ALLEGIANCE CONSULTING, INC.

When it comes to IT Services, companies demand Allegiance

Table of Contents

COMPANY INFORMATON	**1**
CONTRACT INFORMATION	**2**
CAPABILITIES	**3**
NAICS CODES	**4**
INFORMATION TECHNOLOGY SERVICES PRICE LIST	**5**
LABOR CATEGORIES DESCRIPTIONS	**6**
INFORMATION FOR ORDERING ACTIVITIES	**17**
TERMS AND CONDITIONS	**25**
COMMITMENT TO SMALL BUSINESS	**30**
BLANKET PURCHASE AGREEMENT	**32**

Company Information

Allegiance Consulting, Inc.
2601 Blake Street, Suite 400
Denver, CO 80205
Office: 720-947-9201
Fax: 303-860-1557
info@acinow.net
Website: www.acinow.net

Marketing Point of Contact (POC): Mike Byrd, President
mbyrd@acinow.net
Office Telephone: 720-947-9201

Secondary POC: Tom Melaragno, Vice President
tmel@acinow.net

ALLEGIANCE CONSULTING, INC.

Contract Information

GSA Schedule 70 – The General Services Administration (GSA) Federal Supply Service (FSS) has awarded Allegiance Consulting, Inc. a Schedule 70 Contract, for Information Technology Professional Services. Allegiance is able to supply the full range of Information Technology professional services to all federal Government agencies. Schedule 70 is for "GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES."

Special Item Number (SIN): 132-51 – Professional Information Technology Services. Includes resources and facilities management, database planning and design, systems analysis and design, network services, programming, millennium conversion services, conversion and implementation support, network services project management, data/records management, subscriptions/publications (electronic media), and other services.

GSA Schedule 70 Contract number: GS-35F-0360S
Initial Contract period: April 13, 2006 – April 12, 2011
Renewal Contract period: April 13, 2011 – April 12, 2016

CAGE Code: 36QF7
DUNS No.: 18-593-5066

Maximum Order: $500,000 per order
Minimum Order: $100
Geographic Coverage: 48 Contiguous States
Delivery Time: 10 Days

ALLEGIANCE CONSULTING, INC.

CAPABILITY STATEMENT

Allegiance Consulting is a leading technology services and solutions provider specializing in information technology (IT) professional services. Allegiance offers the agility and low overhead of a small business combined with the knowledge and expertise of a large company. Allegiance provides services to public and private sector entities across the continental U.S.

Core Competencies

Allegiance provides services in two (2) core competency areas: Information Technology Project Outsourcing/IT Support and Managed Services.

Allegiance offers professionals in the following IT disciplines:

Application Analyst	Help Desk Technician
Application Developer	Information Security Specialist
Audio Visual Technical Support	Network Administrator
CRM Specialist	Network Engineer
Cyber Security Analyst	Network Security Administrator
Cyber Security Engineer	Oracle Specialist
Cyber Security Test Engineer	Project Manager
Data Analyst	SharePoint Administrator
Data Center Coordinator	SharePoint Developer
Database Administrator	System Administrator
Desktop Administrator/Integrator	Systems Engineer
Desktop Technician	Technical Trainer
Documentation Specialist	Technical Writer
Enterprise Architect	Telecommunication Engineer
ERP Specialist	Web Developer
Graphics Designer	Web Engineer

Allegiance Managed Services offerings include:

Dedicated “Cloud” Hosting
Shared Infrastructure “Cloud” Hosting
Remote Infrastructure Monitoring and management
Disaster Recovery and Business Continuity
Help Desk Operations
Application Management
Enterprise Outsourcing
Information Security

ALLEGIANCE CONSULTING, INC.

Past Performance

Allegiance Consulting, Inc. completed a Dun & Bradstreet Open Ratings Past Performance Evaluation (PPE), which is widely recognized by government contracting offices. Based on feedback from our customers, Allegiance proudly earned an overall performance rating of 95 out of 100 and has been certified as a Top 20% Performer. Allegiance's impressive PPE score demonstrates outstanding reliability, cost, order accuracy, timeliness, quality, business relations, personnel, customer support, responsiveness, and overall customer satisfaction relative to similar companies.

Allegiance is proud to have provided services to:

Ball Aerospace	General Services Administration
Bureau of Reclamation	Merrick & Company
CH2M Hill	National Science Foundation (NSF)
Department of Defense	National Renewable Energy Lab (NREL)
Department of Energy	Policy Studies, Inc.
Department of Health and Human Services	Raytheon
Department of Labor	U.S. Air Force
Department of the Interior	U.S. Army
Department of Veteran's Affairs	United Launch Alliance (ULA)
Food and Drug Administration	Western Area Power Administration

Differentiators

SDVOSB: Colorado-based Allegiance Consulting is a Service-Disabled Veteran-Owned Small Business (SDVOSB). We are one of only a few full-service technical SDVOSBs in the U.S. and consistently deliver the highest quality services at the lowest price.

GSA Schedule 70: Allegiance Consulting, Inc. holds a GSA Schedule 70 Contract, for Information Technology Professional Services. Allegiance is able to supply the full range of IT professional services to all federal, state, and local government agencies.
GSA Contract: GS-35F-0360S, CAGE Code: 36QF7, DUNS No.: 185935066

People: Our experienced team is here to serve you. Averaging 15 years in the IT services business, our technical recruiters will find you the right talent at the right time. Guaranteed.

NAICS Codes:

518210	541512	541990
541214	541513	561110
541330	541519	561320
541511	541618	561330

Allegiance Consulting - POC:
Mike Byrd
mbyrd@acinow.net
720-947-9201 ext. 212

ALLEGIANCE CONSULTING, INC.

Information Technology Services Price List

Labor Category	GSA Hourly Rate
Administrator/Secretary/Clerk	$37.52
Business Analyst	$63.19
Computer Operator	$24.68
Configuration Management Specialist	$69.11
Contracts Specialist	$64.18
Customer Service Specialist	$44.43
Database Administrator I	$67.14
Database Administrator II	$74.05
Engineering Designer	$59.24
Engineer I	$64.18
Engineer II	$95.77
Engineer III	$123.42
ERP/CRM Specialist I	$83.92
GIS Specialist	$74.05
Help Desk Technician	$32.58
IT Specialist I	$83.92
IT Specialist II	$146.13
LAN/WAN Engineer	$67.14
Network Support Specialist	$49.37
PC Technician	$34.56
Programmer	$64.18
Programmer Analyst	$74.05
Program Manager	$88.86
Project Manager	$77.01
QA Engineer	$64.18
QA Manager	$69.11
Security Administrator	$34.56
Security Architect/Manager	$74.05
Software Engineer	$82.94
Systems Administrator	$64.18
Systems Analyst	$54.30
Systems Architect	$71.09
Technical Writer	$49.37
Technician I	$51.34
Technician II	$59.24
Technician III	$77.01
Telecommunications Specialist	$75.04
Web Developer	$64.18

GSA Schedule 70 Contract number: GS-35F-0360S

POC Email: mbyrd@acinow.net or 720-947-9201

ALLEGIANCE CONSULTING, INC.

Labor Categories Descriptions

Administrator/Secretary/Clerk

Minimum/General Experience: Two (2) years performing administrative or clerical experience including but not limited to data entry, receptionist, filing, payroll, benefits administration, and accounting tasks. Has the ability to perform typing and word processing duties. Has knowledge of various computer programs including MS Office tools (Excel, Word, Project, PowerPoint), and Adobe Acrobat.

Functional Responsibility: Performs administrative/general office services to support the program that may include: make travel arrangements, answer phones, data entry, typing and transcription duties as required. Executes procedures that implement operational and/or fiscal policies. Drafts financial, statistical, narrative, and other reports as requested. Assists program implementation.

Minimum Education: High School Diploma

Business Analyst

Minimum/General Experience: Seven (7) years of experience as a business analyst in a large systems environment. Requires aptitude for gathering user and system level requirements and creating business requirement documents, use cases, product concept documents and work flows for the implementation. Must have outstanding oral and written communication skills, must understand system development life cycle methodologies and have strong knowledge of hardware platforms, software and user interfaces.

Functional Responsibility: Gathers, analyzes and writes product business requirements. Conducts or participates in functional specification walkthroughs. Reviews functional specifications, project deliverables, technical specifications, test plans and scripts. Identifies and defines functional and data requirements, including changes to original scope. Gathers information about a problem, defines changes to an existing application, and implements the changes using documents and specifications. Ensures project documents conform to standards and are kept current.

Minimum Education: Bachelor's Degree in Business, Computer Science or related field.

Computer Operator

Minimum/General Experience: One (1) year experience with the control and operation of networks, computers, automated systems and peripherals. Must be able to identify and troubleshoot computer and processing problems, and provide system support for all users of the computer systems and applications.

Functional Responsibility: Responsible for monitoring production systems, control panel and processing operations. Runs diagnostic tests and determines any equipment malfunctions or performance deviations. Executes daily production system tasks, both scheduled and unscheduled, which are critical to the business functions of the company and to provide data security to the production systems within the data center through system backups.

Minimum Education: High School Diploma

Configuration Management Specialist

Minimum/General Experience: Two (2) years of experience with version controlling, building, compiling, delivering, installing, configuring, auditing, and staging the applications for a particular project. This includes requirements, source code, documentation, subroutines, objects, executables and auxiliary applications.

Functional Responsibility: Creates and maintains application build scripts, deployment scripts, and development and testing environments. The CM will also participate in creating packages to support the baselining of requirements and the migration of code to System Test and to production, auditing work products, and following up on discrepancies.

Minimum Education: Bachelor's Degree in Computer Science or related field

---

Contracts Specialist

Minimum/General Experience: Two (2) years of experience planning, negotiating and administering contracts in support of pre-award stage, sealed bid solicitations and post-award stage activities to procure specialized supplies, equipment, and services; performing computations relative to item cost, packaging, specification requirements and delivery points; and communication strategies and cost or price techniques sufficient to negotiate supplemental agreements and equitable adjustments.

Functional Responsibility: Execute and administer contracts for the procurement of supplies, services, construction, or research and development. Tasks involve the use of formal advertising or negotiation methods, evaluation of contract price/cost proposals, administration or termination and close-out of contracts, and the development of policies and procedures for contracting/procurement work. Uses a variety of contract types, such as performance based, fixed price, purchase orders, cost-reimbursement, cost-plus-fee (including fixed fee, incentive fee, and award fee), as well as grants, cooperative agreements, and other transactions to procure items and/or services. Reviews procurement submissions for adequacy and completeness, and resolves any problems prior to initiation of contractual action.

Minimum Education: Associate's Degree or equivalent applicable work experience.

Customer Service Specialist

Minimum/General Experience: Two (2) years of experience with supporting customers in a variety of areas. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.

Functional Responsibility: Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks and monitors the problem to ensure a timely resolution. Relies on instructions and pre-established guidelines to perform the functions of the job. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Minimum Education: Associate's Degree or equivalent applicable work experience.

Database Administrator I

Minimum/General Experience: Three (3) years experience of technical experience administering production databases in a large environment for complex computer systems. Requires proficiency in design, administration, implementation, upgrades, monitoring and database tuning that ensures the application runs efficiently and reliably.

Functional Responsibility: Provides end user technical support required to execute database changes and enhancements as well as security changes. The Database Administrator (DBA) administers instance and database backup, recovery, monitoring and tuning. He/she also manages database disk content and capacity plan, documents Database Environments. Provides end user support. Technical owner and administrator of the application and database.

Minimum Education: Bachelor's Degree in Computer Science

Database Administrator II

Minimum/General Experience: Five (5) years of experience with design, development, implementation, conversion, maintenance and performance evaluation of databases for complex computer systems. Requires proficiency with database schemas, sub-schemas and utilities needed to monitor database efficiency and integrity.

Functional Responsibility: Designs, programs and tests software needed to solve any logical or physical database problems existing in any installed database; trains programmers in proper use of database verbs and maintains database documentation.

Minimum Education: Bachelor's Degree in Computer Science

Engineering Designer

Minimum/General Experience: Two (2) years of experience as a graphics designer working with computer-aided design (CAD) tools. Operates CAD equipment and acts as a technical draftsperson with the capability of making the appropriate design and formatting decisions. Familiar with common CAD packages and able to read and interpret cabling and network diagrams as well as building diagrams and floor plans.

Functional Responsibility: Responsible for developing and executing both the overall graphical look of the project and the details, including individual screen designs.

Minimum Education: Associate's Degree or technical certificate in technical drafting or engineering.

Engineer I

Minimum/General Experience: Two (2) years of engineering experience performing a variety of routine tasks with some supervision. Experienced with using company methods, practices, programs, and products of the company while performing tasks.

Functional Responsibility: Analyzes functional specifications and designs solutions according to the company requirements and standards. May receive specific and detailed instructions about required tasks and expected results, and also support remote customer locations.

Minimum Education: Bachelor's degree in Engineering, Computer Science, related degree or equivalent work experience.

Engineer II

Minimum/General Experience: Four (4) years of engineering experience performing work that involves conventional engineering practices, but may include a variety of complex features such as conflicting design requirements, unsuitability of standard materials, and difficult coordination requirements. Expertise could be computers, software, mechanical, electrical, environmental, HVAC, IT, Telecom, networking, hardware, civil/structural, energy or other engineering discipline.

Functional Responsibility: Plans, schedules, conducts, or coordinates detailed phases of the engineering work in a part of a major project of moderate scope. Commands a broad knowledge of precedents in the specialty area, and a good knowledge of principles and practices of related specialties. Plans and conducts work requiring judgment in the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedures and criteria. Devises new approaches to problems encountered. Independently performs most assignments with instructions about general results expected. Receives technical guidance on unusual or complex problems, and supervisory approval on the proposed plans for projects.

Minimum Education: Bachelor's degree in Engineering, Computer Science, related degree or equivalent work experience.

Engineer III

Minimum/General Experience: Nine (9) years of engineering experience performing work that involves complex or novel assignments requiring the development of new or refined equipment, materials, procedures, and/or scientific methods. Expertise could be computers, software, mechanical, electrical, environmental, HVAC, IT, Telecom, networking, hardware, civil, structural, geotechnical, energy or other engineering discipline. Has industry-specific expertise and leadership experience in Architecture & Engineering (A&E), Engineering, Procurement & Construction (EPC), manufacturing, transportation, environmental remediation, dam design supervision and review or other area.

Functional Responsibility: Carries out Applies intensive and diversified knowledge of engineering and practices in broad areas of assignments and related fields. Independently makes decisions on engineering problems and methods. Represents the organization at conferences to resolve important questions and to plan and coordinate work. Uses advanced techniques and modifications and extensions of theories, precepts, and practices of own engineering field, and related sciences and disciplines. May be supervised and guided in relation largely to overall objectives, critical issues, new concepts, and policy matters. Consults with supervisor concerning unusual problems and developments.

Minimum Education: Master's degree in Engineering, Computer Science, related degree or equivalent work experience.

ERP/CRM Specialist I

Minimum/General Experience: Five (5) years of technical experience with the design, support, maintenance, deployment and management of Enterprise Resource Planning (ERP) systems and/or Customer Relationship Management (CRM) systems. Experienced with products like SAP, Oracle E-Business Suite, Peoplesoft, Siebel and Baan. The ERP/CRM Specialist has an aptitude for reducing broad concepts and business strategies into structured programs.

Functional Responsibility: Develops implementation strategies and plans based on business requirements. Guides users in detailing requirements. Acts as the ERP Solution expert from both a functional and technical perspective.

Minimum Education: Bachelor’s Degree in Computer Science

GIS Specialist

Minimum/General Experience: Four (4) years of technical experience, of which Two (2) years of experience must be specialized. Education in a related field may be substituted for experience. Knowledge of acquiring and processing data from state and federal agencies used in environmental assessment analyses and/or integrated into the Geographic Information System (GIS) infrastructure. Must have demonstrated proficiency with GIS software and experience developing GIS databases utilizing field data.

Functional Responsibility: Provide application development for GIS infrastructure, produce effective mapping output for a diverse range of programs in a timely manner, make recommendations of the hardware and software necessary to support the development of applications for GIS infrastructure.

Minimum Education: Associate Degree in Computer Science, Information Systems, Engineering, Mathematics, Physics, Business, or other related scientific or technical discipline.

Help Desk Technician

Minimum/General Experience: Two (2) years of experience providing technical support in a call center environment. Requires competency with troubleshooting of hardware and software issues. Must have experience communicating complex technical information clearly and concisely. Must be flexible to work shifts that may include evenings, weekends, and holidays.

Functional Responsibility: Provides information on how to set-up, use and troubleshoot hardware and software products. Answers general application/system questions for both custom and off-the-shelf (OTS) software.

Minimum Education: Associate's Degree

IT Specialist I

Minimum/General Experience: Six (6) years of information technology training and/or demonstrated hands-on experience in areas of emerging technologies with in-depth knowledge of specific products. Areas of expertise include, but are not limited to, disaster recovery, database frameworks, enterprise resource planning, web portals, firewalls, geographic information systems, visual simulation applications, remote sensing/satellite imagery, data mining, wireless communications, Internet technologies, secure messaging, enterprise engineering, fraud detection, intrusion detection, information assurance, full life-cycle software development, data modeling, and system architecture.

Functional Responsibility: Has a high-level of technical experience in systems engineering, operations research, and business re-engineering. Provides expertise & support in one or more emerging technology areas. Recommends solutions to customer problems based on prior experience & understanding of how products & services support the customer. May work with senior managers to provide strategic direction with regard to project objectives and/or the use of new technologies to improve productivity or enhance operations.

Minimum Education: Master's degree in Computer Science, related degree or equivalent work experience.

IT Specialist II

Minimum/General Experience: Nine (9) years of information technology training and/or demonstrated hands-on experience in areas of emerging technologies with in-depth knowledge of specific products. Areas of expertise include, but are not limited to, disaster recovery, database frameworks, enterprise resource planning, web portals, firewalls, geographic information systems, visual simulation applications, remote sensing/satellite imagery, data mining, wireless communications, Internet technologies, secure messaging, enterprise engineering, fraud detection, intrusion detection, information assurance, full life-cycle software development, public key infrastructure (PKI), critical infrastructure protection, Certified Information Systems Security Professionals (CISSP), data modeling, and system architecture.

Functional Responsibility: Has a high-level of technical experience in systems engineering, operations research, and business re-engineering. Provides expertise & support in one or more emerging technology areas. Recommends solutions to customer problems based on prior experience & understanding of how products & services support the customer. May work with senior managers to provide strategic direction with regard to project objectives and/or the use of new technologies to improve productivity or enhance operations.

Minimum Education: Master's degree in Computer Science, related degree or equivalent work experience.

LAN/WAN Engineer

Minimum/General Experience: Three (3) years experience with administration, definition, maintenance, and expanding of local area networks (LANs) and wide area networks (WANs). Requires knowledge with voice and data integration, as well as wireless technology and virtual private networks. Proficiency with a variety of servers, routers and firewalls is essential.

Functional Responsibility: Incorporates distributed data, troubleshoots technical problems. Develops, implements and maintains integrated programs to protect the confidentiality of the organization's information resources. LAN/WAN management and systems administration, intrusion detection and firewall implementation

Minimum Education: Associate's Degree

Network Support Specialist

Minimum/General Experience: Two (2) years providing network support, network monitoring and analysis of traffic between nodes on large computer networks. Requires competency with establishing and testing thresholds to achieve optimum network performance. Must have a thorough understanding of firewalls, intrusion detection systems, and inter-networking technology.

Functional Responsibility: Provides customer support and trouble-shooting for end-users on applications, accessibility, and security. Investigates network activity (internal and external) for potential threats to the company network. Keeps current with new developments in the security industry including alerts, vulnerabilities, and viruses and evaluates potential business impact.

Minimum Education: MCSE Certification or Associate's Degree

PC Technician

Minimum/General Experience: Two (2) years experience troubleshooting desktop connectivity in a networked environment running various Windows and Unix operating systems. Requires the ability to upgrade, troubleshoot and repair a variety of hardware and software on personal computers and printers.

Functional Responsibility: Provides hardware and software support for laptop and desktop computers. Solves minor networking issues, and Internet browser connectivity and compatibility issues.

Minimum Education: MCSE or A+ Certification

Programmer

Minimum/General Experience: Three (3) years of experience with the design, development, testing, implementation and enhancement of software for newly specified functionalities that will meet end user requirements. Requires the ability to take high-level designs to a detailed level and develop and test the appropriate code.

Functional Responsibility: Research, design, develop, test and maintain software and system enhancements in accordance with company standards, policies and practices.

Minimum Education: Associate's Degree in Programming or Computer Science

---

Programmer Analyst

Minimum/General Experience: Five (5) years of experience with the analysis, design, development, testing, implementation and enhancement of software for newly specified functionalities that will meet end user requirements. Requires the ability to perform functional user requirements analysis, create high-level and detailed designs, and develop and test the appropriate code using a variety of tools including but not limited to Java, C++ and other object-oriented design and programming tools

Functional Responsibility: Research, design, develop, test and maintain software and system enhancements in accordance with company standards, policies and practices.

Minimum Education: Associate's Degree in Programming or Computer Science

---

Program Manager

Minimum/General Experience: Seven (7) years of technical management experience that applies to ensuring adequate and appropriate resources are assigned to the program. Requires competence in planning and organizing to ensure the design is controlled and the company's goals for the successful completion of the program/projects are achieved. Generally, the Program Manager should have experience in managing multiple project managers.

Functional Responsibility: Establishes and meets the program objectives. The Program Manager is directly responsible for implementation and maintenance of design control procedures, reporting on the performance of the program/projects, and ensuring that the customer requirements are met.

Minimum Education: Bachelor's Degree in Business or Computer Science

---

Project Manager

Minimum/General Experience: Five (5) years experience in technical project management for complex computer systems. Requires the ability to consult with the client and engineering staff to develop understanding of the varied and complex business needs supported by the system. Must have experience in all phases of the systems life cycle and have proficiency with project management tools. Requires knowledge of various hardware and software platforms.

Functional Responsibility: Manages resources on the project and tracks progress toward meeting deliverables on time and on budget. Produces status reports, timelines, and graphics. Directs system quality control practices and procedures.

Minimum Education: Bachelor's Degree in Business or Computer Science

---

QA Engineer

Minimum/General Experience: Three (3) years experience in all phases of the testing life cycle, including white/black box testing, test case development, defect creation, tracking and closure and risk analysis.

Functional Responsibility: Conducts analysis of business needs and then develops and executes test plans based upon the business needs. Develops quality assurance programs to meet established quality assurance standards. Develops automated scripts as needed. Has a comprehensive understanding of the software QA engineering process as it relates to the business.

Minimum Education: Associate's Degree

QA Manager

Minimum/General Experience: Five (5) years experience managing the software quality assurance initiatives including product testing, test automation, metrics and process improvement. Requires competency with managing the planning and execution of test efforts.

Functional Responsibility: Stay abreast of latest software testing methodologies and tools to ensure a high level of expertise. Supervises QA engineers including staff development and resource allocation management. Also facilitates user acceptance testing and quality assurance activities.

Minimum Education: Bachelor's Degree in Business, Computer Science or related field

---

Security Administrator

Minimum/General Experience: Three (3) years of experience in administering user ID's, access rights and profiles as required to support computer security policy and procedure.

Functional Responsibility: Generates schedules and audit reports. Administers records of authorization and ensures compliance for network, applications, remote access, Internet and on-line services.

Minimum Education: Bachelor's Degree

Security Architect/Manager

Minimum/General Experience: Three (3) years of experience managing the security of the enterprise information resources (e.g., data, systems, network & architecture). Must have competency to oversee the development of security policies and procedures as well as enforcement and audit strategies.

Functional Responsibility: Oversees the selection of tools to automate security administration and implementation. Oversees the education of users and IS staff on security policy and practices. Works closely with IS staff personnel and corporate business unit management to ensure security policies, procedures, and tools meet the needs of the business unit while ensuring the protection of the enterprise information resources.

Minimum Education: Bachelor's Degree

Software Engineer

Minimum/General Experience: Four (4) years of experience performing software engineering activities relative to the design, development, modification, testing and deployment of new & existing systems and software. Has demonstrated expertise in one or more of the following: third/fourth generation languages, systems analysis and design, software metrics, CASE tools, Object Oriented Programming, systems level software, and the SEI Capability Maturity Model.

Functional Responsibility: Works under close supervision performing software engineering assignments relative to the modification and/or development of software systems. Assists more senior engineers in the formulation & development of systems or subsystems architecture, requirements, and design documents. Assists in performing software algorithm development, design, coding, and documentation of systems. Assists in the evaluation of subcontractor software activities, so as to ensure compliance with software engineering standards.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Mathematics, Physics, Business, or other related scientific or technical discipline, or an equivalent combination of education and experience.

Systems Administrator

Minimum/General Experience: Three (3) years of technical experience with research and development of enterprise network systems. Must have strong knowledge and familiarity with network protocols, data structures, PC architecture, security protocols, performance analysis, performance modeling, and network simulation. Requires competence in performing feasibility and performance studies, benchmarking, capacity planning and sizing.

Functional Responsibility: Provides technical expertise for the planning and definition of new system requirements. Develops appropriate systems recommendations to meet user needs, including system configurations and installation planning. Supports and improves system environment and services.

Minimum Education: Bachelor's Degree in Computer Science or related field

---

Systems Analyst

Minimum/General Experience: Five (5) years of experience with analyzing technical requirements and planning for current and future capacity needs of the system. Requires knowledge of methodologies used in designing scalability into the system, and knowledge of available hardware, system software, and input/output devices.

Functional Responsibility: Analyzes information technology requirements to provide system capabilities required for projected workloads. Plans layout and installation of new system or modification of existing system. Works with technical staff and project managers to obtain information on limitations and capabilities of existing system.

Minimum Education: Bachelor's Degree in Computer Science or related field

---

Systems Architect

Minimum/General Experience: Seven (7) years of experience with research and development of architectures for integrated applications. Must have strong knowledge and familiarity with multiple network protocols, data structures and programming environments. Requires solid technical skills in a variety of technologies. Has a background of functional and technical expertise with full life cycle implementations, upgrades, legacy conversions, custom development, and post-production support.

Functional Responsibility: Conducts feasibility studies for using various technologies to meet end user requirements, advises alternative approaches, communicates with all levels of technical staff and users the "what" and "how" of the system solution.

Minimum Education: Bachelor's Degree in Computer Science

Technical Writer

Minimum/General Experience: Three (3) years of experience creating both written and online documentation. Must have the ability to write and implement User's Guides, Installation Guides, Database Administration Guides, System Administrators Guides, Disaster Recovery, and online technical documentation.

Functional Responsibility: Responsible for designing, developing, writing and editing operational, instructional, and maintenance reference materials for paper, multi-media, or web-based publication. Gathers data from users and technical staff, and researches and translates information into manuals and/or web-based documents. Produces materials that conform to company documentation and quality standards, and works with software developers, requirements analysts, testers, and the user community.

Minimum Education: Bachelor's Degree

Technician I

Minimum/General Experience: Two (2) years performing a variety of complex IT or engineering support-related technical functions pertaining to electronics, supply, logistics, telecommunications, engineering, laboratory, HVAC, chemical, PCs or other computer hardware.

Functional Responsibility: Supports IT or engineering activities for the program, which may include design, testing, construction, installation, repair or modification of components or systems. Receives technical advice from supervisor or engineer and work is reviewed for technical adequacy.

Minimum Education: Two years of relevant experience or an equivalent combination of education and experience.

Technician II

Minimum/General Experience: Four (4) years performing a variety of complex IT or engineering support-related technical functions pertaining to electronics, supply, logistics, telecommunications, engineering, laboratory, HVAC, chemical, PCs or other computer hardware.

Functional Responsibility: Supports IT or engineering activities for the program, which may include design, testing, construction, installation, repair or modification of components or systems. Receives technical advice from supervisor or engineer and work is reviewed for technical adequacy. May train and be assisted by lower level technicians.

Minimum Education: Associate's Degree in Computer Science, Information Systems, Engineering, Mathematics, Physics, Business, or other related scientific or technical discipline, or an equivalent combination of education and experience.

Technician III

Minimum/General Experience: Six (6) years performing a variety of complex IT or engineering support-related technical functions pertaining to electronics, supply, logistics, telecommunications, engineering, laboratory, HVAC, chemical, PCs or other hardware.

Functional Responsibility: Performs complex assignments involving responsibility for planning and managing a project of relatively limited scope or a portion of a larger and more diverse project. Selects and adapts plans, techniques, designs, or layouts. Contacts personnel in related activities to resolve problems and coordinate the work. Reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer outlines objectives, requirements, and design approaches. May train and be assisted by lower level technicians.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Mathematics, Physics, Business, or other related scientific or technical discipline, or an equivalent combination of education and experience.

Telecommunications Specialist

Minimum/General Experience: Five (5) years of telecommunications experience with design, development, and evaluation of various telecommunications systems and equipment.

Functional Responsibility: Evaluates communication hardware and software, troubleshoots LAN/MAN/WAN and other network related problems, provides technical expertise for performance and configuration of networks, performs general LAN/MAN/WAN administration, and provides technical leadership in the integration and test of complex large-scale computer integrated networks. Schedules

conversions and cut-overs, supervises maintenance of systems, coordinates with all responsible users and sites, and provides direction to LAN/WAN Engineers. May also work with Avaya/PBX administration, Octel, Call Management System utilizing complex vectoring, T1 and trunk group administration, testing, installation and ordering, T1's, T3's, routing and trunking, vectoring, and/or wire management skills.

Minimum Education: Bachelor's degree in Computer Science, related degree or equivalent work experience.

Web Developer

Minimum/General Experience: Three (3) years of experience in design, development and implementation of intranet/Internet systems. Requires proficiency with established methodologies and state-of-the-art development tools used to construct and support intranet and Internet web-based applications.

Functional Responsibility: Works closely with various groups throughout the company, providing guidance on how to best present new and existing content, proactively working with the content owners to update and enhance their websites and e-marketing campaign elements. Develops web-based applications using full life-cycle development from requirements through testing/debugging and interfaces to other applications.

Minimum Education: Bachelor's Degree in Computer Science or related discipline

---

ALLEGIANCE CONSULTING, INC.

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:

The Geographic Scope of Contract will be domestic delivery only. *Domestic delivery* is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories.

2. Contractor's Ordering Address and Payment Information:

Allegiance Consulting, Inc.
1580 Lincoln Street - Suite 860
Denver, Colorado 80203

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

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

720.947.9201

3. LIABILITY FOR INJURY OR DAMAGE

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

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

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: **18-593-5066**
Block 30: Type of Contractor – **B – Other Small Business**

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

Block 31: Woman-Owned Small Business - **No**
Block 36: Contractor's Taxpayer Identification Number (TIN): **20-2350723**
4a. CAGE Code: **36QF7**
4b. Contractor has/has not 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	**10** Days

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: **_0__**% - ___ days from receipt of invoice or date of acceptance, whichever is later.
b. Quantity
c. Dollar Volume
d. Government Educational Institutions

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

e. Other

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:

10. Small Requirements: The minimum dollar value of orders to be issued is $**100**.

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

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

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

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

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

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

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

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when

requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

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

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

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

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

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

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

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

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

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

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

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

(j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the

contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

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

16. GSA Advantage!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

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

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

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

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

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

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

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

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

19. OVERSEAS ACTIVITIES

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

N/A

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds $2,000, then the requirements of the Davis-Bacon Act applies.
The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

23. SECTION 508 COMPLIANCE.

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

ALLEGIANCE CONSULTING, INC.

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

1. SCOPE

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

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

2. PERFORMANCE INCENTIVES

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

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

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

3. ORDER

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

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

4. PERFORMANCE OF SERVICES

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

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

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

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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/EC Services.

9. INDEPENDENT CONTRACTOR

All IT/EC 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/EC services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Number 132-51. Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT Services shall be in accordance with the Contractor’s customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor’s Degree in Computer Science

ALLEGIANCE CONSULTING, INC.

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

(Name of Company) 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: **Tom Melaragno, Vice President, 720.947.9201,** tmel@acinow.net

ALLEGIANCE CONSULTING, INC.

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

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

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

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

Signatures

_____		_____	
Ordering Activity	Date	Contractor	Date

BPA NUMBER_____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

(a) Name of Contractor;

(b) Contract Number;

(c) BPA Number;

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

(e) Purchase Order Number;

(f) Date of Purchase;

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

(h) Date of Shipment.

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

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

****

BASIC GUIDELINES FOR USING
"CONTRACTOR TEAM ARRANGEMENTS"

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

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

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

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

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

Here is a general outline on how it works:

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