RDI SYSTEMS, INC. DBA DNOVUS RDI

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

Special Item No. 132-51 Information Technology Professional Services

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

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D316	IT Network Management 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.

RDI Systems Inc. DBA dNovus RDI
1355 Central Parkway South, Suite 100
San Antonio, TX 78232
210-497-7744

www.dnovus.com

Contract Number: **GS-35F-0341L**

Period Covered by Contract: **04/12/2001-05/10/2011**

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General Services Administration

Federal Supply Service

Pricelist current through Modification #PO0024 dated 01/29/2008.

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

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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 Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

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

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

Offerors are requested to check one of the following boxes:

[ ] The Geographic Scope of Contract will be domestic and overseas delivery.
[ ] The Geographic Scope of Contract will be overseas delivery only.
[✓] The Geographic Scope of Contract will be domestic delivery only.

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

_____

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

RDI Systems Inc., dba dNovus RDI

1355 Central Parkway S, Suite 100

San Antonio, TX 78232

Bank account information for wire transfer payments will be shown on the invoice.

Below are the telephone number(s) that can be used by ordering agencies to obtain technical and/or ordering assistance.

(210) 497-7744

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. STATICAL 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: 790-228-811
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 - Yes
Block 36: Contractor's Taxpayer Identification Number (TIN): 74-2740991

4a. CAGE Code: 0UDZ0
4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	As agreed by the ordering agency and dNovus RDI

b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. DISCOUNTS: Prices shown are NET Prices; Basic Discounts have been deducted.

a. Prompt Payment: .25 % - 10 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. Discount for use of Government Commercial Credit Card: 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:

Only services are offered under this contract.

10. SMALL REQUIREMENTS: The minimum dollar value of orders to be issued is $100.00.

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

a. The Maximum Order value for the following Special Item Numbers (SINs) is $500,000:

Special Item Number 132-51 - Information Technology (IT) Professional Services

12. ORDERING PROCEEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

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

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

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S.

Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

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

(a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

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

(c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

(g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

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

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

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

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

16. GSA ADVANTAGE!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

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

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

(1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));

(2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;

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

(4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

(1) Time of delivery/installation quotations for individual orders;

(2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.

(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

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

19. OVERSEAS ACTIVITIES

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

None

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

23. SECTION 508 COMPLIANCE.

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

www.dnovus.com

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

(b) The following statement:

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

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

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

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

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

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

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

26. SOFTWARE INTEROPERABILITY.

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

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)**1. GEOGRAPHIC SCOPE OF CONTRACT:**

The geographic scope of contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, and the Commonwealth of Puerto Rico.

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

1. SCOPE

a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services and Special Item Number 132-52 Electronic Commerce Services apply exclusively to IT Services within the scope of this Information Technology Schedule.

b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES

a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.

b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

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

3. ORDER

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

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

4. PERFORMANCE OF SERVICES

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

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

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

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the

travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

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

(1) Cancel the stop-work order; or

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

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

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

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

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

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

6. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract.

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.

DESCRIPTION OF IT SERVICES AND PRICING

Labor Category	GSA Rate 01/29/08-01/28/09
Program Support Analyst	$68.38
Task Manager	$73.41
Program Manager I	$88.32
Program Manager II	$103.11
Program Manager III	$126.59
Software Engineer I	$49.72
Software Engineer II	$63.93
Software Engineer III	$80.51
Software Engineer IV	$99.26
Database Specialist I	$53.26
Database Specialist II	$66.67
Database Specialist III	$84.88
Database Specialist IV	$112.09
Database Specialist V	$135.65
Database Administrator I	$83.96
Database Administrator II	$115.97
Database Administrator III	$147.01
Computer Programmer I	$53.73
Computer Programmer	$59.88
Computer Programmer II	$77.13
Computer Programmer III	$84.13
Senior Computer Programmer	$74.77
Systems Analyst I	$49.72
Systems Analyst II	$56.83
Systems Analyst III	$73.41
Technical Writer	$48.30
Technician	$51.69
Systems Administrator	$75.26
Network Engineer	$72.50
Senior Network Engineer	$90.95
Desktop Support Project Lead	$120.34
Desktop Support Team Lead	$106.65
Desktop Architecture	$135.41
Senior Computer Operator	$92.98
Computer Operator I	$65.65
Computer Operator II	$75.22
Computer Operator III	$82.05
Senior Computer Support Technician	$58.79
Computer Support Technician I	$44.61
Computer Support Technician II	$51.96
Data Entry Operator	$27.22
Test Engineer	$49.50
Quality Assurance Analyst	$70.31
Quality Assurance Specialist	$80.82
Training Specialist	$52.87
Senior Training Spec.	$71.99
Subject Matter Expert I	$49.63
Subject Matter Expert II	$83.56

Labor Category	GSA Rate 01/29/08-01/28/09
Subject Matter Expert III	$113.66
Subject Matter Expert IV	$136.60
Subject Matter Expert V	$188.19
LAN Administrator	$83.74
Systems Security Administrator	$83.74
Production Control Specialist	$44.79
General Clerk	$30.27
Administrative Specialist	$32.91
Help Desk Coordinator	$49.63

Job Descriptions and Qualifications

Program Management

Commercial Labor Category	Minimum/General Experience and Years of Experience	Functional Requirements	Educational Requirements
Program Support Analyst	2 years of experience in program control.	Prepares reports, correspondence and contractual documents. Tracks and maintains contract files. Performs simple analysis related to proposed contract costs. Inspects assigned projects for completion. Under supervision of Manager.	Bachelor s Degree in Business, Finance, Accounting or related degree.
Task Manager	A minimum of four years experience within program development and management.	The Task Manager provides daily supervision and direction to technical and support staff responsible for completion of a defined component of a larger task order(s). Defines and directs technical specifications and tasks to be performed by team members including target dates of tasks and subtasks. Provides oversight, guidance and assistance in coordinating output and ensuring technical accuracy of the defined end product. Evaluates existing/project processes, procedures, practices and models to anticipate adverse cost and schedule impacts and provides recommendations for changes or modifications to the Program Manager. Monitors resource usage and reports to the Program Manager.	BS/BA Degree
Program Manager I	A minimum of six years experience within program development and management.	The Program Manager is responsible for the overall, day-to-day management of a specific task order or group of task orders affecting the same or related/interdependent systems. Provides business, technical and personnel management to subordinate groups of technical and administrative personnel across multiple disciplines such as engineering, application program and systems development. Schedules and assigns work to subordinates and subcontractors and monitors progress and resolves discrepancies to ensure compliance with work/quality standards and contract/task order requirements. Ensures that the technical solutions and schedules in the task order(s) are implemented within estimated timeframes and budget constraints.	BS/BA Degree

Program Manager II	A minimum of eight years experience within program development and management.	The Senior Program Manager organizes, coordinates and manages large or complex program/technical support operations involving multiple projects and/or task orders and/or personnel at diverse locations. Is responsible for overall project planning, execution and performance. Recommends and directs personnel actions, schedules and allocates work, develops and enforces work and quality standards, and provides advice, guidance and training to subordinates.	BS/BA Degree
Program Manager III	10 years of experience within program development and management	Organizes, coordinates and manages large or complex program/technical support operations involving multiple projects and/or task orders and/or personnel at diverse locations. Responsible for overall project planning, execution and performance. Recommends and directs personnel actions, schedules and allocates work, develops and enforces work and quality standards, and provides advice, guidance and training to subordinates. Ensures comprehensive technical solutions provided on schedule.	Bachelor s Degree in management.

Software Engineering

Commercial Labor Category	Minimum/General Experience and Years of Experience	Functional Requirements	Educational Requirements
Software Engineer I	Entry level with technical training in software engineering.	Performs maintenance on existing software products; assists in coding, testing and debugging new software or making enhancements to existing software. Write programs according to specifications from higher level staff. Make suggestions for problem solutions or software enhancements. May assist in development of user manuals.	BS/BA Degree
Software Engineer II	2 years experience within software engineering.	Develops, codes, tests, and debugs new software or enhancements to existing software. Works with technical staff to understand problems with software and to resolve them. Resolves software problems and responds to suggestions for improvements and enhancements. May assist in development of software user manuals.	BS/BA Degree
Software Engineer III	4 years experience within software engineering.	Develops, codes, tests, and debugs new software or significant enhancements to existing software. Works with technical staff to understand problems with software and to resolve them. Participates in development of software user manuals. May act as a team leader on projects, lead seminars, and demonstrate software. Assists in training less experienced software development staff.	BS/BA Degree
Software Engineer IV	6 years experience within software engineering	Has knowledge of implementing computer systems in a phased approach of requirements analysis and conceptual design, site survey, system design review, critical design review, installation, integration, and testing. Capable of performing configuration management, integrating software, interpreting software test results, and recommending solutions for unsatisfactory test results. Acts as team leader on projects. Participates in development of software user manuals.	BS/BA Degree

Database Management

Commercial Labor Category	Minimum/General Experience and Years of Experience	Functional Requirements	Educational Requirements
Database Specialist I	Entry level with technical training in database design and development or software engineering.	Provides technical assistance and expertise in the use of Database Management System (DBMS) functionality and tools. May define file organization, indexing methods, and security procedures for a specific user application or functionality. Applies database or other programming language and DBMS or other development tools to develop, test, and refine required functionality.	BS/BA Degree
Database Specialist II	2 years experience in database design and development or software engineering.	Applies technical knowledge in the analysis, design, development and implementation of DBMS projects/applications. May review logical and/or physical database designs and make recommendations for database tuning to assure maximum operating efficiency. Defines file/table organization, indexing methods, and security procedures in accordance with the physical design and user requirements. Applies database or other programming language and DBMS or other development tools to develop, test, and refine required functionality.	BS/BA Degree
Database Specialist III	4 years experience in database design and development or software engineering.	Applies specialized technical expertise in the analysis, design, development and implementation of DBMS projects/applications. Reviews logical and/or physical database designs and makes recommendations for database tuning to assure maximum operating efficiency. Defines file/table organization, indexing methods, and security procedures in accordance with the physical design and user requirements. Provides expertise in and applies database and other programming language(s) and development tools to achieve the desired functionality. Performs database restructuring and migration	BS/BA Degree

		activities.	
Database Specialist IV	5 years experience in database design and development or software engineering. Experience with Oracle, Sybase, Informix, DB2, or other DBMS/RDBMS.	May lead or manage the development of database projects/applications. Evaluates and analyzes functional business requirements, workflow, and existing processes and interfaces. Applies, as appropriate, business process improvement practices to re-engineer methodologies and practices consistent with sound DBMS principles and existing customer standards and planning documents. Using both manual and automated tools, such as Integrated Computer Aided Software Engineering (ICASE), the Database Specialist IV applies activity and data modeling, transaction flow analysis, internal control and risk analysis, and performance measurement techniques to develop functional specifications and logical and physical database designs.	BS/BA Degree
Database Specialist V	6 years experience in database design and development or software engineering. Extensive experience with Oracle, Sybase, Informix, DB2, or other DBMS/RDBMS.	Leads or manages the development of database projects/applications. May provide daily supervision, direction, assistance and guidance to technical and support staff. Evaluates and analyzes functional business requirements, workflow, and existing processes and interfaces. Applies, as appropriate, business process improvement practices to re-engineer methodologies and practices consistent with sound DBMS principles and existing customer standards and planning documents. Using both manual and automated tools, such as Integrated Computer Aided Software Engineering (ICASE), the Database Specialist IV applies activity and data modeling, transaction flow analysis, internal control and risk analysis, and performance measurement techniques to develop functional specifications and logical and physical database designs.	BS/BA Degree

Database Administrator I	3 years database administration experience.	Working knowledge of relational database software required. Administers several applications and administers configuration management software while providing technical assistance such as data retrieval and data update. Extensive knowledge of backup and recovery procedures.	Bachelor s degree in Computer Science or Information Systems.
Database Administrator II	5 years of database administration experience.	Working knowledge of relational database software required. Administers several applications and administers configuration management software while providing technical assistance such as data retrieval and data update. Required to perform all aspects of the System Administrator in a primary capacity.	Bachelor s degree in Computer Science or Information Systems.
Database Administrator III	7 years of database administration experience.	Working knowledge of relational database software required. Administers several applications and administers configuration management software while providing technical assistance such as data retrieval and data update. Required to perform all aspects of the System Administrator in a primary capacity. Oversees database technical solutions provided on schedule.	Bachelor s degree in Computer Science or Information Systems.

Computer Programmer

Commercial Labor Category	Minimum/General Experience and Years of Experience	Functional Requirements	Educational Requirements
Computer Programmer I	1 year of experience in software design and development.	Devises or modifies computational procedures to achieve the desired result considering computer equipment, operating system, and network capacity and limitations, and the form of the desired results. Develops detailed design, block diagrams and logic flow charts from specification documents. Translates detailed design into computer code using approved software configuration control tools/procedures and software engineering practices.	Associate s Degree in Computer Science, applied science or information systems.
Computer Programmer	2 years experience with knowledge of multiple operating systems, platforms, programming languages, and/or software engineering tools and practices.	The Computer Programmer devises or modifies computational procedures to achieve the desired result considering computer equipment, operating system, and network capacity and limitations, and the form of the desired results. Develops detailed design, block diagrams and logic flow charts from specification documents. Translates detailed design into computer code using approved software configuration control tools/procedures and software engineering practices. Tests, debugs and refines code to produce the desired result. Prepares required program-level and system-level documentation.	BS/BA Degree
Computer Programmer II	3 years of technical experience in software design and development.	Devises or modifies computational procedures to achieve the desired result considering computer equipment, operating system, and network capacity and limitations, and the form of the desired results. Develops detailed design, block diagrams and logic flow charts from specification documents. Translates detailed design into computer code using approved software configuration control tools/procedures and software	Bachelor s Degree in Computer Science or Information Systems.

		engineering practices. Tests, debugs and refines code to produce the desired result.	
Computer Programmer III	5 years of technical experience with knowledge of multiple operating systems, platforms, programming languages, and/or software engineering tools and practices.	Devises or modifies computational procedures to achieve the desired result considering computer equipment, operating system, and network capacity and limitations, and the form of the desired results. Develops detailed design, block diagrams and logic flow charts from specification documents. Translates detailed design into computer code using approved software configuration control tools/procedures and software engineering practices. Tests, debugs and refines code to produce the desired result. Prepares required program-level and system-level documentation	Bachelor s Degree in Computer Science or Information Systems.
Senior Computer Programmer	6 years experience with strong knowledge of multiple operating systems, platforms, programming languages, and a strong knowledge of software engineering tools and practices.	The Senior Computer Programmer devises or modifies computational procedures to solve complex problems considering computer equipment, operating system, and network capacity and limitations, and the form of the desired results. Develops detailed design, block diagrams and logic flow charts from high-level requirements and specification documents. Translates detailed design into computer code using approved software configuration control tools/procedures and software engineering practices. Tests, debugs and refines code to produce the desired result. Prepares required program-level and system-level documentation. Provides technical guidance to junior personnel.	BS/BA Degree

Computer Systems Analyst

Commercial Labor Category	Minimum/General Experience and Years of Experience	Functional Requirements	Educational Requirements
Systems Analyst I	Entry level with technical training in software engineering or systems analysis.	Reviews existing computer capabilities, workflows, and limitations to determine if requested capability or modification is possible within existing configurations and systems. Studies information processing capabilities to evaluate effectiveness and develops new capabilities to improve production or workflows. Prepares workflow charts and diagrams to specify, in detail, operations to be performed by computers and operations to be performed by personnel working with computers. Plans and prepares technical reports and instructional manuals and assists in the documentation of applications development.	BS/BA Degree
Systems Analyst II	2 years experience within software engineering or systems analysis.	Designs, develops, implements, and maintains complex business, accounting and management information applications and systems. May act as lead analyst in the development, implementation, and maintenance of small to medium-sized computer systems, including multi-platform, networked, and client-server applications. Coordinates and instructs programmers and analysts assigned to project. Prepares feasibility studies of potential systems, configurations of computers, and interactive applications. Prepares more complex application specifications and leads post-implementation analyses. Provides assistance to lower-level analysts.	BS/BA Degree
Systems Analyst III	4 years experience within software engineering or systems analysis.	Designs, develops, implements and maintains large, complex management information and business systems. A technical expert in specific types of applications and hardware systems. Coordinates and instructs programmers and systems analysts assigned to the project. Prepares feasibility studies of potential systems and configurations, complex specifications, and time and cost estimates for completing the project. Leads post-implementation analysis. Requires detailed and comprehensive knowledge of the employer s operations, business systems, and computer platforms.	BS/BA Degree

Technical Writing

Commercial Labor Category	Minimum/General Experience and Years of Experience	Functional Requirements	Educational Requirements
Technical Writer	2 years experience in technical writing.	Responsible for the preparation of operation and IT maintenance manuals and IT technical publications. Gathers and analyzes technical information, prepares written text, and coordinates layout and manual organization for IT products. Researches available engineering/development information such as drawings, design reports, equipment and test specifications. Understands user s level of proficiency and prepares documents accordingly, following standard guidelines for technical publications.	Associates Degree

Network Engineering

Commercial Labor Category	Minimum/General Experience and Years of Experience	Functional Requirements	Educational Requirements
Technician	Entry level with technical training in network engineering.	Assists Network Engineers in the analysis, design and installation of local and wide area networks, and the analysis and installation of communication systems. Assists in conducting site surveys, and documents current site network configuration and user requirements. Assists in the designing network topologies. May also provide on-site diagnostic expertise for computer hardware and peripheral devices, and performs on-site repair service, where possible.	BS/BA Degree
Systems Administrator	3 years of systems administrator experien	Fully capable of administering the operating system.	Bachelor s Degree in Computer Science or Information Systems.
Network Engineer	3 years experience in network engineering.	Provides technical support in the analysis, design and installation of local and wide area networks and analysis and installation of communications systems. Experienced in common network and communication architectures and control structures, interfaces, measurement and diagnostic techniques. Provides guidance and technical direction to project staff in the development of network requirements, specifications and interface documents. Assists in the application of traffic and other models for system sizing and requirements definition. Documents and evaluates current site network configuration, user requirements, and designs and optimizes network topologies.	BS/BA Degree
Senior Network Engineer	5 years experience in network engineering.	Provides technical expertise in the analysis, design and installation of local and wide area networks and analysis and installation of communications systems. Extensive experience with	BS/BA Degree

		common network and communication architectures and control structures, interface, measurement and diagnostic techniques. Provides guidance and technical direction to project staff in the development of network requirements, specifications and interface documents. Experience with multiple protocols and recommends the appropriate protocol that best fits the needs of the customer. Applies traffic and other models for system sizing and requirements definition. Documents and evaluates current site network configuration, user requirements, and designs and optimizes network topologies.	

Desktop Support

Commercial Labor Category	Minimum/General Experience and Years of Experience	Functional Requirements	Educational Requirements
Desktop Support Project Lead	9 years of technical experience in supervising desktop support.	Supervises any project requiring the installation, maintenance and monitoring of the operation of the organization s desktop support. Performs analysis and provides recommendation on purchases consistent with the organization s short and long term objectives.	Bachelor s Degree in Computer Science or Information Systems.
Desktop Support Team Lead	7 years of technical experience leading desktop support team.	Supervises personnel that installs, maintains and monitors the operation of the organization s desktop support. Evaluates vendor products in hardware and software equipment and recommends purchases consistent with the organization s short and long term objectives.	Bachelor s Degree in Computer Science or Information Systems.
Desktop Architect	5 years of technical experience in implementing desktop support solutions.	Installs, maintains and monitors the operation of the organization s desktop support. Evaluates vendor products in hardware and software equipment and recommends purchases consistent with the organization s short and long term objectives.	Bachelor s Degree in Computer Science or Information Systems.

Computer Operator

Commercial Labor Category	Minimum/General Experience and Years of Experience	Functional Requirements	Educational Requirements
Senior Computer Operator	5 years of technical experience in operating computer systems.	Performs non-routine varied duties to operate computer console and peripheral equipment. Analyzes machine or program malfunction; makes corrections as necessary. Monitors the performance of all computers to ensure optimum utilization of machines.	Associate s Degree in Computer Science, Applied Science, or Information Systems.
Computer Operator I	2 years of technical experience in operating computer systems.	Performs routine duties to operate computer console and peripheral equipment. Monitors console to ensure all on-line systems are active: determine corrective action.	Associate s Degree in Computer Science, Applied Science, or Information Systems.
Computer Operator II	3 years of technical experience in operating computer systems.	Performs routine duties to operate computer console and peripheral equipment. Monitors console to ensure all on-line systems are active: determine corrective action. Performs some installation.	Associate s Degree in Computer Science, Applied Science, or Information Systems.
Computer Operator III	5 years of technical experience in operating Computer Systems.	Performs routine duties to operate computer console and peripheral equipment. Monitors console to ensure all on-line systems are active: determine corrective action. Performs some installation and verification.	Associate s Degree in Computer Science, Applied Science, or Information Systems.
Senior Computer Support Technician	5 years of technical experience in systems repair and maintenance.	Installs microcomputer hardware and peripheral components, such as monitors, keyboards, printers, etc. Loads and verifies correct operation of software packages.	Associate s Degree in Computer Science, Applied Science or Information Systems.

Computer Support Technician I	2 years of experience in system installation repair and maintenance.	Installs microcomputer hardware and peripheral components, such as monitors, keyboards, printers, etc. Loads and verifies correct operation of software packages.	Associate s Degree in Computer Science, Applied Science, or Information Systems.
Computer Support Technician II	3 years of technical experience in system installation, repair, and maintenance	Installs microcomputer hardware and peripheral components, such as monitors, keyboards, printers, etc. Loads and verifies correct operation of software packages. Provides training and technical assistance to users.	Associate s Degree in Computer Science, Applied Science or Information Systems.

Data Entry Operations

Commercial Labor Category	Minimum/General Experience and Years of Experience	Functional Requirements	Educational Requirements
Data Entry Operator	6 months experience operating data entry devices or related similar experience.	Operates data entry equipment and/or enters data at a workstation. Transcribes, deciphers, and codes alphanumeric data from source documents and verifies data for accuracy and completeness.	High School Diploma or equivalent

Quality Assurance/Testing Specialists

Commercial Labor Category	Minimum/General Experience and Years of Experience	Functional Requirements	Educational Requirements
Test Engineer	Entry level with technical training.	Analyzes, tests, and evaluates system/application/program code and documentation for compliance to customer requirements, standards, and specifications. Reviews test data, define and document problems and problem areas and develop recommendations for their solution.	BS/BA Degree
Quality Assurance Analyst	2 years experience in software quality assurance or software engineering.	Applies detailed knowledge of structured design, quality assurance, business practice, information systems function and software configuration management to develop and implement test plans to ensure that proposed data processing systems are stress tested, error free, and meet stated requirements prior to installation. Analyzes and evaluates system/application/program code and documentation for compliance to customer requirements, standards, and specifications. Reviews test data, define and document problems and problem areas and develop recommendations for their solution.	BS/BA Degree
Quality Assurance Specialist	4 years experience in software quality assurance or software engineering.	Develops and implements quality control methodologies to ensure compliance with quality assurance standards, guidelines, and procedures. Develops and defines major and minor characteristics of quality including quality metrics and scoring parameters and determines requisite quality control resources for an actual project/program. Establishes and maintains a process for evaluating hardware, software, and associated documentation and/or assists in the evaluation. Conducts and/or participates in formal and informal reviews at pre-determined points throughout the development life cycle.	BS/BA Degree

Training Specialists

Commercial Labor Category	Minimum/General Experience and Years of Experience	Functional Requirements	Educational Requirements
Training Specialist	2 years experience in the design of instructional systems.	Develops and conducts IT courses with prepared or developed instructional materials to educate technical and non-technical personnel. Gathers and assimilates information on IT subject matter, organizes and condenses material, and prepares course outline, handouts, and visual aid materials. Coordinates with IT subject matter expert to ensure that prepared courses meet stated objectives. May be required to instruct or to prepare/arrange for the preparation of automated training materials, such as: video recorded training sessions and computer-aided tutorials.	BS/BA Degree
Senior Training Specialist	5 years experience in the design of instructional systems.	Develops IT instructional curriculum and instructional materials to educate technical and non-technical personnel. Gathers and assimilates information on IT subject matter, organizes and condenses material, and prepares course outline, handouts, and visual aid materials. Coordinates with IT subject matter expert to ensure that prepared courses meet stated objectives. May be required to instruct or to prepare/arrange for the preparation of automated training materials, such as: video recorded training sessions and computer-aided tutorials.	BS/BA Degree

Subject Matter Experts

Commercial Labor Category	Minimum/General Experience and Years of Experience	Functional Requirements	Educational Requirements
Subject Matter Expert I	2 years experience within subject matter area, as well as utilization of experience in the IT field.	Develops requirements from a project s inception to its conclusion in the subject matter area for simple to moderately complex IT systems. Assists other senior IT consultants with analysis and evaluation and with the preparation of recommendations for IT system improvements, optimization, development, and/or maintenance.	BS/BA Degree
Subject Matter Expert II	4 years experience within subject matter area, as well as utilization of experience in the IT field.	Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately complex to complex IT systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of IT programs and systems specifications.	BS/BA Degree
Subject Matter Expert III	7 years experience within subject matter area, as well as utilization of experience in the IT field.	Provides technical, managerial and administrative direction for problem definition, analysis, requirement development and implementation for complex to extremely complex IT systems in the subject matter area. Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts.	BS/BA Degree
Subject Matter Expert IV	10 years experience within subject matter area, as well as utilization of experience in the IT field.	Possesses requisite knowledge and expertise so recognized in the professional community that the customer is able to qualify the individual as an expert in the IT related field. Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts. Demonstrates exceptional oral and written communication skills.	BS/BA Degree
Subject Matter Expert V	12 years of experience in field of technical direction.	Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts. Demonstrates	Master s Degree in Business, Engineering, or Computer Science.

		exceptional oral and written communication skills. Directs staff on business, management, or technical direction.	

Administrators

Commercial Labor Category	Minimum/General Experience and Years of Experience	Functional Requirements	Educational Requirements
LAN Administrator	3 years of experience in LAN administration.	Installs, maintains and monitors the operation of the organization s local area network. Evaluates vendor products in hardware, software and telecommunications equipment and recommends purchases consistent with the organization s short and long term objectives.	Bachelor s Degree in Computer Science or Information Systems.
Systems Security Administrator	3 years of technical experience in information assurance or information security.	Monitors, evaluates and maintains systems and procedures to protect the data systems and databases from unauthorized users. Identifies potential threats and responds to reported security violations. Determines causes of security violations and recommends corrective actions to ensure data security.	Bachelor s Degree in Computer Science or Information Systems.

Production Control Specialist

Commercial Labor Category	Minimum/General Experience and Years of Experience	Functional Requirements	Educational Requirements
Production Control Specialist	2 years experience in production control, systems analysis, data library management, or programming.	Provide support necessary to manage a computer system in the area of execution toward delivery of final product utilizing a predefined and documented set of procedures and directions. Analyze system input data to determine applicability to customer requirements. Develop procedures to determine validity of reports produced during system execution. Perform operations scheduling and/or computer data library functions.	BS/BA Degree

General Clerk Services

Commercial Labor Category	Minimum/General Experience and Years of Experience	Functional Requirements	Educational Requirements
Administrative Specialist	2 years of administrative experience.	Performs a variety of administrative tasks including budget preparation, scheduling, reporting and tracking information for key executive. Prepares simple analyses of requested information or data.	High School Diploma. 2 years experience.
General Clerk	2 years experience in providing administrative support or technical training equivalent.	Provides direct support to project manager, task manager, and other personnel by maintaining project records and files, preparing and proofing correspondence, answering telephones, responding to routine questions, distributing mail, scheduling meetings and coordinating travel. Assist in the preparation of reports and contract deliverables and develop presentation graphics to improve and enhance the quality and usability of these documents.	High School Diploma or Equivalent.

General Labor Services

Commercial Labor Category	Minimum/General Experience and Years of Experience	Functional Requirements	Educational Requirements
Help desk coordinator	2 years in experience in information systems help desk operations.	Applies understanding and knowledge of information systems products and services to assist internal users on complex matters. Responsible for recognizing, researching, isolating and resolving information systems problems. Coordinates referrals to appropriate technical, professional or service personnel for appropriate service, repairs, training and follow-up. May provide information systems library support.	Associate s Degree

DEGREE MAY BE SUBSTITUTED AS FOLLOWS:
ASSOCIATE DEGREE = 2 YEARS EXPERIENCE
BACHELOR DEGREE = 4 YEARS EXPERIENCE
MASTERS DEGREE = 5 YEARS EXPERIENCE
PHD = 8 YEARS EXPERIENCE

EDUCATION MAY BE SUBSTITUTED AS FOLLOWS:
2 YEARS EXPERIENCE = ASSOCIATE DEGREE
4 YEARS EXPERIENCE = BACHELOR DEGREE
5 YEARS EXPERIENCE = MASTERS DEGREE
8 YEARS EXPERIENCE = PHD

GS-35F-0341L RDI SYSTEMS INC RDI SYSTEMS INC RDI SYSTEMS INC s/ /d/w 132-51
INFORMATION TECHNOLOGY SERVICES

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

RDI Systems Inc., dba as dNovus RDI 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 Sonia Montellano, Contracts Manager, (210) 497-7744, fax (210) 497-7709, smontellano@dnovus.com.

BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY 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 Supply Schedule Contract(s) _____.

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

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

Signatures

_____		_____	
Ordering Activity	Date	Contractor	Date

BPA NUMBER_____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s)_____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

(a) Name of Contractor;

(b) Contract Number;

(c) BPA Number;

(d) Model Number or National Stock Number (NSN);

(e) Purchase Order Number;

(f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

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

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

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BASIC GUIDELINES FOR USING "CONTRACTOR TEAM ARRANGEMENTS"

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

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

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules "Team Solution" to meet the customer's requirement.
- Customers make a best value selection.