



Improving Infrastructure and Security
through People, Process and Technology

*AUTHORIZED FEDERAL ACQUISITION SERVICE
INFORMATION TECHNOLOGY*

SCHEDULE PRICELIST

**GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES**



Cover Page

Special Item No. 132-51 Information Technology Professional Services

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 D301 IT Facility Operation and Maintenance
- FPDS Code D302 IT Systems Development Services
- FPDS Code D306 IT Systems Analysis Services
- FPDS Code D307 Automated Information Systems Design and Integration Services
- FPDS Code D308 Programming Services
- FPDS Code D310 IT Backup and Security Services
- FPDS Code D311 IT Data Conversion Services
- FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
- FPDS Code D316 IT Network Management Services
- FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services

VariQ Corporation
 12300 Twinbrook Pkwy, Suite 155
 Rockville, Maryland 20852
<http://www.variq.com>

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

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.

Contract Number: _____
 Period Covered by Contract: _____
 Pricelist current through:
 Modification # _____, dated _____
 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 Acquisition Service’s Home Page via the Internet at <http://www.fss.gsa.gov/>

INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

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.

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

a. ORDERING ADDRESS:

By Mail: VariQ Corporation
 Attn: GSA Orders
 12300 Twinbrook Pkwy, Suite 155
 Rockville, Maryland 20852

By E-Mail: gsa-orders@variq.com

By Fax: (202) 318-7510

b. PAYMENT ADDRESS:

VariQ Corporation
 Attn: Accounts Receivable
 12300 Twinbrook Pkwy, Suite 155
 Rockville, Maryland 20852

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

d. TECHNICAL AND/OR ORDERING ASSISTANCE: The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

Office Main: (202) 292-4236

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

3. LIABILITY FOR INJURY OR DAMAGE

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

4. STATICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

a. Information for Field Buying Offices to Complete Standard Form 279, Federal Procurement Data System (FPDS) Individual Contract Action Report.

Block 9: A. Initial Letter Contract

Block 16: Data Universal Numbering System:

(DUNS) Number: 19-089-9901

Block 30: Type of Contractor - A. Small Disadvantaged Business

Block 31: Woman-Owned Small Business – **No**

Block 32: HUBZone Small Business Concern: **Yes**

Block 36: Contractor's Taxpayer Identification Number (TIN): 13-4269151

b. CAGE Code: 4DC95

c. Contractor has registered with the Central Contractor Registration Database, ORCA, and SBA.

5. FOB DESTINATION

F.O.B. Destination, freight collect

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 * Days

* As negotiated between the Contractor and the ordering activity.

b. URGENT REQUIREMENTS:

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

SPECIAL ITEM NUMBER DELIVERY TIME (Days ARO)

132-51 * Days

* As negotiated between the Contractor and the ordering activity.

7. DISCOUNTS

a. Prompt Payment: 0%, Net 30 days from receipt of invoice or date of acceptance, whichever is later.

b. Quantity: None.



- c. Dollar Volume: None.
- d. Government Educational Institutions: Same discounts as all other Government customers.
- e. Other: None.

8. TRADE AGREEMENTS ACT OF 1979, as amended

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

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING

Not available within the scope of this contract.

10. SMALL REQUIREMENTS

Small Requirements: The minimum dollar value of orders to be issued is \$100.00.

11. MAXIMUM ORDER

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

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

Special Item Number 132-51 - Information Technology (IT) Professional Services
- b. The Maximum Order value for the following Special Item Numbers (SINs) is \$1,000,000:

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS

Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards

(FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

1.13.1. 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.

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

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

- a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All

costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

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

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

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

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

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

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

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

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

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

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

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES

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

16. GSA ADVANTAGE!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

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

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

- 1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule

have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));

- 2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- 3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- 4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

- a) For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
 - 1) Time of delivery/installation quotations for individual orders;
 - 2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
 - 3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b) The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

Not available under the scope of this contract but can be negotiated.

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74,

Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

23. SECTION 508 COMPLIANCE

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

www.variq.com (VariQ is a provider of 508 services.)

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES

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

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

b) The following statement:

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

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

- a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
- 1) For such period as the laws of the State in which this contract is to be performed prescribe; or
 - 2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY

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

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article

already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

TERMS AND CONDITIONS APPLICABLE TO SPECIAL ITEM NUMBER 132 50

SIN 132-51: PURCHASE OF TRAINING COURSES FOR GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT AND SOFTWARE

1. SCOPE

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

2. ORDER

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

3. TIME OF DELIVERY

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

4. CANCELLATION AND RESCHEDULING

- a) The ordering activity will notify the Contractor at least seventy-two (72) hours before the scheduled training date, if a student will be unable to attend. The Contractor will then permit the ordering activity to either cancel the order or reschedule the training at no additional charge. In the event the training class is rescheduled, the ordering activity will modify its original training order to specify the time and date of the rescheduled training class.
- b) In the event the ordering activity fails to cancel or reschedule a training course within the time frame specified in paragraph a, above, the ordering activity will be liable for the contracted dollar amount of the training course. The Contractor agrees to permit the ordering activity to reschedule a student who fails to attend a training class within ninety (90) days from the original course date, at no additional charge.

- c) The ordering activity reserves the right to substitute one student for another up to the first day of class.
- d) In the event the Contractor is unable to conduct training on the date agreed to by the Contractor and the ordering activity, the Contractor must notify the ordering activity at least seventy-two (72) hours before the scheduled training date.

5. FOLLOW-UP SUPPORT

The Contractor agrees to provide each student with unlimited telephone support for a period of one (1) year from the completion of the training course. During this period, the student may contact the Contractor's instructors for refresher assistance and answers to related course curriculum questions.

6. PRICE FOR TRAINING

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

7. INVOICES AND PAYMENT

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

8. FORMAT AND CONTENT OF TRAINING

- a) The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.
- b) If applicable--For hands-on training courses, there must be a one-to-one assignment of IT equipment to students.
- c) The Contractor shall provide each student with a Certificate of Training at the completion of each training course.
- d) The Contractor shall provide the following information for each training course offered:
 - (1) The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);
 - (2) The length of the course;
 - (3) Mandatory and desirable prerequisites for student enrollment;
 - (4) The minimum and maximum number of students per class;

- (5) The locations where the course is offered;
- (6) Class schedules; and
- (7) Price (per student, per class (if applicable)).

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

9. "NO CHARGE" TRAINING

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

N/A

TERMS AND CONDITIONS APPLICABLE TO SPECIAL ITEM NUMBER 132-51

IN 132-51: INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

1. SCOPE

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

2. PERFORMANCE INCENTIVES

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

the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

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

4. PERFORMANCE OF SERVICES

- a) The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b) The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c) The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d) Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

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

Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- 1) Cancel the stop-work order; or
 - 2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
 - 1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - 2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
 - c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
 - d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a) Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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



16. DESCRIPTION OF IT SERVICES AND PRICING

A description of the types of Information Technology Services and price list offered under SIN 132-51 is set forth under Appendix A titled Labor Categories and Rates.

Price escalations in option years follow I-FSS-969 clause compliance. Our annual escalation is 3% per year.

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact:

Tom Edson: 202-292-4236 | tom.edson@variq.com



BEST
BLANKET
FEDERAL SUPPLY SCHEDULE

PURCHASE

VALUE
AGREEMENT

(Insert Customer Name)

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

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

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

Signatures

Ordering Activity

Date

Contractor

Date



BPA NUMBER _____

(Customer _____ Name)
 BLANKET PURCHASE AGREEMENT

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

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

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

- 2) Delivery:

DESTINATION	DELIVERY	SCHEDULES	/	DATES
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- 3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.
- 4) This BPA does not obligate any funds.
- 5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

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

OFFICE	POINT	OF	CONTACT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- 7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.
- 8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
 - a) Name of Contractor;
 - b) Contract Number;
 - c) BPA Number;
 - d) Model Number or National Stock Number (NSN);
 - e) Purchase Order Number;
 - f) Date of Purchase;
 - g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
 - h) Date of Shipment.

-
- 9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
 - 10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

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

LABOR CATEGORIES AND DESCRIPTIONS:**Applications Systems Analyst/Programmer (Junior)**

Qualifications: Minimum one (1) year of computer experience in assignments of a technical nature working under close supervision and direction and experience in analyzing and programming application on large-scale or midtier computers (or LAN-based) with experience in the design and programming of moderately complex ADP systems. Education can be substituted for experience.

Functional Responsibility: Analyzes business or scientific problems for resolution through electronic data processing. Gathers information from users, defines work problems, and, if feasible, designs a system of computer programs and procedures to resolve the problems. Under supervision develops complete specifications or enable Computer Programmers to prepare required programs; analyzes subject-matter operations to be automated; specifies number and types of records, files, and documents to be used and outputs to be produced; prepares work diagrams and data flow charts; coordinates tests of the system and participates in trial runs of new and revised systems; and recommends computer equipment changes to obtain more effective operations. The Computer Systems Analyst I may also be called upon to write computer programs. Provides entry level systems development support using standard approaches and several phases of the required systems analysis where the nature of the system is predetermined. Uses established fact finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment.

Education: B.A. /B.S. degree or equivalent experience in a related field.

Applications Systems Analyst/Programmer (Intermediate)

Qualifications: Minimum three (3) years of computer experience in information systems design and management. Must demonstrate an ability to work independently or under general direction on requirements that are moderately complex to analyze, plan, program, and implement. Including two (2) years of experience in analysis and design of business application for complex large-scale or mid-tier computer or LAN-based systems, including experience in DBMS, and use of programming languages. Knowledge of current storage and retrieval methods; one (1) year of systems analysis experience designing technical applications on computer systems; and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs.

Functional Responsibility: Analyzes business or scientific problems for resolution through electronic data processing. Gathers information from users, defines work problems, and, if feasible, designs a system of computer programs and procedures to resolve the problems. Develops complete specifications or enable Computer Programmers to prepare required programs; analyzes subject-matter operations to be automated; specifies number and types of records, files, and documents to be used and outputs to be produced; prepares work diagrams and data flow charts; coordinates tests of the system and participates in trial runs of new and revised systems; and recommends computer equipment changes to obtain more effective operations. The Computer Systems Analyst II may also write computer programs. Provides development services for moderately complex applications using standard approaches or less complex systems using new approaches. Works on a segment of a complex data processing scheme or broad system.

Education: B.A. /B.S. degree or equivalent experience in a related field.

Applications Systems Analyst/Programmer (Senior)

Qualifications: Minimum four (4) years of computer experience working independently or under general direction on complex application problems involving all phases of systems analysis with three (3) years of experience in analysis and design of business applications for complex large-scale or mid-tier computer systems, or LANbased systems, to include experience in database management systems (DBMS), and use of programming languages. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs plus two (2) years of general experience supervising personnel performing software development tasks.

Functional Responsibility: Provides high level expertise in developing complex software applications involving new technologies, methods, concepts or approaches. Provides supervisory, technical, and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and user standards, and for progress in accordance with schedules.

Education: M.A. /M.S. degree or equivalent experience in related field.

Business Analyst (Intermediate)

Qualifications: Four (4) years experience in providing support in a related field.

Functional Responsibility: Assembles, prepares, and analyzes data for studies, statistical models, evaluations, system requirements, and other needs. Uses technical discretion within defined practices and policies in selecting methods and techniques for determining approaches or obtaining solutions. Assembles, prepares, and analyzes data. Provides technical advice and operating assistance in interpreting results. Provides input or may prepare technical reports based on the expert interpretation of analyzed data.

Education: Bachelors Degree. Four (4) years of additional experience may substitute for bachelors degree.

Business Analyst (Senior)

Qualifications: Six (6) years experience in providing support in a related field.

Functional Responsibility: Assembles, prepares, and analyzes data for studies, statistical models, evaluations, system requirements, and other needs. Uses technical discretion within defined practices and policies in selecting methods and techniques for determining approaches or obtaining solutions. Assembles, prepares, and analyzes data. Provides technical advice and operating assistance in interpreting results. Provides input or may prepare technical reports based on the expert interpretation of analyzed data.

Education: Bachelors Degree. Four (4) years of additional experience may substitute for bachelors degree.

Budget/Financial Analyst (Junior)

Qualifications: Two (2) years experience in providing support in the areas of budget, billing, reporting, and financial management for IT initiatives. Duties include, but are not limited to, evaluation and

recommendation of products and services. Possesses detail understanding and training in applicable finance and accounting administration practices and tools for the specific project and environment (e.g. Quickbooks, Deltek Cobra, GCS Premier, etc).

Functional Responsibility: Follows statutory requirements to assist in budget formulation, execution, analysis, problem resolution, program build briefings, and development of budget descriptions and justifications. Prepares independent cost estimates, develops life-cycle cost estimates and analyses, and performs cost benefit and economic evaluations. Collects cost and technical data, develops cost estimating methods to include modeling and statistical analysis and develops cost instructions and policies/procedures.

Education: Bachelors Degree or equivalent in Business Administration, Finance, Accounting.

Database Specialist (Junior)

Qualifications: At a minimum should have relevant work experience within the last three (3) years in current database management systems technologies, application design utilizing various database management systems, and experience with database management systems internals. Experience should demonstrate the ability to meet the duties described below.

Functional Responsibility: Acts as a project member in the design and installation of database applications. Ensures appropriate linkages to existing databases and data processing systems. Ensures adequate security and recovery procedures are included in all data base designs. Directs the training of user groups in the protocols involved in updating and accessing the database. Monitors database transactions to ensure correct usage of the database. Provides technical expertise on the database system to user and data processing personnel.

Education: Bachelors Degree or equivalent in Business Administration, Computer Science, Engineering, Management Information Systems, or Mathematics. Or equivalent experience in a related field.

Database Specialist (Intermediate)

Qualifications: Four (4) years experience in providing technical expertise and guidance in the definition, control, integrity, operations, and management of database management systems. Duties include, but are not limited to, evaluation and recommendation of products and services. Possesses detail understanding and training in applicable database administration practices and tools for the specific project and environment (e.g. MS Access™, MS SQL Server™, Oracle™, etc).

Functional Responsibility: Guide the development and management of database system development projects. Provide technical expertise and guidance in the logical and physical database design, development, transition, operation, and maintenance of database management systems. Conduct management studies and define data requirements. Evaluate the data processing techniques, database management, and management information system concepts and applications as they relate to customer information needs and goals. Define all required database administration policies, procedures, standards, and guidelines.

Education: Bachelors Degree or equivalent in Business Administration, Computer Science, Engineering, Management Information Systems, or Mathematics.

Database Specialist (Senior)

Qualifications: Seven (7) years of experience in the development and maintenance of database management systems-and database management systems design, system analysis, and development. Experience in current operating internals and database management systems. Experience in all phases of the software-development life cycle.

Functional Responsibility: Develop and test logical and physical database designs. Review logical and physical designs of existing databases and perform tuning, in coordination with the senior database engineer, to ensure maximum operating efficiency. Perform data analysis, database design, development activities, and implementation, as directed, for databases and database conversions. Perform database-restructuring activities. Work with users and information systems development staff to determine data storage and access requirements.

Education: Bachelors Degree or equivalent in Electrical Engineering, Mechanical Engineering, Computer Science, Management Information Systems, Systems Engineering or Electrical Engineering Technology.

Database Specialist (Principal)

Qualifications: Ten (10) years of experience in the development and maintenance of database management systems-and database management systems design, system analysis, and development. Experience in current operating internals and database management systems. Experience in all phases of the software-development life cycle.

Functional Responsibility: Lead teams in the database design and implementation process. Develop and test logical and physical database designs. Review logical and physical designs of existing databases and perform tuning, in coordination with the senior database engineer, to ensure maximum operating efficiency. Perform data analysis, database design, development activities, and implementation, as directed, for databases and database conversions. Perform database-restructuring activities. Work with users and information systems development staff to determine data storage and access requirements.

Education: Bachelors Degree or equivalent in Electrical Engineering, Mechanical Engineering, Computer Science, Management Information Systems, Systems Engineering or Electrical Engineering Technology.

Enterprise Architect

Qualifications: Ten (10) years of experience in the development and maintenance of systems, Integration Tier, Security, Standards compliance, business activity monitoring, systems design, system analysis, and development. Experience in defining and implementing a systems architecture using a combination of COTS processing, networking and data storage components into an embedded solution.

Functional Responsibility: Provides high-level architectural expertise to managers and technical staff. Develops architectural products and deliverables for the enterprise and operational business lines. Develops strategy of system and the design infrastructure necessary to support that strategy. Advises on selection of technological purchases with regards to processing, data storage, data access, and applications development. Sets standards for the client/server relational structure for the organization (SQL, ORACLE, SYBASE, etc.). Advises of feasibility of potential future projects to management.

Education: Bachelors Degree or equivalent in Electrical Engineering, Mechanical Engineering, Computer Science, Management Information Systems, Systems Engineering or Electrical Engineering Technology.

Helpdesk Specialist (Junior)

Qualifications: Minimum two (2) years experience. Including one (1) year of experience includes knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and

work on a help desk. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

Functional Responsibility: Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and other applications. May serve as the initial point of contact for troubleshooting network applications, and hardware/software PC and printer problems.

Education: A.A. /A.S. degree in related field. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to an Associate's degree.)

Helpdesk Specialist (Intermediate)

Qualifications: Minimum four (4) years experience. Including one (1) year of experience includes knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and work on a help desk. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

Functional Responsibility: Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and other applications. May serve as the initial point of contact for troubleshooting network applications, and hardware/software PC and printer problems.

Education: BS/BA or appropriate experience. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to an Associate's degree.)

Helpdesk Specialist (Senior)

Qualifications: Minimum six (6) years experience. Including three (3) year of experience includes knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and work on a help desk. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

Functional Responsibility: Leads helpdesk and support team and facilitates higher level support. Provides phone and in-person oversight support to users in the areas of e-mail, directories, standard Windows desktop applications, and other applications. May serve as the follow on point of contact for troubleshooting network applications, and hardware/software PC and printer problems.

Education: BS/BA or appropriate experience. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to an Associate's degree.)

Information Assurance/Security Specialist (Junior)

Qualifications: A Information Security Specialist Junior has from one (1) to three (3) years of total experience and at least six (6) months specialized project experience or formal training.

Functional Responsibility: Formulates and assesses I/T security policy to include business impact. Prepares security plans for employing enterprise-wide security architecture to include the design of cryptographic solutions. Develops integrated security services management. Executes security awareness training. Assesses and audits network penetration testing anti virus planning assistance, risk analysis and incident response. Provides security engineering support for application development (including system security certifications and project evaluations). This may include the development, design and implementation of firewalls, and evaluation, review and test of security code. Experience with several architectures and platforms in an integrated environment. Significant knowledge of the field and the ability to work independently on

typical assignments.

Education: Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Information Assurance/Security Specialist (Intermediate)

Qualifications: A Information Security Specialist Intermediate has at least four (4) years of total experience and at least two (2) years specialized project experience or formal training.

Functional Responsibility: Formulates and assesses I/T security policy to include business impact. Prepares security plans for employing enterprise-wide security architecture to include the design of cryptographic solutions. Develops integrated security services management. Executes security awareness training. Assesses and audits network penetration testing anti virus planning assistance, risk analysis and incident response. Provides security engineering support for application development (including system security certifications and project evaluations). This may include the development, design and implementation of firewalls, and evaluation, review and test of security code. Experience with several architectures and platforms in an integrated environment.

Education: Bachelor's Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Information Assurance/Security Specialist (Senior)

Qualifications: A Information Security Specialist has at least six (6) years of total experience and at least two (2) years specialized project experience or formal training.

Functional Responsibility: Formulates and assesses I/T security policy to include business impact. Prepares security plans for employing enterprise-wide security architecture to include the design of cryptographic solutions. Develops integrated security services management. Executes security awareness training. Assesses and audits network penetration testing anti virus planning assistance, risk analysis and incident response. Provides security engineering support for application development (including system security certifications and project evaluations). This may include the development, design and implementation of firewalls, and evaluation, review and test of security code. Experience with several architectures and platforms in an integrated environment.

Education: Masters Degree in related discipline or equivalent. Six (6) years of general experience is considered equivalent to a Masters Degree.

Network Engineer (Junior)

Qualifications: Relative experience in performing a variety of networks engineering tasks, which are broad in nature

Functional Responsibility: Under supervision performs a variety of network engineering tasks which are broad in nature and are concerned with the design and implementation of integrated networks, including personal, hardware, software and support facilities and/or equipment. Installs; configures and maintains software in a client/server networked environment. Installs local area networks (LANs) as well as wide area networks (WANs.) Selects, orders and installs equipment at

Customer field sites. This activity includes the installation of infrastructure and equipment, operating systems and user software, as well as maintenance and exercise support. Installs infrastructures including routers, hubs, and interconnections. Assists in providing technical documentation to support installation activities. Assists with Customer on-site surveys. Participates in the preparation of drawings and reports documenting and recording on-site activities. Interfaces with customers, end users and team members for site activities as directed. Performs systems checkout/test and introductory training as required. Perform trips to customer sites for installations, surveys and audits.

Education: Bachelor's Degree and 2 years of general experience. 6 years of general experience can be supplemented for a Bachelors Degree.

Network Engineer (Senior)

Qualifications: Requires expert knowledge of LAN/WAN systems, networks, and applications. Requires six years of experience.

Functional Responsibility: Assists in the development and maintenance of network communications. Uses knowledge of LAN/WAN systems to help design and install internal and external networks. Tests and evaluates network systems to eliminate problems and make improvements. May require a bachelor's degree and at least 6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager.

Education: Bachelor's Degree in Computer Science or equivalent experience.

Program Manager (Junior)

Qualifications: Four (4) years of experience performing tasks focused on the leadership and/or task management of information systems engineering or systems integration projects and at least four (4) years of technical experience in a software engineering, Management information systems, and/or information security engineering or related program capacity.

Functional Responsibility: Consults with the client to ensure conformity to project and contractual obligations for, but not limited to, IT projects/initiatives. Must be familiar with all phases of the systems development life cycle (i.e., identification, design, development, implementation, & maintenance of automated systems.) Oversees the analysis, design and development of new systems and system enhancements. Approves documentation standards, system specifications, feasibility and justification reports, and policy recommendations. Oversees the development and installation of techniques and procedures to implement policy decisions with regard to organizational structures, program evaluation and productivity improvements. Establishes and maintains technical and financial reports in order to show progress of projects to management and customers. Organizes and assigns responsibilities to subordinates and oversees the successful completion of all assigned IT tasks. Ensures the development, maintenance and implementation of Program Management Plans and Technical Specifications Plan; documents that guide the performance of all functional and technical activities performed. Ensures that maximum service is obtained from all operations through efficient use of personnel and equipment. Simultaneously plans and manages diverse and highly technical projects. Responsible for leading and performing IT training of line personnel on the project approach, techniques, software, hardware, etc.

Education: Bachelors Degree in an associated discipline.

Program Manager (Senior)

Qualifications: Eight (8) years of experience performing tasks focused on the leadership and/or task management of information systems engineering or systems integration projects and at least ten (10) years of technical experience in a software engineering, Management information systems, and/or information security engineering or related program capacity.

Functional Responsibility: Consults with the client to ensure conformity to project and contractual obligations for, but not limited to, IT projects/initiatives. Must be familiar with all phases of the systems development life cycle (i.e., identification, design, development, implementation, & maintenance of automated systems.) Oversees the analysis, design and development of new systems and system enhancements. Approves documentation standards, system specifications, feasibility and justification reports, and policy recommendations. Oversees the development and installation of techniques and procedures to implement policy decisions with regard to organizational structures, program evaluation and productivity improvements. Establishes and maintains technical and financial reports in order to show progress of projects to management and customers. Organizes and assigns responsibilities to subordinates and oversees the successful completion of all assigned IT tasks. Ensures the development, maintenance and implementation of Program Management Plans and Technical Specifications Plan; documents that guide the performance of all functional and technical activities performed. Ensures that maximum service is obtained from all operations through efficient use of personnel and equipment. Simultaneously plans and manages diverse and highly technical projects. Responsible for leading and performing IT training of line personnel on the project approach, techniques, software, hardware, etc.

Education: Bachelors Degree in an associated discipline.

Program Manager (Principal)

Qualifications: Twelve (12) years of experience performing tasks focused on the leadership and/or task management of information systems engineering or systems integration projects and at least ten (10) years of technical experience in software engineering, Management information systems, and/or information security engineering or related program capacity.

Functional Responsibility: Responsible for the performance of programs, projects, or subsystems of major programs or projects. Directs all phases of programs/projects from inception through completion. Coordinates the preparation of project plans, milestones, and operating budgets. Acts as primary customer contact for program activity, leading program review sessions with customer to discuss cost, schedule and technical performance. Establishes design concepts, criteria and engineering efforts for product research, development integration and test. Establishes milestones and monitors adherence to master plans and schedules. Identifies program problems and obtain solutions. Directs the work of technical, analytical, architectural and administrative assignments to the project or program.

Education: Masters Degree or equivalent experience in Electrical Engineering, Mechanical Engineering, Computer Science, Management Information Systems, Systems Engineering, Electrical Engineering Technology, or program-related Masters.

Subject Matter Expert (Junior)

Qualifications: This position typically requires four years of experience in functional areas such those described above.

Functional Applies knowledge in a technical field with proficiency in relevant engineering principals and

Responsibility: practices. Implements solutions to difficult problems. Generates concepts as evidenced by product or process improvement. Uses engineering/scientific tools to integrate requirements and solve technical problems. Utilizes tools, techniques, processes and/or facilities such as state-of-the-art simulation environments, laboratories, and test facilities. Participates in engineering team activities in a specialized engineering or technology subject area. Contributes to the technical planning process and provides technical guidance.

Education: Bachelor's degree or equivalent in Engineering, Science, or other related field.

Subject Matter Expert (Intermediate)

Qualifications: This position typically requires eight years of experience in functional areas such those described above.

Functional Responsibility: Recognized for technical knowledge and judgment in a technical field with proficiency in relevant engineering principals and practices as required for technically complex assignments. Develops solutions to difficult problems. Generates concepts as evidenced by product or process improvement. Uses engineering/scientific tools to integrate requirements and solve technical problems. Utilizes tools, techniques, processes and/or facilities such as state-of-the-art simulation environments, laboratories, and test facilities. Leads engineering team activities in a specialized engineering or technology subject area. Contributes to the technical planning process and provides technical guidance.

Education: Bachelor's degree or equivalent in Engineering, Science, or other related field.

Technical Writer

Qualifications: 0-2 years experience in developing and providing technical and end-user training on computer hardware and application software.

Functional Responsibility: Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document. May require a bachelor's degree in a related area and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Primary job functions do not typically require exercising independent judgment. Works under immediate supervision; typically reports to a supervisor or manager.

Education: Bachelors Degree or equivalent in Business Administration, Computer Science, Engineering, Journalism, Literature, Management Information Systems, or Mathematics.

Web Developer (Senior)

Qualifications: 6-8 years experience in open source development, HTML, and knowledge of web architecture/development for the web.

Functional Responsibility: Designs and builds user interfaces for web sites using a variety of graphics software applications, techniques, and tools. Interface design includes animation and special-effects elements. Ensures that the "look and feel" supports the organization's strategies and goals and facilitates user interaction with the system.

Education: Bachelors Degree or equivalent.

Microsoft Consulting Services SME I

Qualifications: Minimum 7+ years experience in expertise in Microsoft services as well as business solutions

deployment for professional service companies including consulting, IT service, architecture, engineering, or other project-centric organizations. Expert in Microsoft specific software such as Sharepoint, Exchange, Lync, Active Directory, and others.

Functional Responsibility: This individual will have familiarity with Microsoft in one or more of the following areas: Microsoft Solutions Framework, product futures, and relevant Certified Training in infrastructure and/or development areas associated with Microsoft's products.

Education: Bachelors Degree or equivalent industry experience and certifications.

Microsoft Consulting Services SME II

Qualifications: Minimum 9+ years experience in expertise in Microsoft services as well as business solutions deployment for professional service companies including consulting, IT service, architecture, engineering, or other project-centric organizations. Expert in Microsoft specific software such as Sharepoint, Exchange, Lync, Active Directory, and others.

Functional Responsibility: This individual will have familiarity with Microsoft in one or more of the following areas: Microsoft Solutions Framework, product futures, and relevant Certified Training in infrastructure and/or development areas associated with Microsoft's products.

Education: Bachelors Degree or equivalent industry experience and certifications.

Business Subject Matter Expert

Qualifications: Minimum 10+ years experience. Confers with client management to understand the client's strategic information technology business goals and information technology strategy. Analyzes client requirements and recommends development or acquisition strategies. Assists clients in developing strategic plans and concepts. Advises client on the impact of new legislation or new technologies that are relevant to their agency. Demonstrates superior oral and written communication skills

Functional Responsibility: Bachelor's Degree* in Computer Science, Engineering, or Information Technology or equivalent experience/certifications.

Education: Bachelors Degree or equivalent industry experience and certifications.

The following table demonstrates the equivalent years of experience required to substitute for Education requirement

Degree Required	Equivalent Years of Experience Needed
Associates Degree	3
Bachelor's Degree	6
Master's Degree	8
PhD/Professional License	10



IT LABOR CATEGORIES AND RATES:

LABOR CATEGORY	CLIN	On-Site FY16
Applications Systems Analyst/Programmer (Junior)	4001	\$ 71.44
Applications Systems Analyst/Programmer (Intermediate)	4002	\$ 84.76
Applications Systems Analyst/Programmer (Senior)	4003	\$ 112.81
Budget/Financial Analyst	4004	\$ 64.34
Business Analyst (Intermediate)	4005	\$ 76.71
Business Analyst (Senior)	4006	\$ 104.39
Database Specialist (Junior)	4007	\$ 70.90
Database Specialist (Intermediate)	4008	\$ 105.53
Database Specialist (Senior)	4009	\$ 140.50
Database Specialist (Principal)	4010	\$ 151.10
Enterprise Architect	4011	\$ 156.48
Helpdesk Specialist (Junior)	4012	\$ 39.12
Helpdesk Specialist (Intermediate)	4013	\$ 61.45
Helpdesk Specialist (Senior)	4014	\$ 80.20
Information Assurance/Security Specialist (Junior)	4015	\$ 71.44
Information Assurance/Security Specialist (Intermediate)	4016	\$ 110.49
Information Assurance/Security Specialist (Senior)	4017	\$ 146.70
Network Engineer (Junior)	4018	\$ 69.72
Network Engineer (Senior)	4019	\$ 141.70
Program Manager (Junior)	4020	\$ 80.20
Program Manager (Senior)	4021	\$ 149.28
Program Manager (Principal)	4022	\$ 184.83
Subject Matter Expert (Junior)	4023	\$ 108.33
Subject Matter Expert (Intermediate)	4024	\$ 156.48
Technical Writer (Intermediate)	4025	\$ 67.95
Web Developer (Senior)	4026	\$ 103.22
Microsoft Consulting Services SME I	4027	\$ 239.61
Microsoft Consulting Services SME II	4028	\$ 266.40
Business Subject Matter Expert	4029	\$ 318.48



LABOR CATEGORY	CLIN	On-Site FY17
Applications Systems Analyst/Programmer (Junior)	5001	\$ 73.58
Applications Systems Analyst/Programmer (Intermediate)	5002	\$ 87.30
Applications Systems Analyst/Programmer (Senior)	5003	\$ 116.19
Budget/Financial Analyst	5004	\$ 66.27
Business Analyst (Intermediate)	5005	\$ 79.01
Business Analyst (Senior)	5006	\$ 107.52
Database Specialist (Junior)	5007	\$ 73.02
Database Specialist (Intermediate)	5008	\$ 108.69
Database Specialist (Senior)	5009	\$ 144.71
Database Specialist (Principal)	5010	\$ 155.64
Enterprise Architect	5011	\$ 161.18
Helpdesk Specialist (Junior)	5012	\$ 40.29
Helpdesk Specialist (Intermediate)	5013	\$ 63.30
Helpdesk Specialist (Senior)	5014	\$ 82.60
Information Assurance/Security Specialist (Junior)	5015	\$ 73.58
Information Assurance/Security Specialist (Intermediate)	5016	\$ 113.81
Information Assurance/Security Specialist (Senior)	5017	\$ 151.10
Network Engineer (Junior)	5018	\$ 71.81
Network Engineer (Senior)	5019	\$ 145.95
Program Manager (Junior)	5020	\$ 82.60
Program Manager (Senior)	5021	\$ 153.76
Program Manager (Principal)	5022	\$ 190.38
Subject Matter Expert (Junior)	5023	\$ 111.58
Subject Matter Expert (Intermediate)	5024	\$ 161.18
Technical Writer (Intermediate)	5025	\$ 69.99
Web Developer (Senior)	5026	\$ 106.32
Microsoft Consulting Services SME I	5027	\$ 246.80
Microsoft Consulting Services SME II	5028	\$ 274.39
Business Subject Matter Expert	5029	\$ 328.03



LABOR CATEGORY	CLIN	On-Site FY18
Applications Systems Analyst/Programmer (Junior)	6001	\$ 75.78
Applications Systems Analyst/Programmer (Intermediate)	6002	\$ 89.92
Applications Systems Analyst/Programmer (Senior)	6003	\$ 119.68
Budget/Financial Analyst	6004	\$ 68.26
Business Analyst (Intermediate)	6005	\$ 81.38
Business Analyst (Senior)	6006	\$ 110.74
Database Specialist (Junior)	6007	\$ 75.21
Database Specialist (Intermediate)	6008	\$ 111.95
Database Specialist (Senior)	6009	\$ 149.05
Database Specialist (Principal)	6010	\$ 160.30
Enterprise Architect	6011	\$ 166.02
Helpdesk Specialist (Junior)	6012	\$ 41.50
Helpdesk Specialist (Intermediate)	6013	\$ 65.19
Helpdesk Specialist (Senior)	6014	\$ 85.08
Information Assurance/Security Specialist (Junior)	6015	\$ 75.78
Information Assurance/Security Specialist (Intermediate)	6016	\$ 117.22
Information Assurance/Security Specialist (Senior)	6017	\$ 155.64
Network Engineer (Junior)	6018	\$ 73.97
Network Engineer (Senior)	6019	\$ 150.34
Program Manager (Junior)	6020	\$ 85.08
Program Manager (Senior)	6021	\$ 158.37
Program Manager (Principal)	6022	\$ 196.09
Subject Matter Expert (Junior)	6023	\$ 114.93
Subject Matter Expert (Intermediate)	6024	\$ 166.02
Technical Writer (Intermediate)	6025	\$ 72.09
Web Developer (Senior)	6026	\$ 109.52
Microsoft Consulting Services SME I	6027	\$ 254.20
Microsoft Consulting Services SME II	6028	\$ 282.62
Business Subject Matter Expert	6029	\$ 337.88



LABOR CATEGORY	CLIN	On-Site FY19
Applications Systems Analyst/Programmer (Junior)	7001	\$ 78.05
Applications Systems Analyst/Programmer (Intermediate)	7002	\$ 92.62
Applications Systems Analyst/Programmer (Senior)	7003	\$ 123.27
Budget/Financial Analyst	7004	\$ 70.31
Business Analyst (Intermediate)	7005	\$ 83.82
Business Analyst (Senior)	7006	\$ 114.06
Database Specialist (Junior)	7007	\$ 77.47
Database Specialist (Intermediate)	7008	\$ 115.31
Database Specialist (Senior)	7009	\$ 153.52
Database Specialist (Principal)	7010	\$ 165.11
Enterprise Architect	7011	\$ 171.00
Helpdesk Specialist (Junior)	7012	\$ 42.75
Helpdesk Specialist (Intermediate)	7013	\$ 67.15
Helpdesk Specialist (Senior)	7014	\$ 87.63
Information Assurance/Security Specialist (Junior)	7015	\$ 78.05
Information Assurance/Security Specialist (Intermediate)	7016	\$ 120.74
Information Assurance/Security Specialist (Senior)	7017	\$ 160.31
Network Engineer (Junior)	7018	\$ 76.19
Network Engineer (Senior)	7019	\$ 154.85
Program Manager (Junior)	7020	\$ 87.63
Program Manager (Senior)	7021	\$ 163.12
Program Manager (Principal)	7022	\$ 201.97
Subject Matter Expert (Junior)	7023	\$ 118.38
Subject Matter Expert (Intermediate)	7024	\$ 171.00
Technical Writer (Intermediate)	7025	\$ 74.25
Web Developer (Senior)	7026	\$ 112.81
Microsoft Consulting Services SME I	7027	\$ 261.83
Microsoft Consulting Services SME II	7028	\$ 291.10
Business Subject Matter Expert	7029	\$ 348.02

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.