



**PRICELIST**  
**CONTRACT GS-35F-0357U**

**U.S. GENERAL SERVICES ADMINISTRATION**



**Contract Date: April 16, 2008 - April 15, 2013**

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**PRICELIST**  
**CONTRACT GS-35F-0357U**

**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**

FPDS CODE D301	IT Facility Operation and Maintenance
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.

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Contract Number: **GS-35F-0357U**

Period Covered by Contract: 04/16/2008 to 04/15/2013  
Pricelist current through Modification # \_\_\_\_\_, dated \_\_\_\_\_:

General Services Administration  
Federal Supply Service

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 Services' Home Page via the Internet at <http://www.fss/gsa/gov/>



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### 1.0 Information for Ordering Activates

#### 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 micro-purchase 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!<sup>TM</sup> on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). the catalogs/pricelists, GSA Advantage!<sup>TM</sup> and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and ervices 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 business among those considered when selecting pricelists for a best value determination.

For orders exceeding the micro-purchase 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 & Payment Information

##### **Ordering Address**

Managed Business Solutions, LLC  
12265 Oracle Blvd., Ste. 105  
Colorado Springs, CO 80921

##### **EFT Payment Address**

Managed Business Solutions, LLC  
Colorado State Bank and Trust  
1600 Broadway  
Denver, CO 80202  
Account Number = 8091246784  
Routing Number = 102000607



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Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number can be used by ordering agencies to obtain technical and/or ordering assistance: **Dan Sutton, 719-314-3425.**

When Authorized Dealers are allowed by the Contractor to bill ordering activities and accept payment, the order and/or payment must be in the name of the Contractor, in care of the Authorized Dealer.

3. Liability for Injury or Damage

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

4. Statistical Data for Government Ordering completion of Standard Form 279

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS): **95-9272030**

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

Block 31: Women-Owned Small Business: No

Block 36: Contractor's Taxpayer Identification Number (TIN): **20-5393711**

a. CAGE CODE: **3RCC5**

b. 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.

SIN **Delivery Time (Days of ARO)**

Services to be performed shall begin no sooner than two (2) weeks after receipt of complete orders unless mutually agreed upon in advance.

132-51 Exceptions that allow an earlier start date will be negotiated.

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 contract.

7. Discounts

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

a. Prompt Payment: None – Net 30 days from receipt of invoice or date of acceptance, whichever is later.



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- b. Quantity: None
  - c. Dollar Volume: None
  - d. Government Educational Institutions: Government Educational Institutions are offered the same discounts as all other Government customers.
  - e. Other: None
8. Trade Agreements Act of 1979, As Amended  
All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.
9. Statement Concerning Availability of Export Packing  
Export packing is available at extra cost outside the scope of this contract.
10. Small Requirements  
The minimum dollar value of orders to be issued in \$100.00
11. Maximum Order  
The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000: Special Item Number 132-51 – Information Technology (IT) Professional Services
12. Ordering Procedures for Federal Supply Schedule Contracts  
Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.
  - a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
  - b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.
13. Federal Information Technology/Telecommunication Standards Requirements  
Federal departments and agencies 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 Telecommunications Standards (FED-STDS), which are cited by ordering offices, 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 the FIPS PUBS should be referred top the NTIS Sales office, and orders for subscription service should be referred to the NTIS Subscription Officers, both at the above address, or telephone number (703) 487-4650.



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#### 13.2 Federal Telecommunication Standards (FED-STDS)

Telecommunications 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-STDS". 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 concerning the availability of FED-STDS should be obtained from 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 Requirement (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.
- 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/posses insurance coverage 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.
- 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.



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- 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. Contractor 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:

- a. Manufacturer
- b. Manufacturer's Part Number; and
- c. 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. ODC's (Other Direct Costs) are not part of this contract and should be treated as open market purchase. 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



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- 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 product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.
  - 3. Any representation 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 GSA Schedule Contract.

19. Overseas Activities

The term 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 the 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 Arrangement

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, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, 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 District of Columbia is a party for construction, alteration, or repair (including painting or decorating) or 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 \$2000, then the requirements of the Davis-Bacon Act applies.



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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:

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 form \_\_\_\_\_ dated \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contact, 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 cancellations 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>.



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#### 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)

## 2.0 Terms and Conditions Applicable to information Technology (IT) Professional Services (Special Item Number 132-51) and Electronic Commerce (EC) Services (Special Item number 132-53)

### 1. Scope

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

### 2. Performance Incentives

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

### 3. Order

- a. Agencies may use written orders, EDI orders, blanket purchase agreement, individual purchase order, 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.



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- 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 dates(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 the 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 2033) 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



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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 and 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 payment 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 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.



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13. Resumes

Resume 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.

### 3.0 Labor/Skill Category Descriptions

#### Position #1: Principal

Description: Recognized for ability to successfully manage large and complex programs. Responsible for top-level Project Oversight and Quality Assurance in all aspects of program delivery, including feasibility assessment, system design formulation, ongoing conversion and implementation support, and Financial Analysis and Reporting. Drives thought leadership across multiple programs through demonstration of domain expertise and ability to provide insightful solution options. Prepares, coordinates, and reviews consulting agreements. Ensures compliance with relevant corporate and government policies and standards.

General Experience: Fifteen (15) years progressive experience applicable to systems analysis and design techniques for complex computer systems, including supervisory experience and large system implementation.

Minimum Education: Bachelor's Degree

#### Position #2: Information Services Consultant

Description: Top level technical expert supporting unlimited end user groups. Works with user groups to solve business problems with available technology including advice, hardware, software databases, and peripherals. Has high level of diverse technical experience related to studying and analyzing systems needs, systems development and systems process analysis, design and re-engineering. Has skills and experience related to business management, systems engineering, operations research, and management engineering. Typically has specialization in particular software or business application utilized in an end user environment. Knowledgeable in technological developments and applications.

General Experience: Ten (10) years progressive Information Technology (IT) experience including at least six (6) projects. At least one (1) project must have occurred within the past three (3) years.

Specialized Experience: Eight (8) years in supervision of IT projects. Five (5) years



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of this experience must have been in supervising IT services contracts, including people of various job categories and skills and must have occurred in the last ten (10) years.

Minimum Education: Bachelor's Degree

#### **Position #3: Program Director**

Description: Responsible for managing highly complex and/or high risk programs. Directs and is responsible for the successful completion of all tasks in assigned program area including technical work, staff, and budget and financial activities. Supervises assigned technical and administrative staff, including subordinate managers. Directs program staff and task activities to meet client and organization work objectives.

Assures quality of products, services, and deliverables, including participating in reviews, audits, and site visits. Performs program financial management services, including financial analysis; budget and cost quote preparation, cost management, reconciliation, and profit enhancement. Prepares, coordinates, and reviews consulting agreements. Coordinates and monitors sub-contractor activities and administers subcontractor deliverables and finances.

General Experience: 10 to 15 years technical experience applicable to systems analysis and design techniques for complex computer systems, including supervisory experience.

Minimum Education: Bachelor's Degree

#### **Position #4: Senior IT Analyst**

Description: Formulates/defines system scope and objectives based on user defined needs.

Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time and form of desired results. Prepares detailed specifications from which programs will be written. Analyzes and revises existing system logic difficulties and documentation as necessary. Has full technical knowledge of all phases of applications systems analysis. Also has duties instructing, directing, and checking the work of other IT analysis personnel. Responsible for quality assurance review. Acts as project leader for projects with small budgets or limited duration.

General Experience: Ten (10) years progressive Information Technology (IT) experience including at least six (6) projects. At least one (1) project must have occurred within the past three (3) years.

Specialized Experience: Eight (8) years in supervision of substantial IT projects. Five (5) years of this experience must have been in supervising IT services contracts, including people of various job categories and skills and must have occurred in the last ten (10) years.

Minimum Education: Bachelor's Degree

#### **Position #5: System Architect**

Description: Works independently designing and developing new IT products or major enhancements to existing IT systems. May lead a large development team in design of highly complex IT systems. Acts as highest level technical expert, addressing problems of systems integration, compatibility, and multiple platforms. Performs feasibility analysis on potential future projects to management.



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General Experience: Ten (10) years progressive Information Technology (IT) experience including at least six (6) projects. At least one (1) project must have occurred within the past three (3) years.

Minimum Education: Bachelor's Degree

### **Position #6: Business Process Consultant**

Description: Responsible for complex systems process analysis, design, and simulation. Has highest level understanding of organization's business systems and industry requirements. Focus is on process analysis and re-engineering, with an understanding of technical problems and solutions as they relate to the current and future business environment. Creates process change by integrating new processes with existing ones, and communicating these changes to impacted Business Systems teams. Recommends and facilitates quality improvement efforts. May lead reengineering team and act as project manager.

General Experience: Ten (10) years progressive Information Technology (IT) experience including at least six (6) projects. At least one (1) project must have occurred within the past three (3) years.

Specialized Experience: Eight (8) years in supervision of IT projects. Five (5) years of this experience must have been in supervising IT services contracts, including people of various job categories and skills and must have occurred in the last ten (10) years.

Minimum Education: Bachelor's Degree

### **Position #7: Senior Project Manager**

Description: Maintains the project schedule and ensures that deliverables are completed in timely manner. Oversees project cost control and cost projections. Knowledgeable in the use of the project management tools used for activity assignment, resource planning, and cost control.

Ensures the invoicing process provides the proper information and distribution on the invoices.

Ensures smooth coordination consistent with the contract and task order procedures for the key personnel approval, consent to subcontract as well as consent to purchase travel, tools and other direct costs. Ensures problem resolution and customer satisfaction for individual task orders.

General Experience: Ten (10) years progressive Information Technology (IT) experience including at least six (6) projects. At least one (1) project must have occurred within the past three (3) years.

Specialized Experience: Eight (8) years in supervision of IT projects. Five (5) years of this experience must have been in supervising IT services contracts, including people of various job categories and skills and must have occurred in the last ten (10) years.

Minimum Education: Bachelor's Degree or equivalent experience



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#### **Position #8: Software Systems Engineer**

Description: Formulates/defines specifications for complex software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Responsible for program design, coding, testing, debugging and documentation. Usually responsible for applications dealing with the overall operation system. Has full technical knowledge of all phases of software systems programming applications. Also has duties instructing, directing and checking the work of other operating systems programming personnel. Responsible for quality assurance review and the evaluation of new and existing software products.

General Experience: Ten (10) years progressive Information Technology (IT) experience including at least six (6) projects. At least one (1) project must have occurred within the past three (3) years.

Minimum Education: Bachelor's Degree

#### **Position #9: Senior Software Developer**

Description: Has full technical knowledge and thorough understanding of the applications associated with the project. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time and form of desired results. Responsible for program design, coding, testing, debugging and documentation. Has full technical knowledge of all phases of applications programming. Responsible for quality assurance review. May be involved in design phase of project as well. Works with customers and technical staff to resolve problems with software and responds to suggestions for improvements and enhancements. Participates in development of software user manuals.

General Experience: Ten (10) years progressive Information Technology (IT) including at least six (6) projects. At least one (1) project must have occurred within the past three (3) years.

Minimum Education: Bachelor's Degree or equivalent experience

#### **Position #10: Project Manager**

Description: Maintains the project schedule and ensures that deliverables are completed in timely manner. Oversees project cost control and cost projections. Knowledgeable in the use of the project management tools used for activity assignment, resource planning, and cost control.

Ensures the invoicing process provides the proper information and distribution on the invoices.

Ensures smooth coordination consistent with the contract and task order procedures for the key personnel approval, consent to subcontract as well as consent to purchase travel, tools and other direct costs. Ensures problem resolution and customer satisfaction for individual task orders.

General Experience: Eight (8) years progressive Information Technology (IT) experience including at least four (4) projects. At least one (1) project must have occurred within the past three (3) years.

Specialized Experience: Four (4) years in supervision of IT projects. Three (3) years of this experience must have been in supervising IT services contracts, including people of various job categories and skills and must have occurred in the last eight (8) years.



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Minimum Education: Bachelor's Degree or equivalent experience

### **Position #11: IT Analyst**

Description: Under general direction, formulates/defines system scope and objectives based on user needs. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time and form of desired results. Prepares detailed specifications from which programs will be written. Analyzes and revises existing system logic difficulties and documentation as necessary. Competent to work at the highest technical level of all phases of applications systems analysis activities.

General Experience: Seven (7) years of progressive Information Technology (IT) experience including at least five (5) projects. At least (1) one project must have occurred within the past (3) years.

Specialized Experience: Two (2) years in management of IT projects. One (1) year of this experience must have been in supervising IT service contracts, including people of various job categories and skills and must have occurred in the last five (5) years.

Minimum Education: Bachelor's degree or equivalent experience

### **Position #12: Data Base Administrator**

Description: Responsible for activities related to the administration of computerized databases. Assigns personnel to various projects and directs their activities; reviews and evaluates their work and prepares performance reports. Confers with and advises subordinates on administrative policies and procedures, technical problems, priorities and methods. Consults with and advises users of the various databases. Projects long-range requirements for database administration and design in conjunction with other managers in the information systems function. Prepares activity and progress reports regarding the database management section.

General Experience: Ten (10) years progressive Information Technology (IT) experience including at least six (6) projects. At least one (1) project must have occurred within the past three (3) years.

Specialized Experience: Eight (8) years in supervision of projects. Five (5) years of this experience must have been in supervising IT services contracts, including people of various job categories and skills and must have occurred in the last ten (10) years.

Minimum Education: Bachelor's Degree or equivalent experience

### **Position #13: Software Programmer**

Description: Has full technical knowledge and thorough understanding of the applications associated with the project. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time and form of desired results. Responsible for program design, coding, testing, debugging and documentation. Has full technical knowledge of all phases of applications programming. Responsible for quality assurance review. May be involved in design phase of project as well. Works with customers and technical staff to resolve problems with software and responds to suggestions for improvements and enhancements. Participates in development of software user manuals.



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General Experience: Six (6) years progressive Information Technology (IT) including at least three (3) projects. At least one (1) project must have occurred within the past three (3) years.

Minimum Education: Bachelor's Degree or equivalent experience

#### **Position #14: Software Developer**

Description: Has full technical knowledge and thorough understanding of the applications associated with the project. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time and form of desired results. Responsible for program design, coding, testing, debugging and documentation. Has full technical knowledge of all phases of applications programming. Responsible for quality assurance review. May be involved in design phase of project as well. Works with customers and technical staff to resolve problems with software and responds to suggestions for improvements and enhancements. Participates in development of software user manuals.

General Experience: Six (6) years progressive Information Technology (IT) including at least three (3) projects. At least one (1) project must have occurred within the past three (3) years.

Minimum Education: Bachelor's Degree or equivalent experience

#### **Position #15: Client/Server Network Architect**

Description: Top-level technical expert responsible for design and development of a client/server environment. Develops strategy of client/server system and the design infrastructure necessary to support that strategy. Advises on selection of technological purchases with regards to processing, data storage, data access, and applications development. Sets standards for the client/server relational database structure for the organization (SQL, ORACLE, SYBASE, etc.). Advises of feasibility of potential future projects to management.

General Experience: Ten (10) years progressive Information Technology (IT) experience including at least six (6) projects in technical areas. At least one (1) project must have occurred within the past three (3) years.

Minimum Education: Bachelor's Degree

#### **Position #16: Junior IT Analyst**

Description: Under immediate supervision, assists in research and fact-finding to develop or modify information systems. Assists in preparing detailed specifications from which programs will be written. Analyzes and revises existing system logic difficulties and documentation as necessary.

General Experience: Three (3) years of progressive Information Technology (IT) experience including at least two (2) projects. At least one (1) project must have occurred within the past three (3) years.

Minimum Education: Associate's degree or equivalent experience

#### **Position #17: Data Base Specialist**



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Description: Responsible for quality control and auditing of databases to ensure accurate and appropriate use of data. Works with management to develop database strategies to support company's needs. Consults with and advises users of the various databases. Works directly with users of data to resolve data conflicts and inappropriate data usage. Identifies opportunities for effectively satisfying corporate information needs through automation. Directs the maintenance and use of the data dictionary.

General Experience: Seven (7) years progressive Information Technology (IT) experience including at least five (5) projects. At least one (1) project must have occurred within the past three (3) years.

Minimum Education: Bachelor's Degree or equivalent experience

#### **Position #18: Date Base Analyst/Programmer**

Description: Under general direction, designs, implements and maintains complex databases with respect to access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Includes maintenance of database dictionaries, overall monitoring of standards and procedures, and integration of systems through database design. Competent to work at the highest level of all phases of database management.

General Experience: Five (5) years progressive Information Technology (IT) experience including at least three (3) projects. At least one (1) project must have occurred within the past three (3) years.

Minimum Education: Bachelor's Degree or equivalent experience

#### **Position #19: Senior Systems Administrator**

Description: Under general direction, responsible for activities related to system administration. Assigns personnel to various projects, directs their activities, and evaluates their work. Ensures long-term requirements of systems operations and administration are included in the overall information systems planning of the organization. Responsible for the installation, maintenance, configuration, and integrity of computer software. Implements operating system enhancements that will improve the reliability and performance of the system.

General Experience: Ten (10) years progressive Information Technology (IT) experience including at least six (6) projects in technical areas. At least one (1) project must have occurred within the past three (3) years.

Minimum Education: Bachelor's Degree

#### **Position #20: Level 3 Support Engineer**

Description: Monitor systems either on site or remotely for errors. Performs restores and backups. May interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Maintains currency and high level of technical skill in field of expertise.



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General Experience: Four (4) years systems administration experience and systems support experience.

Minimum Education: Bachelor's Degree, certifications, or equivalent experience

#### **Position #21: Senior Help Desk Support Services Specialist**

Description: Under general direction, provides second-tier support to end users for either PC, server, or mainframe applications and hardware. Handles problems that the first-tier of help desk support is unable to resolve. May interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Maintains currency and highest level of technical skill in field of expertise.

General Experience: Eight (8) years progressive Information Technology (IT) experience including at least five (5) projects in technical areas. At least one (1) project must have occurred within the past three (3) years.

Minimum Education: Bachelor's Degree

#### **Position #22: Systems Administrator**

Description: Under general supervision, responsible for installing, configuring, and maintaining operating system workstations and servers, including web servers, in support of business processing requirements. Performs software installations and upgrades to operating systems and layered software packages. Schedules installations and upgrades and maintains them in accordance with established IT policies and procedures. Monitors and tunes the system to achieve optimum performance levels. Ensures workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions. Ensures data/media recoverability by implementing a schedule of system backups and database archive operations. Supports media management through internal methods and procedures or through offsite storage and retrieval services. Develops and promotes standard operating procedures. Conducts routine hardware and software audits of workstations and servers to ensure compliance with established standards, policies, and configuration guidelines. Develops and maintains a comprehensive operating system hardware and software configuration database/library of all supporting documentation.

General Experience: Seven (7) years progressive Information Technology (IT) experience including at least four (4) projects in technical areas. At least one (1) project must have occurred within the past three (3) years.

Minimum Education: Bachelor's Degree

#### **Position #23: Help Desk Support Services Specialist**

Description: Under general supervision, provides second-tier support to end users for either PC, server, or mainframe applications and hardware. Handles problems that the first-tier of help desk support is unable to resolve. May interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Maintains currency and high level of technical skill in field of expertise. Escalates more complex problems to senior level.



## PRICELIST

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General Experience: Six (6) years progressive Information Technology (IT) experience including at least four (4) projects in technical areas. At least one (1) project must have occurred within the past three (3) years.

Minimum Education: Bachelor's Degree or equivalent experience

#### **Position #24: Senior Help Desk Coordinator**

Description: Under general direction, responsible for ensuring the timely process through which problems are controlled. Includes problem recognition, research, isolation, resolution, and follow-up steps. Requires experience and understanding of MIS environment. Typically involves use of problem management database and help desk system. May provide guidance/training for less-experienced personnel.

General Experience: Four (4) years progressive Information Technology (IT) experience including at least three (3) projects in technical areas. At least one (1) project must have occurred within the past three (3) years.

Minimum Education: Bachelor's Degree

#### **Position #25: Media Site Manager**

Description: Supervises a staff of media handlers and librarians handling the backup solution.

General Experience: Prior supervisory experience. Three (3) years systems support experience.

Minimum Education: High School Diploma, certifications preferred

#### **Position #26: Help Desk Coordinator**

Description: Under general supervision, responds to and diagnoses problems through discussions with users. Includes problem recognition, research, isolation, and resolution steps. Typically is able to resolve less complex problems immediately, while more complex problems are assigned to senior level support. May involve use of problem management database and help desk systems.

General Experience: Two (2) years progressive Information Technology (IT) experience.

Minimum Education: High School Diploma

#### **Position #27: Level 3 Application Support Engineer**

Description: Provides systems administration functions. Performs server upgrades and patching. Responsible for developing and deploying automated system builds and developing and maintaining support and operational tools. Implements technical improvements, knowledge, and process improvements through trend and root cause analysis. Monitors incoming incidents from end users.

General Experience: Five (5) years systems administration experience and systems support experience.

Minimum Education: High School Diploma, certifications preferred



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#### **Position #28: Level 1/Level 2 Application Support Engineer**

Description: Provides systems administration functions. Performs server upgrades and patching. Responsible for developing and deploying automated system builds and developing and maintaining support and operational tools. Implements technical improvements, knowledge, and process improvements through trend and root cause analysis. Monitors incoming incidents from end users.

General Experience: Three (3) years systems administration experience and systems support experience.

Minimum Education: High School Diploma, certifications preferred

#### **Position #29: Media Handler**

Description: Monitors system (ITO) consoles for media mount requests. Processes all special requests received (e.g., ad hoc backups, stores and restores, tape mounting for system reloads, hands and eyes, and service tickets from customers).

General Experience: Entry level computer knowledge or recent graduate.

Minimum Education: High School Diploma



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#### 4.0 Products and Services Pricelist

Position #	Job Title/Labor Category	Base Year Hourly Rate (effective 4/16/08-4/15/09)
1	Principal	\$167.50
2	Information Services Consultant	\$143.57
3	Program Director	\$143.57
4	Senior IT Analyst	\$124.43
5	Systems Architect	\$124.43
6	Business Process Consultant	\$124.43
7	Senior Project Manager	\$124.43
8	Software Systems Engineer	\$114.86
9	Senior Software Developer	\$114.86
10	Project Manager	\$114.86
11	IT Analyst	\$105.28
12	Database Administrator	\$105.28
13	Software Programmer	\$95.71
14	Software Developer	\$95.71
15	Client/Server Network Architect	\$90.93
16	Junior IT Analyst	\$86.14
17	Database Specialist	\$86.14
18	Database Analyst/Programmer	\$86.14
19	Senior Systems Administrator	\$81.36
20	Level 3 Support Engineer	\$79.44
21	Senior Help Desk Support Services Specialist	\$68.91
22	Systems Administrator	\$62.21
23	Help Desk Support Services Specialist	\$57.43
24	Senior Help Desk Coordinator	\$47.86
25	Media Site Manager	\$39.26
26	Help Desk Coordinator	\$38.29
27	Level 3 Media Application Support Engineer	\$36.55
28	Level 1/Level 2 Media Application Support Engineer	\$28.79
29	Media Handler	\$27.38



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Position #	Job Title/Labor Category	Year 2 Hourly Rate (eff. 4/16/09- 4/15/10)	Year 3 Hourly Rate (eff. 4/16/10- 4/15/11)	Year 4 Hourly Rate (eff. 4/16/11- 4/15/12)	Year 5 Hourly Rate (eff. 4/16/12- 4/15/13)
1	Principal	\$173.36	\$179.43	\$185.71	\$192.21
2	Information Services Consultant	\$148.59	\$153.80	\$159.18	\$164.75
3	Program Director	\$148.59	\$153.80	\$159.18	\$164.75
4	Senior IT Analyst	\$128.79	\$133.29	\$137.96	\$142.79
5	Systems Architect	\$128.79	\$133.29	\$137.96	\$142.79
6	Business Process Consultant	\$128.79	\$133.29	\$137.96	\$142.79
7	Senior Project Manager	\$128.79	\$133.29	\$137.96	\$142.79
8	Software Systems Engineer	\$118.88	\$123.04	\$127.35	\$131.80
9	Senior Software Developer	\$118.88	\$123.04	\$127.35	\$131.80
10	Project Manager	\$118.88	\$123.04	\$127.35	\$131.80
11	IT Analyst	\$108.96	\$112.78	\$116.73	\$120.81
12	Database Administrator	\$108.96	\$112.78	\$116.73	\$120.81
13	Software Programmer	\$99.06	\$102.53	\$106.12	\$109.83
14	Software Developer	\$99.06	\$102.53	\$106.12	\$109.83
15	Client/Server Network Architect	\$94.11	\$97.41	\$100.82	\$104.34
16	Junior IT Analyst	\$89.15	\$92.28	\$95.50	\$98.85
17	Database Specialist	\$89.15	\$92.28	\$95.50	\$98.85
18	Database Analyst/Programmer	\$89.15	\$92.28	\$95.50	\$98.85
19	Senior Systems Administrator	\$84.21	\$87.15	\$90.21	\$93.36
20	Level 3 Support Engineer	\$82.22	\$85.10	\$88.08	\$91.16
21	Senior Help Desk Support Services Specialist	\$71.32	\$73.82	\$76.40	\$79.08
22	Systems Administrator	\$64.39	\$66.64	\$68.97	\$71.39
23	Help Desk Support Services Specialist	\$59.44	\$61.52	\$63.67	\$65.90
24	Senior Help Desk Coordinator	\$49.54	\$51.27	\$53.06	\$54.92
25	Media Site Manager	\$40.63	\$42.06	\$43.53	\$45.05
26	Help Desk Coordinator	\$39.63	\$41.02	\$42.45	\$43.94
27	Level 3 Media Application Support Engineer	\$37.83	\$39.15	\$40.52	\$41.94
28	Level 1/Level 2 Media Application Support Engineer	\$29.80	\$30.84	\$31.92	\$33.04
29	Media Handler	\$28.34	\$29.33	\$30.36	\$31.42



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### 5.0 USA Commitment To Promote Small Business Participation Procurement Programs

#### PREAMBLE

Managed Business Solutions, LLC provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

#### COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small businesses 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 Christine Reynolds, Vice President of Federal Sector, phone 719-314-3428, fax 719-314-3499, Email [Christine.Reynolds@mbshome.com](mailto:Christine.Reynolds@mbshome.com).



# PRICELIST CONTRACT GS-35F-0357U

## 6.0 Blanket Purchase Agreement (BPAs)

### BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of 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 Contracts(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 purchase from the schedule contract. The end result is to create a purchasing mechanism for ordering activity that works better and costs less.

Signatures

_____	_____	_____	_____
Ordering Activity	Date	Contractor	Date



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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 the 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 purchase 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
_____	_____
_____	_____
_____	_____



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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 the BPA.
10. The terms and conditions included in this BPA apply to purchase 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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#### 7.0 Contractor Team Arrangements

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to an 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 of 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.

#### 8.0 List of Service and Distribution Points

N/A

#### 9.0 List of Participating Dealers

N/A