Authorized
Information Technology Schedule Pricelist
General Purpose Commercial Information Technology Equipment, Software and Services

Special Item No. 511210 Term Software Licenses
- SeeSOR® – Quality Monitoring and Management (web-based)
- TF! – Bid and financial management

Special Item No. 54151 Maintenance of Software as a Service
Special Item No. 611420 Training Courses
- SeeSOR® – Offered as 1 and 2-day on-site courses
- TF! – Offered as 2 Courses. 1-day Practicum in conjunction with course.

Special Item No. 54151S Information Technology Professional Services

Special Item Number 511210 - Term Software Licenses

Software maintenance as a product includes the publishing of bug/defect fixes via patches and updates/upgrades in function and technology to maintain the operability and usability of the software product. It may also include other no charge support that are included in the purchase price of the product in the commercial marketplace. No charge support includes items such as user blogs, discussion forums, on-line help libraries and FAQs (Frequently Asked Questions), hosted chat rooms, and limited telephone, email and/or web-based general technical support for user’s self diagnostics.

Software maintenance as a product does NOT include the creation, design, implementation, integration, etc. of a software package. These examples are considered software maintenance as a service – which is categorized under a difference SIN (54151).

FSC Class 7030 - Information Technology Software
Large Scale Computers
Application Software

Microcomputers
Application Software

NOTE: Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item’s interfaces 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.

Special Item Number 54151 - Maintenance of Software as a Service

Software maintenance as a service creates, designs, implements, and/or integrates customized changes to software that solve one or more problems and is not included with the price of the software. Software maintenance as a service includes person-to-person communications regardless of the medium used to communicate: telephone support, on-line technical support, customized support, and/or technical expertise which are charged commercially.

Software maintenance as a service is billed arrears in accordance with 31 U.S.C. 3324.

Special Item Number 611420 - Training Courses (FPDS Code U012)

Special Item Number 54151S - Information Technology (IT) Professional Services
FPDS Code D301 IT Facility Operation and Maintenance
ASC GROUP, INC.
1403 Owens Drive SE
Huntsville, AL 35801
Ph: 888.576.3330
www.ascgroup.com

Contract Number: GS-35F-0367X

Period Covered by Contract: May 9, 2011 to May 8, 2026

General Services Administration
Federal Acquisition Service

Pricelist current through Modification # PS-0029, dated 04-7-2021.

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (http://www.gsaadvantage.gov).
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INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIN 54151</td>
<td>MAINTENANCE OF SOFTWARE AS A SERVICE</td>
</tr>
<tr>
<td>SIN 511210</td>
<td>TERM SOFTWARE LICENSES</td>
</tr>
<tr>
<td>SIN 611420</td>
<td>TRAINING COURSES</td>
</tr>
<tr>
<td>SIN 54151S</td>
<td>IT PROFESSIONAL SERVICES</td>
</tr>
</tbody>
</table>

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

   Special Item Number 511210 - Term Software Licenses
   Special Item Number 54151 - Maintenance of Software as a Service
   Special Item Number 54151S - Information Technology Professional Services

   b. The Maximum Order value for the following Special Item Numbers (SINs) is $25,000:

   Special Item Number 611420 – Training Courses

3. Minimum order.

   The minimum dollar value of orders to be issued is: $100

4. Geographic coverage (delivery area).

   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.

5. Point(s) of production (city, county, and State or foreign country). Not applicable

6. Discount from list prices or statement of net price. Prices shown herein are net (discount included)

7. Quantity discounts. SIN 511210’s Tier structure defines quantity for discount.

   - Other: SIN 611420 On-site courses held within the continental U.S. receive up to a 15% discount on quoted GSA price. Purchaser responsible to provide facility, and all necessary IT infrastructure, including computers, projector and may require Internet connectivity. In this case Travel and Living expenses are reimbursable. On-site courses can only be offered for a minimum of six students. Additional discount of 2.5% of the published GSA per student price for students 12 through 20 on a single on-site course. For example, a class of 20 students on-site at the client’s facility could have an discount of the published GSA
price of 15% (for a total discount of 25% from the Commercial Price List), plus students 12 through 20 would receive an additional 12.5% discount from the per student price.

8. **Prompt Payment.** 1% - 15 days from receipt of invoice or date of acceptance, whichever is later. NOTE: Prompt Payment cannot be applied in conjunction with the use of Government credit card for payment.

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. Are accepted.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. Not applicable

10. **Foreign items (list items by country of origin).** Not applicable

11a. Time of delivery.  a. **TIME OF DELIVERY:** The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

<table>
<thead>
<tr>
<th>SPECIAL ITEM NUMBER</th>
<th>DELIVERY TIME (Days ARO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>511210</td>
<td>7 Days</td>
</tr>
<tr>
<td>54151</td>
<td>7 Days</td>
</tr>
<tr>
<td>54151S</td>
<td>7 Days</td>
</tr>
<tr>
<td>611420</td>
<td>30 Days</td>
</tr>
</tbody>
</table>

11b. **Expedited Delivery** (7 calendar days or less): the time required for COMSATCOM services to be available after order award. Under Accelerated Service Task Orders, service acceptance testing, unless otherwise required by the satellite provider or host nation, shall be deferred until Ordering Activity operations permit.

11c. **Overnight and 2-day delivery** (4 hours or less): the time required for COMSATCOM services to be available after order award. Under Time-Critical Task Orders, service acceptance testing, unless otherwise required by the satellite provider or host nation shall be deferred until Ordering Activity operations permit. Time-Critical Delivery shall be predicated on the availability of COMSATCOM transponded capacity (contracted bandwidth and power, pre-arranged Host Nation Agreements, frequency clearance) or COMSATCOM subscription services (bandwidth, terminals, network resources, etc.).

11d. **Urgent Requirements:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. **F.O.B. point(s).** All items are priced FOB destination.

13a. **Ordering address(es).**

**ASC GROUP, INC.**
**1403 Owens Drive SE**
**Huntsville, AL 35801**
13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

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

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

PHONE/FAX: 888-576-3330

14. Payment address(es).

ASC GROUP, INC.
1403 Owens Drive SE
Huntsville, AL 35801

15. Warranty provision.

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.

16. Export packing charges, if applicable. Not applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).

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

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

PHONE/FAX: 888-576-3330

18. Terms and conditions of rental, maintenance, and repair (if applicable). Not applicable

19. Terms and conditions of installation (if applicable). Not applicable

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not applicable

20a. Terms and conditions for any other services (if applicable). Not applicable

21. List of service and distribution points (if applicable). Not applicable
22. List of participating dealers (if applicable). Not applicable

23. Preventive maintenance (if applicable). Not applicable

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not applicable

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/. Not applicable

25. Data Universal Number System (DUNS) number. 82-560-9498

26. Notification regarding registration in Central Contractor Registration (CCR) database. Yes
TERMS AND CONDITIONS APPLICABLE TO TERM SOFTWARE LICENSES
(SPECIAL ITEM NUMBER 511210) AND MAINTENANCE AS A SERVICE (SPECIAL ITEM NUMBER 54151) OF GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY SOFTWARE

1. **INSPECTION/ACCEPTANCE**

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any software that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming software at no increase in contract price. The ordering activity must exercise its postacceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the software, unless the change is due to the defect in the software.

2. **GUARANTEE/WARRANTY**

a. Unless specified otherwise in this contract, the Contractor’s standard commercial guarantee/warranty as stated in the contract’s commercial pricelist will apply to this contract.

**ASC GROUP WARRANTY**

(i) ASC warrants that the Software (including all Updates) delivered pursuant to this Agreement, shall, at the time installed and for the license period of the Software, complies with the Functionality Specifications.

(ii) ASC warrants that the Software contains no disabling codes that ASC can trigger without Licensee's knowledge.

(iii) ASC shall have no liability or obligation hereunder where such failure is due, in whole or in part, to: (a) the modification of the Software by a party other than ASC (whether or not such modification was performed by a certified Licensee employee); (b) the failure of Licensee to maintain its licensing arrangement with ASC, specifically through failure to pay renewal fee thirty (30) days after notice of late payment; (c) any functionality of the Software not created by ASC or the combination or use of the Software with any other software program or hardware device not provided by ASC if such failure would not have occurred but for such use or combination; (d) modification of the Software by ASC in accordance with any designs, plans or specifications furnished by Licensee; (e) errors not attributable to date specific data or errors resulting from data provided to the Software by Licensee or any third party which is corrupted, incorrect or ambiguous; (f) Licensee or a third parties actions, including (but not limited to) the failure of Licensee or a third party to maintain the Specified Operating Environment or use the Software in accordance with the Functional Specifications and Technical Specifications or any Documentation furnished by ASC to Licensee; or (g) is otherwise caused by misuse, neglect, improper installation, repair, alteration, or improper handling by Licensee or any third party.

(iv) In the event Licensee believes that there is a defect in the Software subject to the above warranties, Licensee shall promptly notify ASC in writing of that perceived defect, and e-mail (or otherwise return) the Software in question to ASC, in accordance with ASC’s written instructions. In the event that ASC determines that it has, in fact, breached any of its warranties, ASC shall either (a) correct the defect; (b) replace the Software without charge; (c) or other remedy as mutually agreed upon between the parties. THE FOREGOING WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES.
WHETHER EXPRESS OR IMPLIED, INCLUDING (WITHOUT LIMITATION) ANY IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY AND NON-INFRINGEMENT, SUCH OTHER WARRANTIES BEING SPECIFICALLY DISCLAIMED BY ASC GROUP.

b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

3. TECHNICAL SERVICES

The Contractor, without additional charge to the ordering activity, shall provide a hot line technical support number 888-586-3330, Option 1 for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available from from 9:00 AM to 8:00 PM EST.

Additional support information can be found on our support site at: http://ascgroup.com/

Product support can also be requested via email to contactus@ascgroup.com or support@ascgroup.com

4. SOFTWARE MAINTENANCE

1. Software Maintenance as a Product (SIN 511210) for SeeSOR® and TF!

ASC Group publishes and provides fixes to any bugs or defects in the software at no charge. Access to ASC Group’s support site which includes FAQ’s, User Guides, other resources are available for public access at: http://ascgroup.com/

SeeSOR®: Active licenses receive published upgrades at no charge.

   (Software maintenance as a product includes the publishing of bug/defect fixes via patches and updates/upgrades in function and technology to maintain the operability and usability of the software product. It may also include other no charge support that are included in the purchase price of the product in the commercial marketplace. No charge support includes items such as user blogs, discussion forums, on-line help libraries and FAQs (Frequently Asked Questions), hosted chat rooms, and limited telephone, email and/or web-based general technical support for users’s self diagnostics.)

Software Maintenance as a product is billed at the time of purchase.

2. Software Maintenance as a Service (SIN 54151)

SeeSOR® and TF! can be customized to meet project requirements. Customization is billed at hourly rates.

   Software maintenance as a service creates, designs, implements, and/or integrates customized changes to software that solve one or more problems and is not included with the price of the software. Software maintenance as a service includes person-to-person communications regardless of the medium used to communicate: telephone support, on-line technical support, customized support, and/or technical expertise which are charged commercially. Software maintenance as a service is billed arrears in accordance with 31 U.S.C. 3324.
Software maintenance as a service is billed in arrears in accordance with 31 U.S.C. 3324.

b. Invoices for maintenance service shall be submitted by the Contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

5. PERIODS OF TERM LICENSES (SIN 511210) AND MAINTENANCE (SIN 54151)

a. The Contractor shall honor orders for periods for the duration of the contract period or a lessor period of time.

b. Term licenses and/or maintenance may be discontinued by the ordering activity on thirty (30) calendar days written notice to the Contractor.

c. Annual Funding. When annually appropriated funds are cited on an order for term licenses and/or maintenance, the period of the term licenses and/or maintenance shall automatically expire on September 30 of the contract period, or at the end of the contract period, whichever occurs first. Renewal of the term licenses and/or maintenance orders citing the new appropriation shall be required, if the term licenses and/or maintenance is to be continued during any remainder of the contract period.

d. Cross-Year Funding Within Contract Period. Where an ordering activity’s specific appropriation authority provides for funds in excess of a 12 month (fiscal year) period, the ordering activity may place an order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.

e. Ordering activities should notify the Contractor in writing thirty (30) calendar days prior to the expiration of an order, if the term licenses and/or maintenance is to be terminated at that time. Orders for the continuation of term licenses and/or maintenance will be required if the term licenses and/or maintenance is to be continued during the subsequent period.

6. CONVERSION FROM TERM LICENSE TO PERPETUAL LICENSE – NOT APPLICABLE

a. The ordering activity may convert term licenses to perpetual licenses for any or all software at any time following acceptance of software. At the request of the ordering activity the Contractor shall furnish, within ten (10) calendar days, for each software product that is contemplated for conversion, the total amount of conversion credits which have accrued while the software was on a term license and the date of the last update or enhancement.

b. Conversion credits which are provided shall, within the limits specified, continue to accrue from one contract period to the next, provided the software remains on a term license within the ordering activity.

c. The term license for each software product shall be discontinued on the day immediately preceding the effective date of conversion from a term license to a perpetual license.

d. The price the ordering activity shall pay will be the perpetual license price that prevailed at the time such software was initially ordered under a term license, or the perpetual license price prevailing at the time of conversion from a term license to a perpetual license, whichever is the less, minus an amount equal to __________% of all term license payments during the period that the software was under a term license within the ordering activity.
7. **TERM LICENSE CESSATION – NOT APPLICABLE**

a. After a software product has been on a continuous term license for a period of ___________ months, a fully paid-up, non-exclusive, perpetual license for the software product shall automatically accrue to the ordering activity. The period of continuous term license for automatic accrual of a fully paid-up perpetual license does not have to be achieved during a particular fiscal year; it is a written Contractor commitment which continues to be available for software that is initially ordered under this contract, until a fully paid-up perpetual license accrues to the ordering activity. However, should the term license of the software be discontinued before the specified period of the continuous term license has been satisfied, the perpetual license accrual shall be forfeited.

b. The Contractor agrees to provide updates and maintenance service for the software after a perpetual license has accrued, at the prices and terms of Special Item Number 54141, if the licensee elects to order such services. Title to the software shall remain with the Contractor.

8. **UTILIZATION LIMITATIONS - (SIN 511210 AND SIN 54151)**

a. Software acquisition is limited to commercial computer software defined in FAR Part 2.101.

b. When acquired by the ordering activity, commercial computer software and related documentation so legend shall be subject to the following:

   (1) Title to and ownership of the software and documentation shall remain with the Contractor, unless otherwise specified.

   (2) Software licenses are by site and by ordering activity. An ordering activity is defined as a cabinet level or independent ordering activity. The software may be used by any subdivision of the ordering activity (service, bureau, division, command, etc.) that has access to the site the software is placed at, even if the subdivision did not participate in the acquisition of the software. Further, the software may be used on a sharing basis where multiple agencies have joint projects that can be satisfied by the use of the software placed at one ordering activity's site. This would allow other agencies access to one ordering activity's database. For ordering activity public domain databases, user agencies and third parties may use the computer program to enter, retrieve, analyze and present data. The user ordering activity will take appropriate action by instruction, agreement, or otherwise, to protect the Contractor's proprietary property with any third parties that are permitted access to the computer programs and documentation in connection with the user ordering activity's permitted use of the computer programs and documentation. For purposes of this section, all such permitted third parties shall be deemed agents of the user ordering activity.

   (3) Except as is provided in paragraph 8.b(2) above, the ordering activity shall not provide or otherwise make available the software or documentation, or any portion thereof, in any form, to any third party without the prior written approval of the Contractor. Third parties do not include prime Contractors, subcontractors and agents of the ordering activity who have the ordering activity's permission to use the licensed software and documentation at the facility, and who have agreed to use the licensed software and documentation only in accordance with these restrictions. This provision does not limit the right of the ordering activity to use software, documentation, or information therein, which the ordering activity may already have or obtains without restrictions.

   (4) The ordering activity shall have the right to use the computer software and documentation with the computer for which it is acquired at any other facility to which that computer may be transferred, or in cases of Disaster Recovery, the ordering activity has the right to transfer the software to another site if the ordering activity site for which it is acquired is deemed to be unsafe for ordering activity personnel; to use the computer software and documentation with a backup computer when the primary computer is inoperative; to copy computer programs for safekeeping (archives) or backup purposes; to transfer a copy of the software to another site for purposes of benchmarking new hardware and/or software; and to modify the software and documentation or combine it with other software, provided that the unmodified portions shall remain subject to these restrictions.

   (5) "Commercial Computer Software" may be marked with the Contractor's standard commercial restricted rights legend, but the schedule contract and schedule pricelist, including this clause, "Utilization Limitations" are the only governing terms and conditions, and shall take precedence and supersede any different or additional terms and conditions included in the standard commercial legend.
9. SOFTWARE CONVERSIONS - (SIN 511210)

Full monetary credit will be allowed to the ordering activity when conversion from one version of the software to another is made as the result of a change in operating system, or from one computer system to another. Under a perpetual license (132-33), the purchase price of the new software shall be reduced by the amount that was paid to purchase the earlier version. Under a term license (511210), conversion credits which accrued while the earlier version was under a term license shall carry forward and remain available as conversion credits which may be applied towards the perpetual license price of the new version.

10. DESCRIPTIONS AND EQUIPMENT COMPATIBILITY

The Contractor shall include, in the schedule pricelist, a complete description of each software product and a list of equipment on which the software can be used. Also, included shall be a brief, introductory explanation of the modules and documentation which are offered.

11. RIGHT-TO-COPY PRICING – NOT APPLICABLE

The Contractor shall insert the discounted pricing for right-to-copy licenses.

SIN 54151: ASC GROUP RATES:

<table>
<thead>
<tr>
<th>Catalogue No.</th>
<th>Category Name</th>
<th>Government Net Price (Hourly Rate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>L-TS01</td>
<td>Programmer/System Architect</td>
<td>$247.36</td>
</tr>
<tr>
<td>L-TS02</td>
<td>Senior Programmer/System Architect</td>
<td>$349.84</td>
</tr>
</tbody>
</table>

Prices quoted are for work performed at both custom and company location.

I. PROGRAMMER/SYSTEM ARCHITECT

Description: The Programmer/SeeSOR Architect is responsible for the software development for the computer information system. Works with the functional designers, operational consultants and supports the Task Leader and/or Project Manager. The Programmers develop specifications and works from software specifications to develop and code software to achieve the needed system functions. They monitor the operation of assigned programs and respond to problems by diagnosing and correcting errors in logic and coding for a variety of database applications, as well as operating systems software such as Windows XP, Windows 7, 2003 Server and 2008 Server, plus new Windows based operating systems as they become available. He or she will reutilize software components, and commercial databases to the extent possible to reduce problems in software maintenance following implementation of the system. Provides level 2 support to the SeeSOR® technical support help desk.

Experience: 5 years of experience in programming and systems architecture.

Education: Bachelors degree in Computer Science or other IT related relevant field or 5 years of experience working with similar system to the SeeSOR® application.

II. SENIOR PROGRAMMER/SYSTEM ARCHITECT

Description: The Senior Programmer/System Architect is responsible for the software development for the computer information system. Works with the functional designers, operational consultants and directs Programmers under the direction of the Task Leader and/or Project Manager. They develop specifications and
works from software specifications to develop and code software to achieve the needed system functions. They monitor the operation of assigned programs and responds to problems by diagnosing and correcting errors in logic and coding for a variety of database applications, as well as operating systems software such as Windows 98, 2000, XP, 7 and 2003 Server and 2008 Server, plus new Windows based operating systems as they become available. He or she will reutilize software components, and commercial databases to the extent possible to reduce problems in software maintenance following implementation of the system. Provides level 3 and 4 support to the SeeSOR® technical support help desk.

**Experience:** 10 years of experience in programming and systems architecture.

**Education:** Masters or Bachelors degree in Computer Science or other IT related relevant field or 10 years of experience working with similar system to the SeeSOR® application.
**SeeSOR® PERFORMANCE MANAGEMENT:**

SeeSOR® is a collaborative contract monitoring tool for clients who wish to attain higher quality contracts and achieve sustainable savings. SeeSOR® combines quality control and quality assurance in a single software application accessible by both the client and its service providers. By collaborating on the same software tool, sharing controlled access to data and using the same terminology, a stronger mutual understanding of the technical requirements is reached. Better communication means lower costs and a better quality result. SeeSOR® automates inspection scheduling, performance monitoring, performance metrics and trends, and all other back office functions.

SeeSOR® can be purchased as either a web-based version.

**SeeSOR®: WEB-BASED PERFORMANCE MANAGEMENT**

**Requirements to Run SeeSOR®:**

<table>
<thead>
<tr>
<th></th>
<th>Recommended</th>
<th>Minimum Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processor</td>
<td>1-gigahertz (GHz) or faster processor</td>
<td>600-megahertz (MHz) Pentium III-compatible</td>
</tr>
<tr>
<td>Operating System</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workstation</td>
<td>Microsoft Windows XP with SP2 or later</td>
<td>Microsoft Windows 2000 Professional with SP4</td>
</tr>
<tr>
<td>Server</td>
<td>Microsoft Windows 2003 Server Standard edition with SP1 or later</td>
<td>Microsoft Windows 2000 Server with SP4</td>
</tr>
<tr>
<td>Memory</td>
<td>1GB RAM or more</td>
<td>256 Megabytes (MB) of RAM or more</td>
</tr>
<tr>
<td>Hard Disk</td>
<td>250MB on web server</td>
<td>Approximately 10MB of available space on the web server</td>
</tr>
<tr>
<td></td>
<td>1GB to 1.5GB on database server</td>
<td>Approximately 200MB of available space on the database server</td>
</tr>
<tr>
<td>Web Server</td>
<td>IIS v6.0</td>
<td>IIS v5.0</td>
</tr>
<tr>
<td>Database Server</td>
<td>MS SQL Server 2005 with SP2</td>
<td>MSDE 2000 with SP4</td>
</tr>
<tr>
<td>SeeSOR®</td>
<td>Product/ Catalogue No.</td>
<td>Government Net Price</td>
</tr>
<tr>
<td>---------</td>
<td>-----------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>SeeSOR® Performance Management: Users up to 5/year (Annual Price)</td>
<td>SeeSOR®001</td>
<td>$4,682.36</td>
</tr>
<tr>
<td>SeeSOR® Performance Management: Users 6-9 (Annual price per user)</td>
<td>SeeSOR®006A</td>
<td>$936.46</td>
</tr>
<tr>
<td>SEESOR® PERFORMANCE MGMT: 10 USERS (Annual price)</td>
<td>SeeSOR®011</td>
<td>$9,364.71</td>
</tr>
<tr>
<td>SeeSOR® Performance Management: Users 11-19 (Annual price per user)</td>
<td>SeeSOR®011A</td>
<td>$534.66</td>
</tr>
<tr>
<td>SEESOR® PERFORMANCE MGMT: 20 USERS (Annual price)</td>
<td>SeeSOR®021</td>
<td>$14,711.31</td>
</tr>
<tr>
<td>SeeSOR® Performance Management: Users 21-49 (Annual price per user)</td>
<td>SeeSOR®021A</td>
<td>$467.69</td>
</tr>
<tr>
<td>SEESOR® PERFORMANCE MGMT: 50 USERS (Annual price)</td>
<td>SeeSOR®051</td>
<td>$28,742.09</td>
</tr>
<tr>
<td>SeeSOR® Performance Management: Users 51-99 (Annual price per user)</td>
<td>SeeSOR®051A</td>
<td>$400.74</td>
</tr>
<tr>
<td>SEESOR® PERFORMANCE MGMT: 100 USERS (Annual price)</td>
<td>SeeSOR®101</td>
<td>$48,778.73</td>
</tr>
<tr>
<td>SeeSOR® Performance Management: Users 101-199 (Annual price per user)</td>
<td>SeeSOR®101A</td>
<td>$333.75</td>
</tr>
<tr>
<td>SEESOR® PERFORMANCE MGMT: 200 USERS (Annual price)</td>
<td>SeeSOR®201</td>
<td>$82,153.95</td>
</tr>
<tr>
<td>SeeSOR® Performance Management: Users 201-299 (Annual price per user)</td>
<td>SeeSOR®201A</td>
<td>$280.83</td>
</tr>
<tr>
<td>SEESOR® PERFORMANCE MGMT: 300 USERS (Annual price)</td>
<td>SeeSOR®301</td>
<td>$110,237.63</td>
</tr>
<tr>
<td>SeeSOR® Performance Management: Users 301-399 (Annual price per user)</td>
<td>SeeSOR®301A</td>
<td>$226.83</td>
</tr>
<tr>
<td>SEESOR® PERFORMANCE MGMT: 400 USERS (Annual price)</td>
<td>SeeSOR®401</td>
<td>$132,921.06</td>
</tr>
<tr>
<td>SeeSOR® Performance Management: Users 401-499 (Annual price/user)</td>
<td>SeeSOR®401A</td>
<td>$173.90</td>
</tr>
<tr>
<td>SEESOR® PERFORMANCE MGMT: 500 USERS (Annual price)</td>
<td>SeeSOR®501</td>
<td>$150,310.87</td>
</tr>
<tr>
<td>SeeSOR® Performance Management: Users 501+ (Annual price/user)</td>
<td>SeeSOR®501A</td>
<td>$160.94</td>
</tr>
</tbody>
</table>

The per user per year cost is only applied to the number of users within the specified range (eg., the cost of 250 users license is $82,153.95 + $280.83 x 50 or $96,195.45 per year).

*SeeSOR® Turnkey Service: WEB-BASED PERFORMANCE MANAGEMENT*

<table>
<thead>
<tr>
<th>SeeSOR®</th>
<th>Catalogue No.</th>
<th>Government Net Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>SeeSOR® Enterprise Additional Database Management - Annual/Database</td>
<td>SeeSOR®-DB01</td>
<td>$2,033.49</td>
</tr>
<tr>
<td>SeeSOR® Enterprise Archived Database Management - Annual/Database</td>
<td>SeeSOR®-DB02</td>
<td>$61.01</td>
</tr>
</tbody>
</table>
SeeSOR® Server Platform

<table>
<thead>
<tr>
<th>SeeSOR® Server Platform</th>
<th>Catalogue No.</th>
<th>Government Net Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>SeeSOR® Server Platform - A complete hosting option in the cloud for a 12-month period that includes a Secure Socket Layer (SSL) connection and redundancy features including daily backups.</td>
<td>SeeSOR®-SP</td>
<td>$11,975.01</td>
</tr>
</tbody>
</table>

SeeSOR® Server Platform is a basic service which includes a weekly data backups. Technical support is included to a maximum of twelve (12) service tickets per year.

**TF! SOFTWARE FOR PROCUREMENT MANAGEMENT:**

TF! is an integrated contract modeling and bid management tool for clients who wish to create RFP requirements and perform rapid bid evaluations and risk assessments. TF! is a collaborative tool used by both the service recipient and its service providers. For the service recipient, requirements and evaluation criteria are developed with a rapid "fill-in-the blank" approach. ASC’s "True Importance Ranking" algorithms and graphical analysis tools support rapid, comprehensive and unbiased evaluations.

<table>
<thead>
<tr>
<th>TF! Procurement Management</th>
<th>Catalogue No.</th>
<th>Government Net Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>TF! Procurement Management – Yr. 1</td>
<td>TF001</td>
<td>Year 1 - $10,770.14</td>
</tr>
<tr>
<td>TF! Procurement Management – Yr. 2</td>
<td>TF002</td>
<td>Year 2 - $5,746.96</td>
</tr>
</tbody>
</table>
TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF
TRAINING COURSES FOR GENERAL PURPOSE COMMERCIAL
INFORMATION TECHNOLOGY EQUIPMENT AND SOFTWARE
(SPECIAL ITEM NUMBER 611420)

1. SCOPE
   a. The Contractor shall provide training courses normally available to commercial customers, which will
      permit ordering activity users to make full, efficient use of general purpose commercial IT products. Training is
      restricted to training courses for those products within the scope of this solicitation.
   b. The Contractor shall provide training at the Contractor's facility and/or at the ordering activity's location, as
      agreed to by the Contractor and the ordering activity.

2. ORDER
   Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket
   purchase agreements (BPAs) shall be the basis for the purchase of training courses in accordance with the terms of
   this contract. Orders shall include the student's name, course title, course date and time, and contracted dollar amount
   of the course.

3. TIME OF DELIVERY
   The Contractor shall conduct training on the date (time, day, month, and year) agreed to by the Contractor and the
   ordering activity.

4. CANCELLATION AND RESCHEDULING
   a. The ordering activity will notify the Contractor at least seventy-two (72) hours before the scheduled training
      date, if a student will be unable to attend. The Contractor will then permit the ordering activity to either cancel the
      order or reschedule the training at no additional charge. In the event the training class is rescheduled, the ordering
      activity will modify its original training order to specify the time and date of the rescheduled training class.
   b. In the event the ordering activity fails to cancel or reschedule a training course within the time frame
      specified in paragraph a, above, the ordering activity will be liable for the contracted dollar amount of the training
      course. The Contractor agrees to permit the ordering activity to reschedule a student who fails to attend a training
      class within ninety (90) days from the original course date, at no additional charge.
   c. The ordering activity reserves the right to substitute one student for another up to the first day of class.
   d. In the event the Contractor is unable to conduct training on the date agreed to by the Contractor and the
      ordering activity, the Contractor must notify the ordering activity at least seventy-two (72) hours before the scheduled
      training date.

5. FOLLOW-UP SUPPORT
   The Contractor agrees to provide each student with unlimited telephone support or online support for a period of one
   (1) year from the completion of the training course. During this period, the student may contact the Contractor's
   instructors for refresher assistance and answers to related course curriculum questions.
6. **PRICE FOR TRAINING**

The price that the ordering activity will be charged will be the ordering activity training price in effect at the time of order placement, or the ordering activity price in effect at the time the training course is conducted, whichever is less.

7. **INVOICES AND PAYMENT**

Invoices for training shall be submitted by the Contractor after ordering activity completion of the training course. Charges for training must be paid in arrears (31 U.S.C. 3324). **PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.**

8. **FORMAT AND CONTENT OF TRAINING**

a. The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.

b. **If applicable** For hands-on training courses, there must be a one-to-one assignment of IT equipment to students.

c. The Contractor shall provide each student with a Certificate of Training at the completion of each training course.

d. The Contractor shall provide the following information for each training course offered:

   (1) The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);

   (2) The length of the course;

   (3) Mandatory and desirable prerequisites for student enrollment;

   (4) The minimum and maximum number of students per class;

   (5) The locations where the course is offered;

   (6) Class schedules; and

   (7) Price (per student, per class (if applicable)).

e. For those courses conducted at the ordering activity’s location, instructor travel charges (if applicable), including mileage and daily living expenses (e.g., per diem charges) are governed by Pub. L. 99-234 and FAR Part 31.205-46, and are reimbursable by the ordering activity on orders placed under the Multiple Award Schedule, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA city pair contracts. The Industrial Funding Fee does NOT apply to travel and per diem charges.

f. For Online Training Courses, a copy of all training material must be available for electronic download by the students.

9. **“NO CHARGE” TRAINING**

The Contractor shall describe any training provided with equipment and/or software provided under this contract, free of charge, in the space provided below.

**NOT APPLICABLE**
**SeeSOR® and TF! TRAINING:**

ASC Group instructors are certified practitioners of SeeSOR®, and TF!, having participated in training and projects and having achieved the status of either Tabular Format System (TF!) Staff Instructor, TF Course Instructor or SeeSOR® Instructor. The lead instructor is a Partner or Principal level staff member that has managed or participated in the design and development of the software products.

**SeeSOR® Performance Management Training/Workshop (1 and 2 Day courses offered):**

*NOTE: On-site courses held within the continental U.S. receive a 15% discount on quoted GSA price. Purchaser responsible to provide facility, computers and Internet connectivity plus any other necessary equipment to conduct training. Other conditions and discounts may apply and are described herein.*

ASC Group offers 1 and 2 day training courses/workshops on the use of SeeSOR®. Workshops use open discussion and hands-on practical group exercises to familiarize participants with the SeeSOR® software tools. Participants will also learn about the QA/QC function and its relationship to contract management.

**Pre-requisites:** There are no prerequisites for enrollment.

**Class Size:** Each course can have up to 10 students per instructor. For courses of more than 10 students, up to 20 students, an additional instructor will be required. Minimum class size will not be less than 6 students, and may vary depending on location and on-site vs. off-site requirements.

Location: Courses are offered at various locations through the US and Canada. Clients can commission on-site or at an agreed upon site courses which are subject to a discount.

**Travel & Living (T&L):** T&L is not included in the course price if the course is on-site (i.e., at the clients site). After a location has been agreed upon, ASC Group will provide the project with an estimate of the T&L costs. Instructor travel, including mileage and daily living expenses, will comply with Public Law (PL) 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. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem.

**Equipment Requirements:**

**On-Site Courses:** PCs are to be provided by the project with one PC for every one participant. Participants are permitted to bring their own laptops and course exercise(s) will be provided prior to the start of the workshop. Project to provide a computer projector and Internet connectivity.

**Off-Site Courses:** ASC Group to provide facility, computers, and any equipment needed. Participants are permitted to bring their own laptops.

**Class Schedule:** Due to the need for regular updates to the class schedule, a class schedule will be provided upon request.
<table>
<thead>
<tr>
<th>Course Name</th>
<th>Product/Catalogue No.</th>
<th>Government Net Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>SeeSOR® Performance Management Overview Training</td>
<td>TR-SR01</td>
<td>$1,320.36 per student</td>
</tr>
<tr>
<td>SeeSOR® Performance Management Training - 2 Days</td>
<td>TR-SR02</td>
<td>$2,271.93 per student</td>
</tr>
</tbody>
</table>

**TF! Procurement Management Training:**

*NOTE: On-site courses held within the continental U.S. receive a 15% discount on quoted GSA price. Purchaser responsible to provide facility, computers and any necessary equipment to hold training. Other conditions and discounts may apply and are described herein.*

ASC Group offers 1 and 2 day training courses/workshops on the use of TF!

ASC Group also offers a 1-day practicum for those projects who wish to gain additional hands-on experience with the tool or overview knowledge. This course can be held in conjunction with the 2-day course or can be scheduled for a later date.

TF! training courses use open discussion and practical group exercises to familiarize participants with the TF! software tool.

**Pre-requisites:** While there are no prerequisites for enrollment, familiarity with MS Excel is very beneficial.

**Class Size:** Each course can have up to 8 students per instructor. For courses up to 16 students, an additional instructor will be required. Minimum class size will not be less than 6 students, and may vary depending on location and on-site vs. off-site requirements.

**Location:** Courses are offered on-site or at an agreed upon site.

**Travel & Living (T&L):** Travel will be in accordance with Public Law (PL) 99-234 and FAR Part 31. 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. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.

**Equipment Requirements:**

**On-Site Courses:** PCs are to be provided by the project with one PC for every two participants. Participants are permitting to bring their own laptops and course exercise(s) will be provided prior to the start of the workshop. Project to provide a computer projector. Discounts and conditions to on-site course apply and are described herein.

**Off-Site Courses:** ASC Group to provide facility, computers, and any equipment needed. ASC Group will provide one PC for every two participants. Participants are permitted to bring their own laptops.

**Class Schedule:** Due to the need for regular updates to the class schedule, a class schedule will be provided upon request.
<table>
<thead>
<tr>
<th>Course Name</th>
<th>Product/Catalogue No.</th>
<th>Government Net Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>TF! Procurement Management Practicum 1-Day</td>
<td>TR-TF01</td>
<td>$1,320.36 per student</td>
</tr>
<tr>
<td>TF! Procurement Management Training - 2 Days</td>
<td>TR-TF02</td>
<td>$2,271.93 per student</td>
</tr>
</tbody>
</table>
1. SCOPE  
a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.

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

2. PERFORMANCE INCENTIVES  I-FSS-60 Performance Incentives (April 2000)  
a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.

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

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

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

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

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

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

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

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

5. STOP-WORK ORDER (FAR 52.242-15)(AUG 1989)  
(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a
stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

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

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

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

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

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

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

6. INSPECTION OF SERVICES

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY
Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST
a. Definitions.
“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

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

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

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

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

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

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

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

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 54151S. IT Professional 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 Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

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
ASC GROUP SERVICE DESCRIPTION:

<table>
<thead>
<tr>
<th>Catalogue No.</th>
<th>Category Name</th>
<th>Government Net Price (Hourly Rate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>L-EPD</td>
<td>Executive Program Director</td>
<td>$481.79</td>
</tr>
<tr>
<td>L-SES</td>
<td>Senior Enterprise Specialist</td>
<td>$442.21</td>
</tr>
<tr>
<td>L-EC</td>
<td>Enterprise Consultant</td>
<td>$332.48</td>
</tr>
<tr>
<td>L-AEC</td>
<td>Associate Enterprise Consultant</td>
<td>$240.90</td>
</tr>
<tr>
<td>L-ADM</td>
<td>Administrative</td>
<td>$68.98</td>
</tr>
</tbody>
</table>

Prices quoted are for work performed at both custom and company location.

For all labor categories, an additional (3) years relevant experience in addition to a Bachelor’s Degree can be substituted for a Master’s Degree.

I. EXECUTIVE PROGRAM DIRECTOR

**Description:** An Executive Program Director (EPD) is proficient in project estimation and resource planning efforts and in resolving project issues, such as technical compatibility, client expectations, and timing. The EPD identifies themes capable of being developed into new IT/Procurement strategy methodology, helps to ensure overall soundness of analytical approach, and is able to suggest alternatives. An EPD manages resources, provides executive level oversight and leadership to fully access all required local and international resources, leads firm initiatives, and leads developments in new business enterprises through technical innovations. Other experience includes coordinating multiple projects and teams, and assisting clients in achieving desired program results. The EPD serves as liaison between project team and government on all binding contractual matters and participates in key planning meetings, performance review sessions, and status briefings to ensure that project direction is in alignment with the contracting agency’s strategic business goals and objectives. Reviews final products of the RFPs and explain how TF and SeeSOR® process complies with CFR, FAR, DFAR, OMB Circulars and other agency directives on contracting. Personally oversee Change Management issues with the implementation of TF!/SeeSOR® procurement management process, this may include making presentations to Senior Executives of the client.

**Functional Responsibility:** Serves as the client engagement manager and assumes responsibility for client communications, especially communicating technical concerns and raising awareness appropriately. Is the contractor’s chief liaison and point of contact with the Government Contracting Officer (CO) and delegated government representatives. Maintains responsibility for formulating work standards, creating strategic project objectives, and managing client issues and feedback. Assumes accountability for supervising designated resources and enforcing quality control practices for each project. Maintains responsibility for project reviews and overall contract progress and performance. Review client request for modification to the TF!/SeeSOR® software functionality and approve, or design alternatives acceptable to the client. Review client bidder de-briefing documentation for content and suitability to withstand bidder protest.

**Experience:** This position requires a minimum of 10 years of executive level management and direction on client engagements, experience in project definition and systems analysis, creation of competitive strategies, and
integration of the TF/SeeSOR® technical solutions in the management and conduct of large service/support contracts. Must have personally participated in not less than 4 projects full life-cycle phases as defined by TF/SeeSOR®.

**Education:** Masters Degree or Bachelors Degree and work experience in Contracting, Finance, Accounting, Business, Management, Systems Engineering, Economics or related field.

## II. SENIOR ENTERPRISE SPECIALIST

**Description:** Ultimately responsible for overall project performance. Leads project planning, budgeting, and staffing efforts in response to task requirements. Formulates, communicates, and enforces quality work standards. Monitors progress and resolves any identified issues impacting upon successful product/service delivery. Ensures compliance with all administrative and contractual requirements. Serves as primary point-of-contact with government contract management staff for reporting project status and negotiating change orders. Understands the TF! and SeeSOR® steps, can deliver the TF! steps without supervision and recognizes the impact of issues arising within the steps.

**Functional Responsibility:** Assists the client with functional and technical requirements definition and selection and implementation of packaged enterprise-wide resource planning application. This position will serve as a project advisor and/or project manager in the areas of ERP implementation planning and execution activities for ERP technology including: detailed implementation plans, assumptions, staffing, methodology, and support tools. Recommends modification to the software with supporting design documentation.

**Experience:** 8 years of professional. This position has a minimum of eight years experience in managing and conducting multi-project/multi-task contract assignments in information technology with at least five of those years involved in software implementations. The Senior TF/SeeSOR® R technology specialist also possesses the business and functional knowledge necessary to fully embrace the power of a TF/SeeSOR® tool. As a result, Senior TF/SeeSOR® Specialists possess strong, well-rounded backgrounds, enabling them to fully understand client’s business issues. Experience includes: technical experience with skills in design and configuration specifications, implementation planning, technology integration and execution and business knowledge with functional skills in finance, procurement, human resources, payroll, materials and facilities management, sales and distribution, and project management. Must have personally participated in not less than 2 projects full life cycle phases as defined by TF/SeeSOR®.

**Education:** Masters degree or Bachelors degree and work experience in Contracting, Finance, Accounting, Business, Management, Systems Engineering, Economics or related field.

## III. ENTERPRISE CONSULTANT

**Description:** Responsible for handling the day-to-day management and administration of project tasks. Develops detailed work plans and schedules in response to support service requests. Assigns staff responsibilities and supervises all staff efforts. Utilizes, maintains control over, and redirects available resources as necessary to complete tasking in accordance with scheduled milestones and budgetary constraints. Performs quality checks of all work products. Interacts continually with government technical representatives to present interim results, discuss concerns, and ensure total product/service satisfaction. Sufficiently understands the TF! and SeeSOR® steps to perform the task with minimal supervision.

**Functional Responsibility:** Serves as a senior-level analytical correspondent within engagement team. Assumes responsibility for contributing to work plan development, reaching engagement milestones, and often leading specific project tasks. Applies data modeling, process modeling, and explain software design functionality to client. Conducts analysis of appropriate consulting tools to satisfy program requirements, and creates project deliverables. Formulates diagnoses through financial or statistical modeling, assesses appropriate alternatives, and offers conclusions to Project Manager. Configure the TF! and SeeSOR® software to specific procurement project objectives. Provide network and connectivity recommendations for the integration of the TF! and SeeSOR® tools into the client’s local contract management practices.

**Experience:** 6 years of professional experience in managing and conducting multi-project/multi-task contract assignments and a minimum of two years of work experience with information technology. Experience includes: support of program management and familiarity with client issues, assistance with design issues, analysis of
important project data, and development of appropriate deliverables. A Senior IT Consultant and is proficient in the use of vendor tools and helps to ensure projects meet overall program objectives by performing status reports, verifying work plan completeness, and communicating with team members. Other experience includes development of leadership/management skills, performing benchmark analyses, building organizational design models, and creating financial cost and revenue models associated with the development of the Independent Government Estimate (IGE). Review Client Quality Assurance Plans (QASPs) for compliance with the SeeSOR® data requirements and Digital Dashboard reporting optimization.

**Education:** Bachelors degree and work experience in Contracting, Finance, Accounting, Business, Management, Systems Engineering, Economics or related field.

### IV. ASSOCIATE ENTERPRISE CONSULTANT

**Description:** Performs data collection, materials development roles and other tasks relevant to client projects. Experience in total quality management, benchmarking, business process reengineering and/or other management or operational consulting. Sufficiently understands the TF! and SeeSOR® steps to perform the task with some supervision or guidance.

**Functional Responsibility:** Serves as a key analytical resource on engagement team. Actively engages consulting tools and methodologies to meet project objectives and complete program management activities. Maintains responsibility for quality assurance practices and helping to ensure completion and accuracy of system documentation. Provide QASP support to client for data conversion or development.

**Experience:** An advanced degree may be substituted for equivalent years of experience. This position requires a minimum of eighteen months of work experience, with exposure to information technology. Experience includes: proficiency with one or more application architectures and development methodologies (TF! and SeeSOR®), support of program management, exposure to client issues, and development of project deliverables and program modification and programming capabilities. A TF!/SeeSOR® Consultant provides assistance on completing work plan activities, analyzes relevant data and information, and institutes and supports technical solutions. Other experience includes process improvement diagnoses, process modeling and documentation, benchmarking activities, and exposure to change management principles.

**Education:** Holds a four-year degree from an accredited college/university, or greater and or work experience in Contracting, Finance, Accounting, Business, Management, Systems Engineering, Economics or related field.

### V. ADMINISTRATIVE

**Description:** Assists with the application of automated office software suite (e.g., word processing, spreadsheets, graphics, database, and communications). Implements administrative office policies and procedures. Coordinates meeting agendas, schedules conferences, and provides related logistics support. Produces and disseminates briefing materials and reports, maintains project files, and manages document tracking and control system. Monitors fax and e-mail transmissions, and performs Internet searches and downloads as required.

**Experience:** 3 years of experience in office administration.

**Education:** High school diploma or equivalent.