

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

Special Item No. 132-51 Information Technology Professional Services

Special Item No. 132-62 HSPD-12 Product and Service Components (FPDS D399)

Note: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

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

FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D316	IT Network Management Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

SPECIAL ITEM NO. 132-62 HSPD-12 PRODUCT AND SERVICE COMPONENTS (FPDS D399)

Personal Identity Verification (PIV) Credentials and Services. This facilitates trusted physical and electronic access to government facilities and networks using smart card technology. PIV Credentials and Services is a key enabler of identity assurance for access control and protects Federal facilities and information systems from unauthorized access, interception, and tampering.

Accenture National Security Services, LLC
11951 Freedom Square, Reston, VA 20190
703-947-2841 Phone, 704-348-4793 Fax

Contract Number: #GS-35F-0371N

Period Covered by Contract: March 4, 2003 through March 5, 2009

Price List current through Modification PO-0005, effective date 03/06/2008 and FX 51, dated January 2008

Contract Administrator: Daryl Wieland



General Services Administration

Federal Supply Service

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

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**INFORMATION FOR ORDERING OFFICES
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!TM on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!TM and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

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

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

1. Geographic Scope of Contract:

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

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

Offerors are requested to check one of the following boxes:

- The Geographic Scope of Contract will be domestic and overseas delivery.
- The Geographic Scope of Contract will be overseas delivery only.
- The Geographic Scope of Contract will be domestic delivery only.

2. Contractor's Ordering Address and Payment Information:

Ordering Address:

Accenture National Security Services

11951 Freedom Drive

Reston, VA 20190

Attn: Daryl L. Wieland

OR

Fax to 704-348-4793

Payment Address:

Accenture National Security Services

P.O. Box 70629

Chicago, IL 60673

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards **will not** 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 agencies to obtain technical and/or ordering assistance:

703-947-2841

3. **LIABILITY FOR INJURY OR DAMAGE**

The Contractor shall not be liable for any injury to Government personnel or damage to Government 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: #13-972-7148

Block 30: Type of Contractor – C. Large Business

Block 31: Woman-Owned Small Business - No

Block 36: Contractor's Taxpayer Identification Number (TIN): #41-2048319

4a. CAGE Code: #1ZD18

4b. Contractor has registered with the Central Contractor Registration Database.

5. **FOB Destination**

6. **DELIVERY SCHEDULE**

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

SPECIAL ITEM NUMBER

DELIVERY TIME (Days ARO)

132-51

Negotiated on a Task Order Basis

b. **URGENT REQUIREMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies 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 agency, 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% - 30 days from receipt of invoice or date of acceptance, whichever is later.

b. **Quantity:** None.

c. **Dollar Volume:** None.

d. **Government Educational Institutions:** None.

e. **Other:** None.

8. Trade Agreements Act of 1979, as amended:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. Statement Concerning Availability of Export Packing: N/A.

10. Small Requirements: The minimum dollar value of orders to be issued is \$50,000.

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:

Special Item Number 132-51 - Information Technology (IT) Professional Services- \$500,000 per order

Special Item Number 132-62 - HSPD-12 Product and Service Components - \$1,000,000 per order

12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS.
In accordance with FAR 8.404:

[NOTE: Special ordering procedures have been established for Special Item Numbers (SINs) 132-51 IT Professional Services and 132-52 EC Services; refer to the terms and conditions for those SINs.]

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

a. Orders placed at or below the micro-purchase threshold. Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the supply or service representing the best value, the ordering office may consider--

(1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;

(2) Trade-in considerations;

(3) Probable life of the item selected as compared with that of a comparable item;

(4) Warranty considerations;

(5) Maintenance availability;

(6) Past performance; and

(7) Environmental and energy efficiency considerations.

c. Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price

reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall--

Review additional Schedule Contractors'

- (1) catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;
- (2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
- (3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

- (1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
- (2) Offer the lowest price available under the contract; or
- (3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

d. Blanket purchase agreements (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

e. Price reductions. In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

f. Small business. For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

g. Documentation. Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS): Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of

Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for 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. SECURITY REQUIREMENTS. In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is less.

15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES: Any ordering office, 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 Government'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.

For administrative convenience, an ordering office 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 office 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.

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 8.401(d).

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 Government may provide the Contractor with logistics support, as available, in accordance with all applicable Government regulations. Such Government 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)

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

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 requisitioning 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:

N/A

NOTE: Contractor should insert the contractor’s website or other location where full details can be found.

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 a Federal Agency, shall follow the terms of the applicable schedule and authorization and include with each order –

- (a) A copy of the authorization from the Agency 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.

**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 Government location, as agreed to by the Contractor and the ordering office.

2. PERFORMANCE INCENTIVES

- a. When using a performance based statement of work, performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.
- b. The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.
- d. The above procedures do not apply to Time and Material or labor hour orders.

3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

- (a) When ordering services, ordering offices shall—
 - (1) Prepare a Request (Request for Quote or other communication tool):
 - (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
 - (ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for

reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

(iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.

(iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2)(i) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

(i) Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132—51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

(ii) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

(b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall—

(1) Inform contractors in the request (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

(i) **SINGLE BPA:** Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

(ii) **MULTIPLE BPAs:** When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value.

(2) Review BPAs Periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

(c) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

(d) When the ordering office's requirement involves both products as well as executive, administrative and/or professional, services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

Ordering procedures for other services available on schedule at fixed prices for specifically defined services or tasks should use the procedures in FAR 8.404. These procedures are listed in the pricelist, under "Information for Ordering Offices," paragraph #12.

4. 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 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.

5. PERFORMANCE OF SERVICES

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

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

c. The Agency 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.

6. 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.

7. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) 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) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

8. 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 Rights in Data – General, may apply.

9. RESPONSIBILITIES OF THE GOVERNMENT

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

10. 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 Government.

11. 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 Government contract, without some restriction on 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 Government, ordering offices 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.

12. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT/EC services. Progress payments may be authorized by the ordering office 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.

13. PAYMENTS

For firm-fixed price orders the Government 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 (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 2002) (Alternate II (FEB 2002)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

14. RESUMES

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

15. INCIDENTAL SUPPORT COSTS

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

16. APPROVAL OF SUBCONTRACTS

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

DESCRIPTION OF IT LABOR CATEGORIES

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

BUSINESS INTEGRATION

A key component of our ability to help our clients change to become more successful is hiring, training, and maintaining highly skilled professional personnel. We are pleased to offer you the service of our professionals using the following Business Integration labor categories. Accenture Business Integration professionals deliver world-class business solutions through business process redesign, information systems implementation, and organizational design and human resource development. The general experience and functional responsibility represent the minimum qualifications for each category. In regards to Business Integration general experience, an Advanced Degree equals up to two years of experience. Resumes will be provided upon request.

Business Integration Partner

General Experience. Business Integration Partners possess at least 12 years of experience in information systems implementation, change management efforts or business process redesign and may possess a security clearance

Functional Responsibility. A Business Integration Partner has overall accountability for business solution programs. Business Integration Partners are responsible for product delivery and financial management of client engagements. A Business Integration Partner performs independent quality assurance reviews of program performance and deliverables to ensure that contractual obligations are being met. Business Integration Partners also are recognized experts in the areas of business process redesign, technical architecture, organizational change or specific industries. They lend thought leadership to engagement teams in developing creative solutions to client business problems.

Minimum Education: Bachelor's Degree

Business Integration Associate Partner 4

General Experience. Business Integration Associate Partner (4)s possess at least 13 years of experience in information systems implementation, change management efforts or business process redesign and may possess a security clearance.

Functional Responsibility. Business Integration Associate Partner (4)s have management authority for client engagements. In this capacity, they apply their extensive experience in planning and managing large scale, complex projects to control overall project scope, budgets and schedules for multi-project engagements. Business Integration Associate Partner (4)s perform such duties as:

- Set overall policy direction for client engagements
- Communicate with Business Integration Partner and client executive management to ensure critical issues are addressed
- Provide expert guidance to projects in industry and functional areas
- Act as senior client liaison
- Oversee contract and financial management of one or more client engagements.

Minimum Education: Bachelor's Degree

Business Integration Associate Partner 3

General Experience. Business Integration Associate Partner (3)s possess at least 12 years of experience in information systems implementation, change management efforts or business process redesign and may possess a security clearance.

Functional Responsibility. Business Integration Associate Partner (3)s have management authority for client engagements. In this capacity, they apply their extensive experience in planning and managing large scale, complex projects to control overall project scope, budgets and schedules for multi-project engagements. Business Integration Associate Partner (3)s perform such duties as:

- Set overall policy direction for client engagements
- Communicate with Business Integration Partner and client executive management to ensure critical issues are addressed
- Provide expert guidance to projects in industry and functional areas
- Act as senior client liaison
- Oversee contract and financial management of one or more client engagements.

Minimum Education: Bachelor's Degree

Business Integration Associate Partner 2

General Experience. Business Integration Associate Partner (2)s possess at least 11 years of experience in information systems implementation, change management efforts or business process redesign and may possess a security clearance.

Functional Responsibility. Business Integration Associate Partner (2)s have management authority for client engagements. In this capacity, they apply their extensive experience in planning and managing large scale, complex projects to control overall project scope, budgets and schedules for multi-project engagements. Business Integration Associate Partner (2)s perform such duties as:

- Set overall policy direction for client engagements
- Communicate with Business Integration Partner and client executive management to ensure critical issues are addressed
- Provide expert guidance to projects in industry and functional areas
- Act as senior client liaison
- Oversee contract and financial management of one or more client engagements.

Minimum Education: Bachelor's Degree

Business Integration Associate Partner 1

General Experience. Business Integration Associate Partner (1)s possess at least 10 years of experience in information systems implementation, change management efforts or business process redesign and may possess a security clearance.

Functional Responsibility. Business Integration Associate Partner (1)s have management authority for client engagements. In this capacity, they apply their extensive experience in planning and managing large scale, complex projects to control overall project scope, budgets and schedules for multi-project engagements. Business Integration Associate Partner (1)s perform such duties as:

- Set overall policy direction for client engagements
- Communicate with Business Integration Partner and client executive management to ensure critical issues are addressed
- Provide expert guidance to projects in industry and functional areas
- Act as senior client liaison
- Oversee contract and financial management of one or more client engagements.

Minimum Education: Bachelor's Degree

Business Integration Senior Manager 3

General Experience. Business Integration Senior Manager (3)s at least 10 years of experience in information systems implementation, change management efforts or business process redesign and may possess a security clearance.

Functional Responsibility. Business Integration Senior Manager (3)s apply their broad management skills and specialized functional and technical expertise to lead complex, large projects in delivering client solutions or to manage the operations of multiple Accenture projects. Business Integration Senior Managers provide subject matter expertise in industry, process or technology areas. A Business Integration Senior Manager (3) is qualified to perform such tasks as:

- Plan and manage the work of information systems project teams
- Design and implement new organization structures
- Conceptual design and development of training curricula
- Work with client executives to facilitate organizational change programs and realize business goals
- Lead clients through streamlining, reengineering and transforming business processes
- Ensure consistency of quality across multiple projects
- Manage client contracts.

Minimum Education: Bachelor's Degree or 3 years related experience.

Business Integration Senior Manager 2

General Experience. Business Integration Senior Manager (2)s at least 9 years of experience in information systems implementation, change management efforts or business process redesign and may possess a security clearance.

Functional Responsibility. Business Integration Senior Manager (2)s apply their broad management skills and specialized functional and technical expertise to lead complex, large projects in delivering client solutions or to manage the operations of multiple Accenture projects. Business Integration Senior Managers provide subject matter

expertise in industry, process or technology areas. A Business Integration Senior Manager (2) is qualified to perform such tasks as:

- Plan and manage the work of information systems project teams
- Design and implement new organization structures
- Conceptual design and development of training curricula
- Work with client executives to facilitate organizational change programs and realize business goals
- Lead clients through streamlining, reengineering and transforming business processes
- Ensure consistency of quality across multiple projects
- Manage client contracts.

Minimum Education: Bachelor's Degree or 3 years related experience.

Business Integration Senior Manager 1

General Experience. Business Integration Senior Manager (1)s at least 8 years of experience in information systems implementation, change management efforts or business process redesign and may possess a security clearance.

Functional Responsibility. Business Integration Senior Manager (1)s apply their broad management skills and specialized functional and technical expertise to lead complex, large projects in delivering client solutions or to manage the operations of multiple Accenture projects. Business Integration Senior Managers provide subject matter expertise in industry, process or technology areas. A Business Integration Senior Manager (1) is qualified to perform such tasks as:

- Plan and manage the work of information systems project teams
- Design and implement new organization structures
- Conceptual design and development of training curricula
- Work with client executives to facilitate organizational change programs and realize business goals
- Lead clients through streamlining, reengineering and transforming business processes
- Ensure consistency of quality across multiple projects
- Manage client contracts.

Minimum Education: Bachelor's Degree or 3 years related experience.

Business Integration Manager 4

General Experience. Business Integration Manager (4)s possess at least 8 years of experience in information systems implementation, change management efforts or business process redesign and may possess a security clearance.

Functional Responsibility. Business Integration Manager (4)s apply their broad management skills and specialized functional and technical expertise to guide project teams in delivering client solutions or to manage the day-to-day operations of Accenture projects. Business Integration Managers provide subject matter expertise in industry,

process or technology areas. A Business Integration Manager (4) is qualified to perform such tasks as:

- Plan and manage the work of information systems project teams
- Design and implement new organization structures
- Conceptual design and development of training curricula
- Assist an organization translate its vision and strategy into core human resource and business processes
- Lead clients through streamlining, reengineering and transforming business processes
- Develop and execute project budgets.

Minimum Education: Bachelor's Degree or 3 years related experience.

Business Integration Manager 3

General Experience. Business Integration Manager (3)s possess at least 7 years of experience in information systems implementation, change management efforts or business process redesign and may possess a security clearance.

Functional Responsibility. Business Integration Manager (3)s apply their broad management skills and specialized functional and technical expertise to guide project teams in delivering client solutions or to manage the day-to-day operations of Accenture projects. Business Integration Managers provide subject matter expertise in industry, process or technology areas. A Business Integration Manager (3) is qualified to perform such tasks as:

- Plan and manage the work of information systems project teams
- Design and implement new organization structures
- Conceptual design and development of training curricula
- Assist an organization translate its vision and strategy into core human resource and business processes
- Lead clients through streamlining, reengineering and transforming business processes
- Develop and execute project budgets.

Minimum Education: Bachelor's Degree or 3 years related experience.

Business Integration Manager 2

General Experience. Business Integration Manager (2)s possess at least 6 years of experience in information systems implementation, change management efforts or business process redesign and may possess a security clearance.

Functional Responsibility. Business Integration Manager (2)s apply their broad management skills and specialized functional and technical expertise to guide project teams in delivering client solutions or to manage the day-to-day operations of Accenture projects. Business Integration Managers provide subject matter expertise in industry,

process or technology areas. A Business Integration Manager (2) is qualified to perform such tasks as:

- Plan and manage the work of information systems project teams
- Design and implement new organization structures
- Conceptual design and development of training curricula
- Assist an organization translate its vision and strategy into core human resource and business processes
- Lead clients through streamlining, reengineering and transforming business processes
- Develop and execute project budgets.

Minimum Education: Bachelor's Degree or 3 years related experience.

Business Integration Manager 1

General Experience. Business Integration Manager (1)s possess at least 5 years of experience in information systems implementation, change management efforts or business process redesign and may possess a security clearance.

Functional Responsibility. Business Integration Manager (1)s apply their broad management skills and specialized functional and technical expertise to guide project teams in delivering client solutions or to manage the day-to-day operations of Accenture projects. Business Integration Managers provide subject matter expertise in industry, process or technology areas. A Business Integration Manager (1) is qualified to perform such tasks as:

- Plan and manage the work of information systems project teams
- Design and implement new organization structures
- Conceptual design and development of training curricula
- Assist an organization translate its vision and strategy into core human resource and business processes
- Lead clients through streamlining, reengineering and transforming business processes
- Develop and execute project budgets.

Minimum Education: Bachelor's Degree or 3 years related experience.

Business Integration Consultant 4

General Experience. Business Integration Consultant (4)s possess at least 5 years of experience in information systems implementation, change management efforts or business process redesign and may possess a security clearance.

Functional Responsibility. Business Integration Consultant (4)s apply their advanced skills and experience in systems development, detailed knowledge of business processes, technical background and supervisory skills to implement business solutions. On Accenture projects, Business Integration Consultants provide direction to project teams and interact with clients at the supervisory level. A Business Integration Consultant (4) is qualified to perform tasks such as:

- Develop functional and technical information system designs.
- Supervise business integration analysts in the development of software designs, computer programming, system testing or training curricula
- Lead business process redesign teams in the development of new business process architectures.
- Design training programs for information systems users
- Participate in quality reviews to ensure work complies with specified standards
- Develop team work plans
- Perform workflow analyses
- Design and manage databases
- Define information systems requirements
- Assist in project budget preparation.

Minimum Education: Bachelor's Degree or 3 years related experience.

Business Integration Consultant 3

General Experience. Business Integration Consultant (3)s possess at least 4 years of experience in information systems implementation, change management efforts or business process redesign and may possess a security clearance.

Functional Responsibility. Business Integration Consultant (3)s apply their advanced skills and experience in systems development, detailed knowledge of business processes, technical background and supervisory skills to implement business solutions. On Accenture projects, Business Integration Consultants provide direction to project teams and interact with clients at the supervisory level. A Business Integration Consultant (3) is qualified to perform tasks such as:

- Develop functional and technical information system designs.
- Supervise business integration analysts in the development of software designs, computer programming, system testing or training curricula
- Lead business process redesign teams in the development of new business process architectures.
- Design training programs for information systems users
- Participate in quality reviews to ensure work complies with specified standards
- Develop team work plans
- Perform workflow analyses
- Design and manage databases
- Define information systems requirements
- Assist in project budget preparation.

Minimum Education: Bachelor's Degree or 3 years related experience.

Business Integration Consultant 2

General Experience. Business Integration Consultant (2)s possess at least 3 years of experience in information systems implementation, change management efforts or business process redesign and may possess a security clearance.

Functional Responsibility. Business Integration Consultant (2)s apply their advanced skills and experience in systems development, detailed knowledge of business processes, technical background and supervisory skills to implement business solutions. On Accenture projects, Business Integration Consultants provide direction to project teams and interact with clients at the supervisory level. A Business Integration Consultant (2) is qualified to perform tasks such as:

- Develop functional and technical information system designs.
- Supervise business integration analysts in the development of software designs, computer programming, system testing or training curricula
- Lead business process redesign teams in the development of new business process architectures.
- Design training programs for information systems users
- Participate in quality reviews to ensure work complies with specified standards
- Develop team work plans
- Perform workflow analyses
- Design and manage databases
- Define information systems requirements
- Assist in project budget preparation.

Minimum Education: Bachelor's Degree or 3 years related experience.

Business Integration Consultant 1

General Experience. Business Integration Consultant (1)s possess at least 2 years of experience in information systems implementation, change management efforts or business process redesign and may possess a security clearance.

Functional Responsibility. Business Integration Consultant (1)s apply their advanced skills and experience in systems development, detailed knowledge of business processes, technical background and supervisory skills to implement business solutions. On Accenture projects, Business Integration Consultants provide direction to project teams and interact with clients at the supervisory level. A Business Integration Consultant (1) is qualified to perform tasks such as:

- Develop functional and technical information system designs.
- Supervise business integration analysts in the development of software designs, computer programming, system testing or training curricula
- Lead business process redesign teams in the development of new business process architectures.

- Design training programs for information systems users
- Participate in quality reviews to ensure work complies with specified standards
- Develop team work plans
- Perform workflow analyses
- Design and manage databases
- Define information systems requirements
- Assist in project budget preparation.

Minimum Education: Bachelor's Degree or 3 years related experience.

Business Integration Analyst 4

General Experience. Business Integration Analysts (4)s possess at least 2 years of experience in information systems implementation, change management efforts or business process redesign and may possess a security clearance.

Functional Responsibility. Business Integration Analyst (4)s apply their strong analytical and technical skills to assist in implementing business solutions. Business Integration Analysts are directed to exercise core skills on projects, or they may direct small teams. A Business Integration Analyst (4) is qualified to perform tasks such as:

- Document an organization's current business process flows
- Design, code and test functional components of information systems according to project specifications
- Identify and document functional requirements for information systems
- Develop project documentation and user training materials according to program specifications
- Conduct user training sessions
- Prepare communications plans
- Produce database extracts
- Provide technical support to software development teams
- Perform program management support tasks, such as status reporting and work plan maintenance.

Minimum Education: Bachelor's Degree or 3 years related experience.

Business Integration Analyst 3

General Experience. Business Integration Analysts (3)s possess 1 to 2 years of experience in information systems implementation, change management efforts or business process redesign and may possess a security clearance.

Functional Responsibility. Business Integration Analyst (3)s apply their strong analytical and technical skills to assist in implementing business solutions. Business

Integration Analysts are directed to exercise core skills on projects, or they may direct small teams. A Business Integration Analyst (3) is qualified to perform tasks such as:

- Document an organization's current business process flows
- Design, code and test functional components of information systems according to project specifications
- Identify and document functional requirements for information systems
- Develop project documentation and user training materials according to program specifications
- Conduct user training sessions
- Prepare communications plans
- Produce database extracts
- Provide technical support to software development teams
- Perform program management support tasks, such as status reporting and work plan maintenance.

Minimum Education: Bachelor's Degree or 3 years related experience.

Business Integration Analyst 2

General Experience. Business Integration Analysts (2)s possess at least 1 year of experience in information systems implementation, change management efforts or business process redesign and may possess a security clearance.

Functional Responsibility. Business Integration Analyst (2)s apply their strong analytical and technical skills to assist in implementing business solutions. Business Integration Analysts are directed to exercise core skills on projects, or they may direct small teams. A Business Integration Analyst (2) is qualified to perform tasks such as:

- Document an organization's current business process flows
- Design, code and test functional components of information systems according to project specifications
- Identify and document functional requirements for information systems
- Develop project documentation and user training materials according to program specifications
- Conduct user training sessions
- Prepare communications plans
- Produce database extracts
- Provide technical support to software development teams
- Perform program management support tasks, such as status reporting and work plan maintenance.

Minimum Education: Bachelor's Degree or 3 years related experience.

Business Integration Analyst 1

General Experience. Business Integration Analysts (1)s have been trained in systems development and/or training methodologies and may possess a security clearance.

Functional Responsibility. Business Integration Analyst (1)s apply their strong analytical and technical skills to assist in implementing business solutions. Business Integration Analysts are directed to exercise core skills on projects, or they may direct small teams. A Business Integration Analyst (1) is qualified to perform tasks such as:

- Document an organization's current business process flows
- Design, code and test functional components of information systems according to project specifications
- Identify and document functional requirements for information systems
- Develop project documentation and user training materials according to program specifications
- Conduct user training sessions
- Prepare communications plans
- Produce database extracts
- Provide technical support to software development teams
- Perform program management support tasks, such as status reporting and work plan maintenance.

Minimum Education: Bachelor's Degree or 3 years related experience.

Client Financial Management

Client Financial Management Associate Partner

General Experience. Client Financial Management Associate Partners possess at least 10 years of experience in the administrative and financial management of client engagements and may possess a security clearance.

Functional Responsibility. Client Financial Management Associate Partners oversee the administrative and financial management of client engagements. A Client Financial Management Associate Partner is qualified to perform such tasks as:

- Provide expert counsel to Client Financial Management teams in the areas of work management activities, financial management, human resources management, contract management and facilities management for one or more client engagements
- Conduct Client Financial Management reviews and recommend specific improvement strategies
- Recognize internal and external trends, and adjust Client Financial Management strategies accordingly
- Oversee the management of one or more Client Financial Management teams.

Minimum Education: Bachelor's Degree.

Client Financial Management Senior Manager

General Experience. Client Financial Management Senior Managers possess at least 7 years of experience in the administrative and financial management of client engagements and may possess a security clearance.

Functional Responsibility. Client Financial Management Senior Managers support project personnel in the administrative and financial management of client engagements. A Client Financial Management Senior Manager is qualified to perform such tasks as:

- Develop standards for and manage work management activities, financial management, human resources management, contract management and facilities management for one or more client engagements
- Provide quality management review for engagements
- Develop best practices for Client Financial Management
- Manage one or more Client Financial Management teams.

Minimum Education: Bachelor's Degree or 3 years related experience.

Client Financial Management Manager

General Experience. Client Financial Management Managers possess at least 5 years of experience in the administrative and financial management of client engagements and may possess a security clearance.

Functional Responsibility. Client Financial Management professionals support project personnel in the administrative and financial management of client engagements. A Client Financial Management Manager is qualified to perform such tasks as:

- Ensure contractual compliance for an engagement
- Establish and monitor key performance indicators and engagement metrics
- Establish facilities management process and responsibilities
- Develop an engagement's quality plan
- Manage the Client Financial Management team.

Minimum Education: Bachelor's Degree or 3 years related experience.

Client Financial Management Specialist 2

General Experience. Client Financial Management Specialist (2)s possess at least 4 years of experience in the administrative and financial management of client engagements and may possess a security clearance.

Functional Responsibility. Client Financial Management Specialist (2)s support project personnel in the administrative and financial management of client engagements. A Client Financial Management Specialist (2) is qualified to perform such tasks as:

- Set up and coordinate an engagement's work management processes, tools and reporting structure
- Set up and coordinate an engagement's financial accounting process
- Establish and manage human resources management processes for an engagement
- Support the development of an engagement's quality plan, procedures and metrics
- Supervise Client Financial Management analysts and assistants.

Minimum Education: Bachelor's Degree or 3 years related experience.

Client Financial Management Specialist 1

General Experience. Client Financial Management Specialist (1)s possess at least 3 years of experience in the administrative and financial management of client engagements and may possess a security clearance.

Functional Responsibility. Client Financial Management Specialist (1)s support project personnel in the administrative and financial management of client engagements. A Client Financial Management Specialist (1) is qualified to perform such tasks as:

- Set up and coordinate an engagement's work management processes, tools and reporting structure
- Set up and coordinate an engagement's financial accounting process
- Establish and manage human resources management processes for an engagement
- Support the development of an engagement's quality plan, procedures and metrics
- Supervise Client Financial Management analysts and assistants.

Minimum Education: Bachelor's Degree or 3 years related experience.

Client Financial Management Analyst 2

General Experience. Client Financial Management Analyst (2)s possess at least 2 years of experience in the administrative and financial management of client engagements and may possess a security clearance.

Functional Responsibility. Client Financial Management Analyst (2)s support project personnel in the administrative and financial management of client engagements. A Client Financial Management Analyst (2) is qualified to perform such tasks as:

- Prepare engagement reporting, trend analysis, costing and forecasting
- Prepare Accenture billings based upon contractual requirements
- Perform and monitor an engagement's internal financial accounting processes
- Perform and monitor an engagement's human resources and facilities management activities
- Track and monitor quality management checkpoints and metrics.

Minimum Education: Bachelor's Degree or 3 years related experience.

Client Financial Management Analyst 1

General Experience. Client Financial Management Analyst (1)s possess up to 1 year of experience in the administrative and financial management of client engagements and may possess a security clearance.

Functional Responsibility. Client Financial Management Analyst (1)s support project personnel in the administrative and financial management of client engagements. A Client Financial Management Analyst (1) is qualified to perform such tasks as:

- Prepare engagement reporting, trend analysis, costing and forecasting

- Prepare Accenture billings based upon contractual requirements
- Perform and monitor an engagement's internal financial accounting processes
- Perform and monitor an engagement's human resources and facilities management activities
- Track and monitor quality management checkpoints and metrics.

Minimum Education: Bachelor's Degree or 3 years related experience.

Client Financial Management Assistant

General Experience. Client Financial Management Assistants possess up to 1 year of experience in the administrative and financial management of client engagements and may possess a security clearance.

Functional Responsibility. Client Financial Management Assistants support project personnel in the administrative and financial management of client engagements. A Client Financial Management Assistant is qualified to perform such tasks as:

- Assist in maintaining and reconciling an engagement's work management records
- Assist in financial tracking and reporting
- Assist in an engagement's human resources management activities, such as performance evaluation tracking and team member scheduling
- Assist in facilities management for an engagement.

Minimum Education: High School Diploma.

Executive Assistance:

Executive Assistant 3

General Experience. Executive Assistant (3)s possess 6 or more years of administrative experience and may possess a security clearance.

Functional Responsibility. Executive Assistants provide administrative support to project managers, associate partners and partners on client engagements. Executive Assistant (3)s perform tasks such as tasks:

- Manage an executive's correspondence
 Coordinate all aspects of on-site and off-site group meetings
 Create or design presentation formats using advanced graphics
 Analyze data and prepare complex reports.

Minimum Education: High School Diploma.

Executive Assistant 2

General Experience. Executive Assistant (2)s possess 1 to 5 years of administrative experience and may possess a security clearance.

Functional Responsibility. Executive Assistants provide administrative support to project managers, associate partners and partners on client engagements. Executive Assistant (2)s perform tasks such as:

- Liaise with executive's clients
- Transcribe dictation from tape, voicemail, etc.
- Manage and coordinate calendars for one or more executives
- Arrange all aspects of on-site and off-site group meetings
- Prepare advanced graphics and other complex documents, such as tables and presentations.

Minimum Education: High School Diploma.

Executive Assistant 1

General Experience. Executive Assistant (1)s possess up to 1 year of administrative experience and may possess a security clearance.

Functional Responsibility. Executive Assistants provide administrative support to project managers, associate partners and partners on client engagements. Executive Assistant (1)s perform tasks such as:

- Draft Executive correspondence
- Transcribe dictation from tape, voicemail, etc.
- Arrange domestic and international travel plans
- Maintain files and records relating to projects and engagements
- Produce and assemble documents such as spreadsheets and presentations using standard personal computer software.

Minimum Education: High School Diploma.

Labor Category Rates

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

GOVERNMENT SITE RATES	
ANSS GSA Labor Categories	GSA Rates 3/6/08 - 3/5/09
Business Integration Analyst 1	\$86.40
Business Integration Analyst 2	\$86.40
Business Integration Analyst 3	\$98.83
Business Integration Analyst 4	\$105.05
Business Integration Consultant 1	\$98.83
Business Integration Consultant 2	\$111.23
Business Integration Consultant 3	\$129.87
Business Integration Consultant 4	\$153.50
Business Integration Manager 1	\$171.23
Business Integration Manager 2	\$190.21
Business Integration Manager 3	\$202.88
Business Integration Manager 4	\$215.52
Business Integration Senior Manager 1	\$234.50
Business Integration Senior Manager 2	\$259.80
Business Integration Senior Manager 3	\$304.03
Business Integration Associate Partner 1	\$356.85
Business Integration Associate Partner 2	\$408.40
Business Integration Associate Partner 3	\$437.30
Business Integration Associate Partner 4	\$529.10
Business Integration Partner	\$500.43
Client Financial Management Assistant	\$79.74
Client Financial Management Analyst 1	\$92.55
Client Financial Management Analyst 2	\$98.94
Client Financial Management Specialist 1	\$118.12
Client Financial Management Specialist 2	\$154.92
Client Financial Management Manager	\$195.09
Client Financial Management Senior Manager	\$272.36
Client Financial Management Associate Partner	\$369.48
Executive Assistant 1	\$66.98
Executive Assistant 2	\$92.55
Executive Assistant 3	\$105.36

CONTRACTOR SITE RATES	
ANSS GSA Labor Categories	GSA Rates 3/6/08 - 3/5/09
Business Integration Analyst 1	\$93.89
Business Integration Analyst 2	\$93.89
Business Integration Analyst 3	\$106.32
Business Integration Analyst 4	\$112.54
Business Integration Consultant 1	\$106.32
Business Integration Consultant 2	\$118.72
Business Integration Consultant 3	\$137.36
Business Integration Consultant 4	\$160.99
Business Integration Manager 1	\$178.72
Business Integration Manager 2	\$197.70
Business Integration Manager 3	\$210.37
Business Integration Manager 4	\$223.01
Business Integration Senior Manager 1	\$241.99
Business Integration Senior Manager 2	\$267.29
Business Integration Senior Manager 3	\$311.52
Business Integration Associate Partner 1	\$364.34
Business Integration Associate Partner 2	\$415.89
Business Integration Associate Partner 3	\$444.79
Business Integration Associate Partner 4	\$536.59
Business Integration Partner	\$507.92
Client Financial Management Assistant	\$87.23
Client Financial Management Analyst 1	\$100.04
Client Financial Management Analyst 2	\$106.43
Client Financial Management Specialist 1	\$125.61
Client Financial Management Specialist 2	\$162.41
Client Financial Management Manager	\$202.58
Client Financial Management Senior Manager	\$279.85
Client Financial Management Associate Partner	\$376.97
Executive Assistant 1	\$74.47
Executive Assistant 2	\$100.04
Executive Assistant 3	\$112.85

**TERMS AND CONDITIONS APPLICABLE TO
AUTHENTICATION PRODUCTS AND SERVICES
SPECIAL ITEM NUMBER 132-62**

AUTHENTICATION PRODUCTS AND SERVICES (MAY 2006) (C-FCI-007)

A. General Background.

Authentication Products and Services provide for authentication of individuals for purposes of physical and logical access control, electronic signature, performance of E-business transactions and delivery of Government services. Authentication Products and Services consist of hardware, software components and supporting services that provide for identity assurance.

Homeland Security Presidential Directive 12 (HSPD-12), "Policy for a Common Identification Standard for Federal Employees and Contractors" establishes the requirement for a mandatory Government-wide standard for secure and reliable forms of identification issued by the Federal Government to its employees and contractor employees assigned to Government contracts in order to enhance security, increase Government efficiency, reduce identity fraud, and protect personal privacy. Further, the Directive requires the Department of Commerce to promulgate a Federal standard for secure and reliable forms of identification within six months of the date of the Directive. As a result, the National Institute of Standards and Technology (NIST) released Federal Information Processing Standard (FIPS) 201: Personal Identity Verification of Federal Employees and Contractors on February 25, 2005. FIPS 201 requires that the digital certificates incorporated into the Personal Identity Verification (PIV) identity credentials comply with the X.509 Certificate Policy for the U.S. Federal PKI Common Policy Framework. In addition, FIPS 201 requires that Federal identity badges referred to as PIV credentials, issued to Federal employees and contractors comply with the Standard and associated NIST Special Publications 800-73, 800-76, 800-78, and 800-79.

B. Special Item Numbers.

The General Services Administration has established the E-Authentication Initiative (see URL: <http://cio.gov/eauthentication>) to provide common infrastructure for the authentication of the public and internal federal users for logical access to Federal E-Government applications and electronic services. To support the government-wide implementation of HSPD-12 and the Federal E-Authentication Initiative, GSA is establishing the following Special Item Numbers (SINs):

- SIN 132-60: Access Certificates for Electronic Services (ACES) Program. This program provides identity management and authentication services and ACES digital certificates for use primarily by external end users to access Federal Government electronic services and transactions in accordance with the X.509 Certificate Policy for the Federal ACES Program.
- SIN 132-61: PKI Shared Service Providers (PKI SSP) Program. This program provides PKI services and digital certificates for use by Federal employees and contractors to the Federal Government in accordance with the X.509 Certificate Policy for the U.S. Federal PKI Common Policy Framework.
- SIN 132-62: HSPD-12 Product and Service Components. SIN 132-62 is established for products and services for agencies to implement the requirements of HSPD-12, FIPS-201 and associated NIST special publications. The HSPD-12 implementation components specified under this SIN are:
 - PIV enrollment and registration services,
 - PIV systems infrastructure,
 - PIV card management and production services,
 - PIV card finalization services,
 - Physical access control products and services,
 - Logical access control products and services,
 - PIV system integration services, and

- Approved FIPS 201-Compliant products and services.

C. Qualification Information.

All of the products and services for the SINs listed above must be qualified as being compliant with Government-wide requirements before they will be included on a GSA Information Technology (IT) Schedule contract. The Qualification Requirements and associated evaluation procedures against the Qualification Requirements for each SIN and the specific Qualification Requirements for HSPD-12 implementation components are presented at the following URL: <http://www.idmanagement.gov>.

In addition, the National Institute of Standards and Technology (NIST) has established the NIST Personal Identity Verification Program (NPIVP) to evaluate integrated circuit chip cards and products against conformance requirements contained in FIPS 201. GSA has established the FIPS 201 Evaluation Program to evaluate other products needed for agency implementation of HSPD-12 requirements where normative requirements are specified in FIPS 201 and to perform card and reader interface testing for interoperability. Products that are approved as FIPS-201 compliant through these evaluation and testing programs may be offered directly through SIN 132-62 under the category "Approved FIPS 201-Compliant Products and services."

D. Qualification Requirements.

Offerors proposing products and services under Special Item Numbers (SINs) 132-60, 132-61 and 132-62 are required to provide the following:

1. Proposed items must be determined to be compliant with Federal requirements for that Special Item Number. Qualification Requirements and procedures for the evaluation of products and services are posted at the URL: <http://www.idmanagement.gov>. GSA will follow these procedures in qualifying offeror's products and services against the Qualification Requirements for applicable to SIN. Offerors are encouraged to submit a proposal under the Multiple Award Schedule (MAS) Information Technology (IT) solicitation at the same time they submits products and services to be qualified. Award for SINs 132-60, 132-61 and 132-62 will be dependent upon receipt of official documentation from the Acquisition Program Management Office (APMO) listed below verifying satisfactory qualification against the Qualification Requirements of the proposed SIN(s).
2. After award, Contractor agrees that certified products and services will not be offered under any other SIN on any GSA Multiple Award Schedule.
3. a. If the Contractor changes the products or services previously qualified, GSA may require the contractor to resubmit the products or services for re-qualification.
b. If the Federal Government changes the qualification requirements or standards, Contractor must resubmit the products and services for re-qualification.

E. Demonstrating Conformance.

The Federal Government has established Qualification Requirements for demonstrating conformance with the Standards. The following websites provide additional information regarding the evaluation and qualification processes:

1. for Access Certificates for Electronic Services (ACES) and PKI Shared Service Provider (SSP) Qualification Requirements and evaluation procedures: <http://www.idmanagement.gov>;
2. for HSPD-12 Product and Service Components Qualification Requirements and evaluation procedures: <http://www.idmanagement.gov>;
3. for FIPS 201 compliant products and services qualification and approval procedures: <http://www.csrc.nist.gov/piv-project/> and <http://www.smart.gov>.

F. Acquisition Program Management Office (APMO).

GSA has established the APMO to provide centralized technical oversight and management regarding the qualification process to industry partners and Federal agencies. Contact the following APMO for information on the E-Authentication Qualification process.

1. The Acquisition Program Management Office point-of-contact for Access Certificates for Electronic Services (ACES – SIN 132-60) and PKI Shared Service Providers (PKI SSP – SIN 132-61) is:

Stephen P. Duncan
Program Manager
E-Authentication Program Management Office
2011 Crystal Drive, Suite 911
Arlington, VA 22202
stephen.duncan@gsa.gov
703.872.8537

2. The Acquisition Program Management Office point-of-contact for HSPD-12 Product and Service Components is:

Mike Brooks
Director, Center for Smartcard Solutions
Office of Center for Smartcard Solutions
1800 F Street, N.W., Room 5010
Washington, D.C. 20405
202.501.2765 (telephone)
202.208.3133 (fax)

1. ORDER

a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering authentication products and 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.

c. When placing an order, ordering activities may deal directly with the contractor or ordering activities may send the requirement to the Program Management Office to received assisted services for a fee.

2. 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 the Services under SINs 132-60, 132-61 and 132-62 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.

3. 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.

4. 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.

5. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

6. INDEPENDENT CONTRACTOR

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

7. 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.

8. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for products and/or 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.

9. 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.

10. RESUMES

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

11. 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.

12. APPROVAL OF SUBCONTRACTS

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

DESCRIPTION OF HSPD-12 LABOR CATEGORIES (SIN 132-62 HSPD-12 Product and Service Components (FPDS D399))

Business Security Integration

A key component of our ability to help our clients change to become more successful is hiring, training, and maintaining highly skilled professional personnel. We are pleased to offer you the service of our professionals using the following Business Security Integration labor categories. Accenture Business Security Integration professionals deliver world-class business solutions through business process redesign, information systems and security systems implementation, and organizational design and human resource development. The general experience and functional responsibility represent the minimum qualifications for each category. In regards to Business Security Integration general experience, an Advanced Degree equals up to two years of experience. Resumes will be provided upon request.

Business Security Integration Partner

General Experience. Business Security Integration Partners possess at least 12 years of experience in information systems implementation, security system or applications, change management efforts, security system design or business process redesign and may possess a security clearance.

Functional Responsibility. A Business Security Integration Partner has overall accountability for business solution programs. Business Security Integration Partners are responsible for product delivery and financial management of client engagements. A Business Security Integration Partner performs independent quality assurance reviews of program performance and deliverables to ensure that contractual obligations are being met. Business Security Integration Partners also are recognized experts in the areas of business process redesign, technical architecture, organizational change, security system and applications, or specific industries. They lend thought leadership to engagement teams in developing creative solutions to client security and business problems.

Minimum Education: Bachelor s Degree

Business Security Integration Senior Manager 3

General Experience. Business Security Integration Senior Manager (3)'s at least 10 years of experience in information systems implementation, change management efforts, security system design or business process redesign and may possess a security clearance.

Functional Responsibility. Business Security Integration Senior Manager (3)'s apply their broad management skills and specialized functional and technical expertise to lead complex, large projects in delivering client solutions or to manage the operations of multiple Accenture projects. Business Security Integration Senior Managers provide subject matter expertise in industry, process or technology areas. A Business Security Integration Senior Manager (3) is qualified to perform such tasks as:

- Plan and manage the work of information systems project teams;
- Design and implement new organization structures;
- Design and implement information and security standards;
- Conceptual design and development of training curricula;
- Work with client executives to facilitate organizational change programs and realize business goals;
- Lead clients through streamlining, reengineering and transforming business processes;
- Ensure consistency of quality across multiple projects; and
- Manage client contract requirements

Minimum Education: Bachelor s Degree or 3 years related experience.

Business Security Integration Senior Manager 2

General Experience. Business Security Integration Senior Manager (2)'s at least 9 years of experience in information systems implementation, change management efforts, security system design or business process redesign and may possess a security clearance.

Functional Responsibility. Business Security Integration Senior Manager (2)'s apply their broad management skills and specialized functional and technical expertise to lead complex, large projects in delivering client solutions or to manage the operations of multiple Accenture projects. Business Security Integration Senior Managers provide subject matter expertise in industry, process or technology areas. A Business Security Integration Senior Manager (2) is qualified to perform such tasks as:

- Plan and manage the work of information systems project teams;
- Design and implement new organization structures;
- Design and implement information and security standards;
- Conceptual design and development of training curricula;
- Work with client executives to facilitate organizational change programs and realize business goals;
- Lead clients through streamlining, reengineering and transforming business processes;
- Ensure consistency of quality across multiple projects; and
- Manage client contract requirements

Minimum Education: Bachelor s Degree or 3 years related experience.

Business Security Integration Senior Manager 1

General Experience. Business Security Integration Senior Manager (1)'s at least 8 years of experience in information systems implementation, change management efforts, security system design or business process redesign and may possess a security clearance.

Functional Responsibility. Business Security Integration Senior Manager (1)'s apply their broad management skills and specialized functional and technical expertise to lead complex, large projects in delivering client solutions or to manage the operations of multiple Accenture projects. Business Security Integration Senior Managers provide subject matter expertise in industry, process or technology areas. A Business Security Integration Senior Manager (1) is qualified to perform such tasks as:

- Plan and manage the work of information systems project teams;
- Design and implement new organization structures;
- Design and implement information and security standards;
- Conceptual design and development of training curricula;
- Work with client executives to facilitate organizational change programs and realize business goals;
- Lead clients through streamlining, reengineering and transforming business processes;
- Ensure consistency of quality across multiple projects; and
- Manage client contract requirements.

Minimum Education: Bachelor s Degree or 3 years related experience.

Business Security Integration Manager 4

General Experience. Business Security Integration Manager (4)'s possess at least 8 years of experience in information and/or security systems implementation, change management efforts or business process redesign and may possess a security clearance.

Functional Responsibility. Business Security Integration Manager (4)'s apply their broad management skills and specialized functional and technical expertise to guide project teams in delivering client solutions or to manage the day-to-day operations of Accenture projects. Business Security Integration Managers provide subject matter expertise in industry, process or technology areas. A Business Security Integration Manager (4) is qualified to perform such tasks as:

- Plan and manage the work of information systems project teams;
- Design and implement new organization structures;
- Design and implement information and security standards;
- Conceptual design and development of training curricula;
- Assist an organization translate its vision and strategy into core human resource and business processes;
- Lead clients through streamlining, reengineering and transforming business processes; and
- Develop and execute project budgets.

Minimum Education: Bachelor s Degree or 3 years related experience.

Business Security Integration Manager 3

General Experience. Business Security Integration Manager (3)'s possess at least 7 years of experience in information and/or security systems implementation, change management efforts or business process redesign and may possess a security clearance.

Functional Responsibility. Business Security Integration Manager (3)'s apply their broad management skills and specialized functional and technical expertise to guide project teams in delivering client solutions or to manage the day-to-day operations of Accenture projects. Business Security Integration Managers provide subject matter expertise in industry, process or technology areas. A Business Security Integration Manager (3) is qualified to perform such tasks as:

- Plan and manage the work of information systems project teams;
- Design and implement new organization structures;
- Design and implement information and security standards;
- Conceptual design and development of training curricula;
- Assist an organization translate its vision and strategy into core human resource and business processes;
- Lead clients through streamlining, reengineering and transforming business processes; and
- Develop and execute project budgets.

Minimum Education: Bachelor s Degree or 3 years related experience.

Business Security Integration Manager 2

General Experience. Business Security Integration Manager (2)'s possess at least 6 years of experience in information and/or security systems implementation, change management efforts or business process redesign and may possess a security clearance.

Functional Responsibility. Business Security Integration Manager (2)'s apply their broad management skills and specialized functional and technical expertise to guide project teams in

delivering client solutions or to manage the day-to-day operations of Accenture projects. Business Security Integration Managers provide subject matter expertise in industry, process or technology areas. A Business Security Integration Manager (2) is qualified to perform such tasks as:

- Plan and manage the work of information systems project teams;
- Design and implement new organization structures;
- Design and implement information and security standards;
- Conceptual design and development of training curricula;
- Assist an organization translate its vision and strategy into core human resource and business processes;
- Lead clients through streamlining, reengineering and transforming business processes; and
- Develop and execute project budgets.

Minimum Education: Bachelor s Degree or 3 years related experience.

Business Security Integration Manager 1

General Experience. Business Security Integration Manager (1)'s possess at least 5 years of experience in information systems implementation, change management efforts, security system design or business process redesign and may possess a security clearance.

Functional Responsibility. Business Security Integration Manager (1)'s apply their broad management skills and specialized functional and technical expertise to guide project teams in delivering client solutions or to manage the day-to-day operations of Accenture projects. Business Security Integration Managers provide subject matter expertise in industry, process or technology areas. A Business Security Integration Manager (1) is qualified to perform such tasks as:

- Plan and manage the work of information systems project teams;
- Design and implement new organization structures;
- Design and implement information and security standards;
- Conceptual design and development of training curricula;
- Assist an organization translate its vision and strategy into core human resource and business processes;
- Lead clients through streamlining, reengineering and transforming business processes; and
- Develop and execute project budgets.

Minimum Education: Bachelor s Degree or 3 years related experience.

Business Security Integration Consultant 4

General Experience. Business Security Integration Consultant (4)'s possess at least 5 years of experience in information systems implementation, change management efforts, security system design or business process redesign and may possess a security clearance.

Functional Responsibility. Business Security Integration Consultant (4)'s apply their advanced skills and experience in systems development, detailed knowledge of business processes, technical background and supervisory skills to implement business and security solutions. On Accenture projects, Business Security Integration Consultants provide direction to project teams and interact with clients at the supervisory level. A Business Security Integration Consultant (4) is qualified to perform tasks such as:

- Develop functional and technical information system designs;

- Supervise Business Security Integration analysts in the development of software designs, computer programming, system testing or training curricula;
- Lead business process redesign teams in the development of new business process architectures;
- Design training programs for information systems users;
- Participate in quality reviews to ensure work complies with specified standards;
- Develop team work-plans;
- Perform workflow analyses;
- Design and manage databases;
- Define information systems requirements; and
- Assist in project budget preparation.

Minimum Education: Bachelor s Degree or 3 years related experience.

Business Security Integration Consultant 3

General Experience. Business Security Integration Consultant (3)'s possess at least 4 years of experience in information systems implementation, change management efforts, security system design or business process redesign and may possess a security clearance.

Functional Responsibility. Business Security Integration Consultant (3)'s apply their advanced skills and experience in systems development, detailed knowledge of business processes, technical background and supervisory skills to implement business and security solutions. On Accenture projects, Business Security Integration Consultants provide direction to project teams and interact with clients at the supervisory level. A Business Security Integration Consultant (3) is qualified to perform tasks such as:

- Develop functional and technical information system designs;
- Supervise Business Security Integration analysts in the development of software designs, computer programming, system testing or training curricula;
- Lead business process redesign teams in the development of new business process architectures;
- Design training programs for information systems users;
- Participate in quality reviews to ensure work complies with specified standards;
- Develop team work-plans;
- Perform workflow analyses;
- Design and manage databases;
- Define information systems requirements; and
- Assist in project budget preparation.

Minimum Education: Bachelor s Degree or 3 years related experience.

Business Security Integration Consultant 2

General Experience. Business Security Integration Consultant (2)'s possess at least 3 years of experience in information systems implementation, change management efforts, security system design or business process redesign and may possess a security clearance.

Functional Responsibility. Business Security Integration Consultant (2)'s apply their advanced skills and experience in systems development, detailed knowledge of business processes, technical

background and supervisory skills to implement business and security solutions. On Accenture projects, Business Security Integration Consultants provide direction to project teams and interact with clients at the supervisory level. A Business Security Integration Consultant (2) is qualified to perform tasks such as:

- Develop functional and technical information system designs;
- Supervise Business Security Integration analysts in the development of software designs, computer programming, system testing or training curricula;
- Lead business process redesign teams in the development of new business process architectures;
- Design training programs for information systems users;
- Participate in quality reviews to ensure work complies with specified standards;
- Develop team work-plans;
- Perform workflow analyses;
- Design and manage databases;
- Define information systems requirements; and
- Assist in project budget preparation.

Minimum Education: Bachelor s Degree or 3 years related experience.

Business Security Integration Consultant 1

General Experience. Business Security Integration Consultant (1)'s possess at least 2 years of experience in information systems implementation, change management efforts, security system design or business process redesign and may possess a security clearance.

Functional Responsibility. Business Security Integration Consultant (1)'s apply their advanced skills and experience in systems development, detailed knowledge of business processes, technical background and supervisory skills to implement business and security solutions. On Accenture projects, Business Security Integration Consultants provide direction to project teams and interact with clients at the supervisory level. A Business Security Integration Consultant (1) is qualified to perform tasks such as:

- Develop functional and technical information system designs;
- Supervise Business Security Integration analysts in the development of software designs, computer programming, system testing or training curricula;
- Lead business process redesign teams in the development of new business process architectures;
- Design training programs for information systems users;
- Participate in quality reviews to ensure work complies with specified standards;
- Develop team work-plans;
- Perform workflow analyses;
- Design and manage databases;
- Define information systems requirements; and
- Assist in project budget preparation.

Minimum Education: Bachelor s Degree or 3 years related experience.

Business Security Integration Analyst 4

General Experience. Business Security Integration Analysts (4)'s possess at least 2 years of experience in information systems implementation, change management efforts, security system design or business process redesign and may possess a security clearance.

Functional Responsibility. Business Security Integration Analyst (4)'s apply their strong analytical and technical skills to assist in implementing business solutions. Business Security Integration Analysts are directed to exercise core skills on projects, or they may direct small teams. They may have such core skills as application development, business process designs, or technology architecture. A Business Security Integration Analyst (4) is qualified to perform tasks such as:

- Document an organization s current business process flows;
- Design, code and test functional components of information systems according to project specifications;
- Identify and document functional requirements for information systems;
- Develop project documentation and user training materials according to program specifications;
- Support design, creation, and development of security systems, policies, and designs;
- Conduct user training sessions;
- Prepare communications plans;
- Produce database extracts;
- Provide technical support to software development teams; and
- Perform program management support tasks, such as status reporting and work-plan maintenance.

Minimum Education: Bachelor s Degree or 3 years related experience.

Business Security Integration Analyst 3

General Experience. Business Security Integration Analysts (3)'s possess 1 to 2 years of experience in information systems implementation, change management efforts, security system design or business process redesign and may possess a security clearance.

Functional Responsibility. Business Security Integration Analyst (3)'s apply their strong analytical and technical skills to assist in implementing business solutions. Business Security Integration Analysts are directed to exercise core skills on projects, or they may direct small teams. They may have such core skills as application development, business process designs, or technology architecture. A Business Security Integration Analyst (3) is qualified to perform tasks such as:

- Document an organization s current business process flows;
- Design, code and test functional components of information systems according to project specifications;
- Identify and document functional requirements for information systems;
- Develop project documentation and user training materials according to program specifications;
- Support design, creation, and development of security systems, policies, and designs;
- Conduct user training sessions;
- Prepare communications plans;

- Produce database extracts;
- Provide technical support to software development teams; and
- Perform program management support tasks, such as status reporting and work-plan maintenance.

Minimum Education: Bachelor s Degree or 3 years related experience.

Business Security Integration Analyst 2

General Experience. Business Security Integration Analysts (2)'s possess at least 1 year of experience in information systems implementation, change management efforts, security system design or business process redesign and may possess a security clearance.

Functional Responsibility. Business Security Integration Analyst (2)'s apply their strong analytical and technical skills to assist in implementing business solutions. Business Security Integration Analysts are directed to exercise core skills on projects, or they may direct small teams. They may have such core skills as application development, business process designs, or technology architecture. A Business Security Integration Analyst (2) is qualified to perform tasks such as:

- Document an organization s current business process flows;
- Design, code and test functional components of information systems according to project specifications;
- Identify and document functional requirements for information systems;
- Develop project documentation and user training materials according to program specifications;
- Support design, creation, and development of security systems, policies, and designs;
- Conduct user training sessions;
- Prepare communications plans;
- Produce database extracts;
- Provide technical support to software development teams; and
- Perform program management support tasks, such as status reporting and work-plan maintenance.

Minimum Education: Bachelor s Degree or 3 years related experience.

Business Security Integration Analyst 1

General Experience. Business Security Integration Analysts (1)'s have been trained in technology or information technology systems design or development, and/or training methodologies and may possess a security clearance.

Functional Responsibility. Business Security Integration Analyst (1)'s apply their strong analytical and technical skills to assist in implementing business solutions. Business Security Integration Analysts are directed to exercise core skills on projects, or they may direct small teams. They may have such core skills as application development, business process designs, or technology architecture. A Business Security Integration Analyst (1) is qualified to perform tasks such as:

- Document an organization s current business process flows;
- Design, code and test functional components of information systems according to project specifications;

- Identify and document functional requirements for information systems;
- Develop project documentation and user training materials according to program specifications;
- Support design, creation, and development of security systems, policies, and designs;
- Conduct user training sessions;
- Prepare communications plans;
- Produce database extracts;
- Provide technical support to software development teams; and
- Perform program management support tasks, such as status reporting and work-plan maintenance.

Minimum Education: Bachelor s Degree or 3 years related experience.

Labor Category Rates

(SIN 132-62 HSPD-12 Product and Service Components (FPDS D399))

GOVERNMENT SITE RATES	
ANSS GSA Labor Categories	GSA Rates 3/6/08 - 3/5/09
Business Security Integration Analyst 1	\$86.40
Business Security Integration Analyst 2	\$86.40
Business Security Integration Analyst 3	\$98.83
Business Security Integration Analyst 4	\$105.05
Business Security Integration Consultant 1	\$98.83
Business Security Integration Consultant 2	\$111.23
Business Security Integration Consultant 3	\$129.87
Business Security Integration Consultant 4	\$153.50
Business Security Integration Manager 1	\$171.23
Business Security Integration Manager 2	\$190.21
Business Security Integration Manager 3	\$202.88
Business Security Integration Manager 4	\$215.52
Business Security Integration Senior Manager 1	\$234.50
Business Security Integration Senior Manager 2	\$259.80
Business Security Integration Senior Manager 3	\$304.03
Business Security Integration Partner	\$500.43

CONTRACTOR SITE RATES	
ANSS GSA Labor Categories	GSA Rates 3/6/08 - 3/5/09
Business Security Integration Analyst 1	\$93.89
Business Security Integration Analyst 2	\$93.89
Business Security Integration Analyst 3	\$106.32
Business Security Integration Analyst 4	\$112.54
Business Security Integration Consultant 1	\$106.32
Business Security Integration Consultant 2	\$118.72
Business Security Integration Consultant 3	\$137.36
Business Security Integration Consultant 4	\$160.99
Business Security Integration Manager 1	\$178.72
Business Security Integration Manager 2	\$197.70
Business Security Integration Manager 3	\$210.37
Business Security Integration Manager 4	\$223.01
Business Security Integration Senior Manager 1	\$241.99
Business Security Integration Senior Manager 2	\$267.29
Business Security Integration Senior Manager 3	\$311.52
Business Security Integration Partner	\$507.92

**USA COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS**

PREAMBLE

(Name of Company) provides commercial products and services to the Federal Government. 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 Federal Government contracts. To accelerate potential opportunities please contact:

Mr. Daryl L. Wieland

703-947-2841

704-348-4793 Fax

daryl.l.wieland@accenture.com

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 Agency):

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
_____	_____
_____	_____
_____	_____

Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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:

- Name of Contractor;
- Contract Number;
- BPA Number;
- Model Number or National Stock Number (NSN);
- Purchase Order Number;
- Date of Purchase;

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 customer agency requirements.

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

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

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

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

Here is a general outline on how it works:

The customer identifies their requirements.

Federal Supply Schedule Contractors may individually meet the customer's 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.