOMER INFORMATION

1. DESCRIPTION OF PROFESSIONAL SERVICES AND PRICING

Corporate Overview

Information Delivery Systems, Inc., incorporated in Maryland in 2000, is a provider of strategic technology and business solutions to the Federal Government and commercial clients. Our services include both software and systems engineering with an emphasis on integrated cyber security. Our clients praise our work, customer service, and our ability to provide high-end technical consultants at lower than average overall cost. We look forward to demonstrating our abilities and accomplishments in the following areas:

- Software engineering
  - Enterprise-level Software Solutions
    - Financial Management and Accounting
    - Asset Management
    - Logistics
    - Personnel
    - Security
    - Inventory Management
  - Business Intelligence
  - Geographic Information Systems
  - Database Architecture
  - Application Security
  - Identity and Access Management
Training and operational support
- Technical Writing

- Systems Engineering
  - System Architecture and Administration
  - Virtualization and Cloud Computing
  - Systems Integration
  - Network Architecture and Administration
  - Mobile Computing
  - Help Desk and User Support

- Information Assurance
  - Cyber Security
  - Certification and Accreditation (FISCAM/IRM/DIACAP)
  - Vulnerability Assessment
  - Public Key Infrastructure

- Functional Expertise
  - Acquisition Support
  - Contract Administration
  - Working Capital Fund Accounting
  - Administrative Support

SERVICE LABOR CATEGORIES AND PRICING

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<th>Hardware/Software Support Analyst I</th>
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Minimum/General Experience: 0-2 years of experience with systems and applications specific to the desired area of responsibility.

Functional Responsibility: Provides technical assistance and training to system users. Responds to users' requests for assistance by phone and in person. May staff a help desk or information center. Installs and modifies personal computer and network hardware and software. Diagnoses hardware, software, and operator problems and takes remedial actions or recommends procedural changes. May install and configure peripheral equipment such as monitors, keyboards, printers, and disk drives. May load and configure operating systems and applications such as word processing, database, and spreadsheet programs. Requires comprehensive knowledge of employer's stand-alone and networked personal computers and related peripheral equipment, and of commonly used stand-alone and networked applications. Requires a working knowledge of operating systems such as Windows NT or Unix.

Education: Undergraduate or graduate degree in Computer Science or equivalent.
<table>
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<th>Hardware/Software Support Analyst II</th>
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<tr>
<td><strong>Minimum/General Experience:</strong> 1-3 years of experience with systems and applications specific to the desired area of responsibility.</td>
</tr>
<tr>
<td><strong>Functional Responsibility:</strong> Provides technical assistance and training to system users. Responds to users’ requests for assistance by phone and in person. May staff a help desk or information center. Installs and modifies personal computer and network hardware and software. Diagnoses hardware, software, and operator problems and takes remedial actions or recommends procedural changes. May install and configure peripheral equipment such as monitors, keyboards, printers, and disk drives. May load and configure operating systems and applications such as word processing, database, and spreadsheet programs. Requires comprehensive knowledge of employer’s stand-alone and networked personal computers and related peripheral equipment, and of commonly used stand-alone and networked applications. Requires a working knowledge of operating systems such as Windows NT or Unix.</td>
</tr>
<tr>
<td><strong>Education:</strong> Undergraduate or graduate degree in Computer Science or equivalent.</td>
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<th>Hardware/Software Support Analyst V</th>
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<tr>
<td><strong>Minimum/General Experience:</strong> 7-15 years of experience with systems and applications specific to the desired area of responsibility.</td>
</tr>
<tr>
<td><strong>Functional Responsibility:</strong> Assists users in accessing and obtaining information from systems or databases, providing database search and retrieval support, troubleshooting, and technical support in using various hardware and software. Receives user requests and transforms them into effective search strategies, designs appropriate output formats, assists users in formulating simple queries, and helps resolve problems related to accessing databases. Also may provide help desk support to end users of an application or set of applications and resolve problem reports. Assists in recognizing, identifying, and isolating problems with the subject information system or application. For problems that cannot be resolved immediately, coordinates referrals to appropriate technical, professional, or service personnel for follow-up. Uses software tools and applications for problem identification, referral, resolution, tracking, and follow-up.</td>
</tr>
<tr>
<td><strong>Education:</strong> Undergraduate degree or equivalent in Computer Science, Information Systems, or relevant technical, engineering or scientific field.</td>
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<tr>
<th>System/Network Administrator I</th>
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<tr>
<td><strong>Minimum/General Experience:</strong> 1-5 years of experience with systems and applications specific to the desired area of responsibility.</td>
</tr>
<tr>
<td><strong>Functional Responsibility:</strong> Assists users in accessing and obtaining information from systems or databases, providing database search and retrieval support, troubleshooting, and technical support in using various hardware and software. Receives user requests and transforms them into effective search strategies, designs appropriate output formats, assists users in formulating simple queries, and helps resolve problems related to accessing databases. Also may provide help desk support to end users of an application or set of applications and resolve problem reports. Assists in recognizing, identifying, and isolating problems with the subject information system or application. For problems that cannot be resolved immediately, coordinates referrals to appropriate technical, professional, or service personnel for follow-up. Uses software tools and applications for problem identification, referral, resolution, tracking, and follow-up.</td>
</tr>
<tr>
<td><strong>Education:</strong> Undergraduate degree or equivalent in Computer Science, Information Systems, or relevant technical, engineering or scientific field.</td>
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</table>
System/Network Administrator IV

**Minimum/General Experience:** 5-8 years of experience with systems and applications specific to the desired area of responsibility. Proficiency in network systems management methods, including end-to-end systems performance monitoring. Certification and/or training as a MCSE and TCP/IP Network Analyst desirable.

**Functional Responsibility:** Responsible for the technical administration of a server-based computer system. Oversees the day to day activities for the system and is responsible for all applications present on the system. Responsible for system security and data integrity. Consults with users to determine best hardware and software configurations to meet user needs and requirements. Conducts testing of network design. Maintains technical expertise in all areas of network and computer hardware and software interconnection and interfacing, such as routers, multiplexers, firewalls, hubs, bridges, gateways, etc. Responsible for system security and data integrity. Provides technical assistance and training to system users.

**Education:** Undergraduate degree or equivalent in Computer Science, Information Systems, or relevant technical, engineering or scientific field.

Senior System/Network Administrator I

**Minimum/General Experience:** 5-10 years of experience with systems and applications specific to the desired area of responsibility. Requires comprehensive knowledge of stand-alone and networked personal computers and related peripheral equipment, and of commonly used stand-alone and networked applications. Certification and/or training as a MCSE and TCP/IP Network Analyst desirable.

**Functional Responsibility:** Maintains systems and control procedures for a complex system of networked computing platforms, typically including multiple groups of personal computers and two or more servers or hosts. Responsible for system security and data integrity. Assigns passwords and monitors use of resources. Responsible for disaster planning, backups, and continuity of operations. Selects and configures hardware and software for network solutions. Plans, designs, and implements network management systems to monitor, diagnose, control, and measure performance of communications networks that impact multiple sites. Uses and recommends changes to network administrative systems to ensure accurate network inventory and timely implementation. May be required to serve as team lead/supervisor.

**Education:** Undergraduate or graduate degree or equivalent in Computer Science, Information Systems, or relevant technical, engineering or scientific field.

Senior System or Network Administrator II

**Minimum/General Experience:** Computer Science degree or equal plus 8-10 years of experience. 2-5 years of experience with systems and applications specific to the desired area of responsibility.

**Functional Responsibility:** Maintains systems and control procedures for a complex system of networked computing platforms, typically including multiple groups of personal computers and two or more servers or hosts. Responsible for system security and data integrity. Assigns passwords and monitors use of resources. Responsible for disaster planning, backups, and continuity of operations. May produce complex business reports output and respond to frequent requests for information and assistance.
May require extensive knowledge of customer’s business applications as well as expertise in commercial software programs and unique applications supplied by vendors and developed in-house.

**Education:** Undergraduate or graduate degree in Computer Science or equivalent.

### Senior System or Network Administrator III

<table>
<thead>
<tr>
<th>Minimum/General Experience:</th>
<th>Computer Science degree or equal plus 8-15 years of experience. 2-5 years of experience with systems and applications specific to the desired area of responsibility.</th>
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<tr>
<td>Functional Responsibility:</td>
<td>Maintains data files and control procedures for a complex system of networked computing platforms, typically including multiple groups of personal computers and two or more servers or hosts. Responsible for system security and data integrity. Assigns passwords and monitors use of resources. Responsible for disaster planning, backups, and continuity of operations. May produce complex business reports output and respond to frequent requests for information and assistance. May require extensive knowledge of customer’s business applications as well as expertise in commercial software programs and unique applications supplied by vendors and developed in-house.</td>
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<tr>
<td>Education:</td>
<td>Undergraduate or graduate degree in Computer Science or equivalent.</td>
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### Senior System/Network Administrator IV

<table>
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<tr>
<th>Minimum/General Experience:</th>
<th>12-20 years of experience with systems and applications specific to the desired area of responsibility.</th>
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<tr>
<td>Functional Responsibility:</td>
<td>Maintains data files and control procedures for a complex system of networked computing platforms, typically including multiple groups of personal computers and two or more servers or hosts. Responsible for system security and data integrity. Assigns passwords and monitors use of resources. Responsible for disaster planning, backups, and continuity of operations. May produce complex business reports output and respond to frequent requests for information and assistance. May require extensive knowledge of customer’s business applications as well as expertise in commercial software programs and unique applications supplied by vendors and developed in-house.</td>
</tr>
<tr>
<td>Education:</td>
<td>Undergraduate or graduate degree or equivalent in Computer Science, Information Systems, or relevant technical, engineering or scientific field.</td>
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### Senior System/Network Administrator V

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<th>Minimum/General Experience:</th>
<th>15-30 years of experience with systems and applications specific to the desired area of responsibility. Experience includes: network development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in communications systems design and/or management.</th>
</tr>
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<tbody>
<tr>
<td>Functional Responsibility:</td>
<td>Maintains data files and control procedures for a complex system of networked computing platforms, typically including multiple groups of personal computers and two or more servers or hosts. Supervises the monitoring of network facilities. Ensures high quality transmission on network. Directs testing and analysis of all elements of the network facility (including hardware, software, power, communications, lines, modems and terminals). Supervises testing and analysis of all elements of the network facilities (including software, power, communications machinery, lines, modems and terminals). Serves as key contact for remote locations and customers to obtain</td>
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clarification of problems and provides resolution of system failures and degradations. Selects and configures hardware and software for network solutions. Plans, designs, and implements network management systems to monitor, diagnose, control, and measure performance of communications networks that impact multiple sites. Uses and recommends changes to network administrative systems to ensure accurate network inventory and timely implementation. Responsible for system security and data integrity. Assigns passwords and monitors use of resources. Responsible for disaster planning, backups, and continuity of operations. May produce complex business reports and respond to frequent requests for information and assistance. May require extensive knowledge of customer’s business applications as well as expertise in commercial software programs and unique applications supplied by vendors and developed in-house.

**Education:** Undergraduate or graduate degree or equivalent in Computer Science, Information Systems, or relevant technical, engineering or scientific field.

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**Software Engineer II**

**Minimum/General Experience:** 2-4 years of programming experience with systems and applications specific to the desired area of responsibility. Requires knowledge of one or more platforms and operating systems, and of programming languages such as C-variants and Java. Requires knowledge of one or more systems architectures such as client-server, relational database, and distributed processing.

**Functional Responsibility:** Plans, develops, tests, and documents computer applications programs, generally working from source data provided by senior analysts/programmers. Participates in writing product and user documentation. Prepares program documentation and materials for users. Confers with customers to assess outcomes and provide evaluation of specific input and output requirements. May provide work direction to entry-level engineers.

**Education:** Undergraduate Degree or equivalent in Computer Science, Information Systems, or relevant technical, engineering or scientific field.

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**Software Engineer III**

**Minimum/General Experience:** 3-7 years of programming experience with systems and applications specific to the desired area of responsibility. Requires knowledge of one or more platforms, operating systems, and programming languages such as Oracle database, Oracle Fusion Middleware, Java, HTML, and XML. Typically requires knowledge of one or more systems architectures such as client-server, relational database, and distributed processing.

**Functional Responsibility:** Designs, develops, implements, and maintains complex business, accounting, and management information systems in both centralized and networked environments. Prepares program documentation and materials for users. May confer with end users to analyze specified methods, procedures, identify problems, and document specific input and output requirements. May provide work direction to entry-level engineers.

**Education:** Undergraduate Degree or equivalent in Computer Science, Information Systems, or relevant technical, engineering or scientific field.

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**Software Engineer IV**

**Minimum/General Experience:** 5-10 years of experience with systems and applications specific to the desired area of responsibility. Demonstrated experience working SQL, Java, HTML, and XML languages in the design and implementation of database systems. General experience includes increasing responsibilities in software engineering activities.
**Functional Responsibility:** Develops technical designs and specifications for software products. Researches and integrates design strategies, software specifications, development schedules, and user expectations into product capabilities. Uses software development technologies and tools to build, test, and maintain product modules, components, and subsystems. Provides technical leadership to lower-level developers. May require interaction with customers, vendors, and external development partners.

**Education:** Undergraduate Degree or equivalent in Computer Science, Information Systems, or relevant technical, engineering or scientific field.

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**Senior Software Engineer I**

**Minimum/General Experience:** 8-12 years of experience with systems and applications specific to the desired area of responsibility. Competencies typically include Oracle database, Oracle Fusion Middleware, Java, HTML, XML, JavaScript, Perl, and a thorough knowledge of client-server architectures and relational database systems and applications.

**Functional Responsibility:** Designs and develops large-scale network-based applications (internet/intranet) for clients. Translates client needs into technology solutions. Develops linkages between existing enterprise/legacy systems and web-based sites and services. Integrates systems; implements middleware and other packages. Creates documentation. Typically requires interaction with customers, vendors, and external development partners. Mentors less senior developers.

**Education:** Undergraduate or graduate degree or equivalent in Computer Science, Information Systems, or relevant technical, engineering or scientific field.

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**Senior Software Engineer II**

**Minimum/General Experience:** 10-15 years of experience with systems and applications specific to the desired area of responsibility. Competencies typically include Oracle database, Oracle Fusion Middleware, Java, HTML, XML, JavaScript, Perl, and a thorough knowledge of client-server architectures and relational database systems and applications. Knowledgeable of applicable standards.

**Functional Responsibility:** Designs and develops large-scale network-based applications (internet/intranet) for clients. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, and documents programs. Integrates systems; implements middleware and other packages. Typically requires interaction with customers, vendors, and external development partners. Engages users and customers in formal and informal training. Mentors and tasks less senior developers.

**Education:** Undergraduate or graduate degree or equivalent in Computer Science, Information Systems, or relevant technical, engineering or scientific field.

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**Senior Software Engineer III**

**Minimum/General Experience:** 12-17 years of experience with systems and applications specific to the desired area of responsibility. Requires a working knowledge of bundled systems such as ERP and related development tools through an understanding of client systems and objectives.

**Functional Responsibility:** Uses analysis and requirements documents to develop detailed designs for new computer applications or enhancements to existing computer applications. May be responsible for completion of a phase of a project. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Technologies employed typically include Oracle database, Oracle Fusion Middleware, Java, HTML, XML, JavaScript, and Perl.
Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. May lead specific tasks or projects. Regularly provides guidance and training to less-experienced analyst/programmers.

**Education:** Undergraduate or graduate degree or equivalent in Computer Science, Information Systems, or relevant technical, engineering or scientific field.

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### Senior Software Engineer IV

**Minimum/General Experience:** 15-20 years of experience with systems and applications specific to the desired area of responsibility. Competencies typically include Oracle database, Oracle Fusion Middleware, Java, HTML, XML, C, .NET, JavaScript, Perl, and a thorough knowledge of client-server architectures and relational database systems and applications. Requires functional knowledge of bundled systems such as ERP and related development tools.

**Functional Responsibility:** Leads software development of new products and applications on the leading edge of established knowledge and standards. Conceives, designs, prototypes, and tests new methods, algorithms, and models. Defines architecture requirements and performance standards to meet or exceed management and customer specifications. Leads research and development of prospective applications and products. Uses software development technologies and tools to build, test, and maintain product modules, components, and subsystems. Develops linkages between existing enterprise/legacy systems and online sites and services. Integrates systems; implements middleware and other packages. Creates documentation. Provides technical leadership to lower-level developers.

**Education:** Undergraduate or graduate degree or equivalent in Computer Science, Information Systems, or relevant technical, engineering or scientific field.

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### Senior Software Engineer V

**Minimum/General Experience:** Advanced Computer Science, Engineering degree or degree in subject matter germane to the application under development plus 17-30 years of experience. 2-10 years of experience with systems and applications specific to the desired area of responsibility.

**Functional Responsibility:** Leads software development of new products and applications on the leading edge of established knowledge and standards. Conceives, designs, prototypes, and tests new methods, algorithms, and models. Defines architecture requirements and performance standards to meet or exceed management and customer specifications. Leads research and development of prospective applications and products. Uses software development technologies and tools to build, test, and maintain product modules, components, and subsystems. Develops linkages between existing enterprise/legacy systems and online sites and services. Integrates systems; implements middleware and other packages. Creates documentation. Provides technical leadership to lower-level developers. Competencies typically include Oracle database, Oracle Fusion Middleware, Java, HTML, XML, JavaScript, Perl, and a thorough knowledge of client-server architectures and relational database systems and applications.

**Education:** Undergraduate or graduate degree in Computer Science, Engineering or equivalent.

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### Senior Database Administrator II

**Minimum/General Experience:** 5-15 years of experience with systems and applications specific to the desired area of responsibility. Requires demonstrated expertise in the use of database management systems and related products from vendors such as Oracle, SAP, SAS, and IBM.
**Functional Responsibility:** Designs, develops, builds, analyzes, evaluates and installs database management systems to include database modeling and design, relational database architecture, metadata and repository creation and configuration management. Uses data mapping, data mining and data transformational analysis tools to design and develop databases. Determines data storage and optimum storage requirements. Prepares system requirements, source analysis and process analyses and design throughout the database implementation.

**Education:** Undergraduate degree or equivalent in Computer Science, Information Systems, or relevant technical, engineering or scientific field.

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### Senior Database Administrator III

**Minimum/General Experience:** Advanced Computer Science, Engineering degree or degree in subject matter germane to the application under development plus 8-15 years of experience. 2-10 years of experience with systems and applications specific to the desired area of responsibility.

**Functional Responsibility:** Provides technical direction for database design, maintenance, and administration. Evaluates and recommends available DBMS products after matching user requirements with system capabilities. Develops and formulates standards, procedures, and conventions for database use. Works with technical/programming staff to ensure database security from accidental or intentional loss or damage. Determines file organization, indexing methods, and security procedures for specific user applications. Requires demonstrated expertise in the use of database management systems and related products from vendors such as Oracle, SAP, SAS, and IBM.

**Education:** Undergraduate or graduate degree in Computer Science, Engineering or equivalent.

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### System Analyst III

**Minimum/General Experience:** 5-10 years of experience with systems and applications specific to the desired area of responsibility. Demonstrated written and oral communications skills, including giving formal presentations to different audiences.

**Functional Responsibility:** Apply business process improvement practices to reengineer processes and information systems. Apply state-of-the-art methodologies, principles, and business process improvement techniques to automated information system projects. Performs enterprise wide strategic systems planning, business information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as Computer-Aided Software Engineering (CASE) tools. Provides technical leadership and liaison with consultants and clients and users. Supervises systems analysts.

**Education:** Undergraduate or graduate degree or equivalent in Computer Science, Information Systems, or relevant technical, engineering or scientific field.

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### System Analyst IV

**Minimum/General Experience:** Computer Science, Management Information Systems degree or degree in subject matter germane to the application under development plus 6-10 years of experience. 3-6 years of experience with systems and applications specific to the desired area of responsibility.

**Functional Responsibility:** Analyzes and designs complex business and management information systems. Prepares feasibility studies, analyzes user needs and provides complex specifications. Provides technical leadership and liaison with consultants and clients and users. Is typically a technical expert in specific types of systems architecture, business applications, or information assurance requirements.

**Education:** Undergraduate or graduate degree in Computer Science, Management Information Systems or equivalent.
**Functional Analyst IV**

*Minimum/General Experience:* 5-8 years of experience with systems and applications specific to the desired area of responsibility.

*Functional Responsibility:* Has specialized experience applying broad knowledge to complex requirements involving one or more of the following functional areas: quality assurance, business process reengineering, financial management, accounting, budgeting, supply operations, contract support, security analysis, or data analysis. May produce complex business reports output and respond to frequent requests for information and assistance. May require extensive knowledge of customer’s business applications as well as expertise in commercial software programs and unique applications supplied by vendors and developed in-house.

*Education:* Undergraduate, graduate degree or equivalent.

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**Senior Functional Analyst II**

*Minimum/General Experience:* 6-12 years of experience with systems and applications specific to the desired area of responsibility. Specialized experience may include: facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices.

*Functional Responsibility:* Apply process improvement and reengineering methodologies, principles, and tools to conduct process and system modernization projects. Provide group facilitation, interviewing, and training.

*Education:* Undergraduate or graduate degree or equivalent in Computer Science, Information Systems, or relevant technical, engineering or scientific field.

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**Senior Functional Analyst III**

*Minimum/General Experience:* 8-12 years of experience with systems and applications specific to the desired area of responsibility.

*Functional Responsibility:* Has specialized experience applying broad knowledge to complex requirements involving one or more of the following functional areas: quality assurance, business process reengineering, financial management, accounting, budgeting, supply operations, contract support, security analysis, or data analysis. May produce complex business reports output and respond to frequent requests for information and assistance. May require extensive knowledge of customer’s business applications as well as expertise in commercial software programs and unique applications supplied by vendors and developed in-house.

*Education:* Undergraduate, graduate degree or equivalent.

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**Senior Functional Analyst IV**

*Minimum/General Experience:* 10-18 years of experience with systems and applications specific to the desired area of responsibility. Specialized experience may include: facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices.
Functional Responsibility: Analyzes various aspects of Information Technology organizational functioning, including management, processes, structure, culture, and performance of information technology projects. Conducts organizational or process analysis, utilizing qualitative and quantitative analysis tools and techniques for engineering, operations and security IT programs. Identifies sources of problems, makes recommendations for solutions, including designing and implementing appropriate organizational interventions for these IT projects. Applies organizational and management theory and principles to understand and improve organizational effectiveness and efficiency in achieving business goals as it relates to Information Technology projects. Works with all levels of the organization, from leadership and senior management to the workforce; interactions may include coaching, interviewing, workshop facilitation, training, and surveys. Focus is on understanding why and how effectively an organization, program, process or group of people, function in the present manner; how function or performance could be improved; and what should be done to bring about the improvement in effectiveness and/or efficiency of engineering, operations or security IT projects. May serve as task or project leader.

Education: Undergraduate or graduate degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field.

Senior Functional Analyst V

Minimum/General Experience: 12-20 years of experience with systems and applications specific to the desired area of responsibility.

Functional Responsibility: Has specialized experience applying broad knowledge to complex requirements involving one or more of the following functional areas: quality assurance, business process reengineering, financial management, accounting, budgeting, supply operations, contract support, security analysis, or data analysis. May produce complex business reports output and respond to frequent requests for information and assistance. May require extensive knowledge of customer’s business applications as well as expertise in commercial software programs and unique applications supplied by vendors and developed in-house.

Education: Undergraduate, graduate degree or equivalent.

Senior Technical Writer I

Minimum/General Experience: 3-10 years of experience with systems and applications specific to the desired area of responsibility. Specialized experience includes: preparing technical documentation, using both Government and industry documentation standards. Requires a working knowledge of bundled systems such as ERP and related development tools through an understanding of client systems and objectives. Demonstrated ability to work independently or under only general direction.

Functional Responsibility: Gathers, analyzes, and composes technical information. Conducts research and ensures the use of proper technical terminology, including researching for applicable Government and industry documentation standards. Translates technical information into clear, readable documents to be used by technical and nontechnical personnel. Confers with customer representatives, to establish technical specifications and to determine subject material to be developed for publication. Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. Maintains internal documentation library. Develops and implements testing procedures to simulate customer use of product/system. May participate in training developers and end users. Provides guidance to junior Technical Writers or may provide daily supervision and direction to the Technical Writing Staff.
**Project Manager I**

**Minimum/General Experience:** 10-20 years of experience with systems and applications specific to the desired area of responsibility. Specialized experience includes: project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity, analysis and design of business applications on complex systems for large-scale computers, database management, use of third- and fourth-generation programming languages and/or database management systems.

**Functional Responsibility:** Manages activity for a major customer account or multiple small accounts. Manages client relationship for a team of consultants, developers, engineers, analysts and other professionals. Manages technical aspects of complex projects by instruction, direction, and quality assurance. Ensures project outcomes meet customer expectations. Remains fluent in current industry and technology developments. Controls project/program requirements, scope, and change management issues.

**Education:** Undergraduate or graduate degree or equivalent in English, Information Systems, or relevant literary, technical, engineering or scientific field.

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**Project Manager II**

**Minimum/General Experience:** Computer Science, Management Information Systems degree or degree in subject matter germane to the application under development plus 15-25 years of experience. 5-10 years of experience with systems and applications specific to the desired area of responsibility.

**Functional Responsibility:** Manages all activity for a major customer account or multiple small accounts. Manages client relationship for a team of consultants, developers, engineers, analysts and other professionals. Manages technical aspects of complex projects by instruction, direction, and quality assurance. Ensures project outcomes meet customer expectations. Controls project/program requirements, scope, and change management issues. Remains fluent in current industry and technology developments. May supervise other project managers.

**Education:** Undergraduate or graduate degree in Business, Computer Science, Management Information Systems or equivalent.

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**Program Manager I**

**Minimum/General Experience:** 15-30 years of experience with systems and applications specific to the desired area of responsibility.

**Functional Responsibility:** Plans, directs, and co-ordinates a cross-functional team’s activities to manage and implement project and interrelated programs from contract initiation to final operational stage. Proposes and develops add-on program opportunities. Leads matrix teams to develop plans that model program commitments and timing. Leads the project/program team(s) in determining client requirements and translating requirements into operational plans. Determines, monitors, and reviews all project/program economics to include costs, operational budgets, staffing requirements, resources and risk. Identifies and assembles the appropriate blend of resources to meet program needs and requirements; monitors and reports on activities related to the project/program. Meets with customers to review program scope/progress and resolve program issues. Works with senior management on program proposals, bids, contracts, estimates, and schedules. Formulates contingency plans to address schedule revisions, risk, fund allocations, and work requirements.
Ensures adherence to legally binding requirements and client’s long-term strategic goals. Coaches and counsels members of cross-functional teams to accomplish project/program goals, to meet established schedules, and resolve technical/operational issues. Establishes appropriate metrics for measuring key program criteria. Maintains awareness of emerging technologies and project/program management techniques.

**Education:** Undergraduate or graduate degree or equivalent in Computer Science, Information Systems, or relevant technical, engineering or scientific field.
<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Hourly Rate 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hardware/Software Support Analyst I</td>
<td>41.73</td>
</tr>
<tr>
<td>Hardware/Software Support Analyst II</td>
<td>47.73</td>
</tr>
<tr>
<td>Hardware/Software Support Analyst V</td>
<td>78.81</td>
</tr>
<tr>
<td>System/Network Administrator I</td>
<td>60.53</td>
</tr>
<tr>
<td>System/Network Administrator IV</td>
<td>88.97</td>
</tr>
<tr>
<td>Senior System/Network Administrator I</td>
<td>99.69</td>
</tr>
<tr>
<td>Senior System or Network Administrator II</td>
<td>110.77</td>
</tr>
<tr>
<td>Senior System or Network Administrator III</td>
<td>121.75</td>
</tr>
<tr>
<td>Senior System/Network Administrator IV</td>
<td>135.50</td>
</tr>
<tr>
<td>Senior System/Network Administrator V</td>
<td>145.77</td>
</tr>
<tr>
<td>Software Engineer II</td>
<td>82.55</td>
</tr>
<tr>
<td>Software Engineer III</td>
<td>94.76</td>
</tr>
<tr>
<td>Software Engineer IV</td>
<td>105.12</td>
</tr>
<tr>
<td>Senior Software Engineer I</td>
<td>114.76</td>
</tr>
<tr>
<td>Senior Software Engineer II</td>
<td>123.27</td>
</tr>
<tr>
<td>Senior Software Engineer III</td>
<td>138.49</td>
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<tr>
<td>Senior Software Engineer IV</td>
<td>145.18</td>
</tr>
<tr>
<td>Senior Software Engineer V</td>
<td>159.82</td>
</tr>
<tr>
<td>Senior Database Administrator II</td>
<td>132.41</td>
</tr>
<tr>
<td>Senior Database Administrator III</td>
<td>150.06</td>
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<tr>
<td>System Analyst III</td>
<td>118.57</td>
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<tr>
<td>System Analyst IV</td>
<td>127.49</td>
</tr>
<tr>
<td>Functional Analyst IV</td>
<td>80.01</td>
</tr>
<tr>
<td>Senior Functional Analyst II</td>
<td>90.26</td>
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<tr>
<td>Senior Functional Analyst III</td>
<td>113.67</td>
</tr>
<tr>
<td>Senior Functional Analyst IV</td>
<td>124.26</td>
</tr>
<tr>
<td>Senior Functional Analyst V</td>
<td>139.41</td>
</tr>
<tr>
<td>Senior Technical Writer I</td>
<td>87.24</td>
</tr>
<tr>
<td>Project Manager I</td>
<td>153.62</td>
</tr>
<tr>
<td>Project Manager II</td>
<td>168.29</td>
</tr>
<tr>
<td>Program Manager I</td>
<td>175.25</td>
</tr>
</tbody>
</table>
2. **MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)**
   a. The Maximum Order for SIN 54151S is $500,000.00.

3. **MINIMUM ORDER**
   a. The minimum dollar of orders to be issued is $100.00.

4. **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:

   [X] 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.

5. **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.

6. **DISCOUNTS**

   Prices shown are NET Prices; Basic Discounts have been deducted.

7. **QUANTITY DISCOUNTS**

   None.

8. **PROMPT PAYMENT TERMS**

   None.

9. **CREDIT CARDS**

   Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.
10. FOREIGN ITEMS

None

11. 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:

<table>
<thead>
<tr>
<th>SPECIAL ITEM NUMBER</th>
<th>DELIVERY TIME (Days ARO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>30 Days</td>
</tr>
</tbody>
</table>

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.

12. FOB DESTINATION

13. CONTRACTOR’S ORDERING ADDRESS AND PAYMENT INFORMATION

Information Delivery Systems, Inc.
7305 Quetzal Drive
Bowie, MD 20720
301-980-2747

www.information-delivery.com

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

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

Main: 301-980-2747
Orders: 301-367-4643
Invoices: 301-442-4890

14. 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.

c. The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

15. 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.
c. FAR 8.405-3 Ordering procedures for blanket purchase agreements.

16. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279

Block 9: G. Order/Modification Under Federal Schedule Contract
Block 16: Data Universal Numbering System (DUNS) Number: 128686032
Block 30: Type of Contractor: B

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

Block 31: Woman-Owned Small Business - No
Block 37: Contractor's Taxpayer Identification Number (TIN): 52-2224249
Block 40: Veteran Owned Small Business (VOSB): No

A: Service Disabled Veteran Owned Small Business
B: Other Veteran Owned Small Business

4a. CAGE Code: 1PPV6
4b. Contractor has registered with the Central Contractor Registration Database.

17. 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.

17.1 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.

17.2 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.

18. SECTION 508 COMPLIANCE.

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

Yes ___X___

No _______

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

The EIT standard can be found at: www.Section508.gov/.
**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S)**

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

1. **SCOPE**
   a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT/IAM Professional Services within the scope of this Information Technology Schedule.
   b. The Contractor shall provide services at the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

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

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

4. **PERFORMANCE OF SERVICES**
   a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
   b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
   c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
   d. Any Contractor travel required in the performance of IT/IAM Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.
5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

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

(1) Cancel the stop-work order; or

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

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

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

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

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

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

6. INSPECTION OF SERVICES


7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

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

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

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

13. RESUMES

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

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

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.
USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

Information Delivery 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 Brad Myers, Vice President, at 301-367-4643.
BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and Information Delivery Systems, Inc. enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) ______________.

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

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

Signatures

________________________________________  ________________________
Ordering Activity Date Contractor Date
(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) ____________, 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:

<table>
<thead>
<tr>
<th>MODEL NUMBER/PART NUMBER</th>
<th>*SPECIAL BPA DISCOUNT/PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>

(2) Delivery:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>DELIVERY SCHEDULES / DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
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</tr>
</tbody>
</table>

(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:

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>POINT OF CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

(a) Name of Contractor;
(b) Contract Number;
(c) BPA Number;
(d) Model Number or National Stock Number (NSN);
(e) Purchase Order Number;
(f) Date of Purchase;
(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor’s invoice, the provisions of this BPA will take precedence.

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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.