

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

Special Item No. 132-51 Information Technology Professional Services

**Innovative Management & Technology Services, LLC**  
**285 White Oaks Blvd.**  
**Bridgeport, WV 26330**  
**304-363-6757**  
**www.imts.us**

Contract Number: GS35F04102

Period Covered by Contract: May 7, 2016 to May 6, 2021

General Services Administration  
Federal Acquisition Service

Pricelist current through Modification # 0010, dated April 12, 2016.

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsaadvantage.gov>).

# INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

## **SPECIAL NOTICE TO AGENCIES: Small Business Participation**

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation, SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service ([www.gsaadvantage.gov](http://www.gsaadvantage.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page ([www.fss.gsa.gov](http://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.

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

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### **2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:**

**Innovative Management & Technology Services, LLC**

**285 White Oaks Blvd.**

**Bridgeport, WV 26330**

**304-363-6757**

**[www.imts.us](http://www.imts.us)**

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

**3. LIABILITY FOR INJURY OR DAMAGE**

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

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

Block 9: G. Order/Modification Under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS) Number: 115804903  
Block 30: Type of Contractor - A. Small Business  
Block 36: Contractor's Taxpayer Identification Number (TIN): 55-0766021

- 4a. CAGE Code: 3B2C0
- 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)
<u>132-51</u>	<u>To be negotiated by IMTS and ordering Agency</u>

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

**7. DISCOUNTS:** Prices shown are NET Prices; Basic Discounts have been deducted. Discounts will be negotiated per Task Order

- a. Prompt Payment: 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:**

**Reserved**

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

**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 \$500,000:  
Special Item Number 132-51 - Information Technology Professional Services

**12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

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

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

**13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS**

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

**13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):**

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

**13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):** Telecommunication products

under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal 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 2003)**

- (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. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.

- (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.
- (k) **Overtime:** For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

**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 52.212-4)

**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.gsaadvantage.gov>

## **17. PURCHASE OF OPEN MARKET ITEMS**

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

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

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

## **18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

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

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

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

## **19. OVERSEAS ACTIVITIES**

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

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

## **20. BLANKET PURCHASE AGREEMENTS (BPAs)**

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

**21. CONTRACTOR TEAM ARRANGEMENTS**

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

**22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

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

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

**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:

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The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

**24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.**

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

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

(b) The following statement:

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

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

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

## **26. SOFTWARE INTEROPERABILITY.**

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

## **27. ADVANCE PAYMENTS**

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

## **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/IAM Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

### **2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)**

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

### **3. ORDER**

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

### **4. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT/IAM 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 1 – 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 (May 2001) (Deviation 1 – 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 – Dec 2007) Rights in Data – General, may apply.

## **8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

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

## **9. INDEPENDENT CONTRACTOR**

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

## **10. ORGANIZATIONAL CONFLICTS OF INTEREST**

- a. Definitions.

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

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

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

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

## **11. INVOICES**

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

## **12. PAYMENTS**

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

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

## **13. RESUMES**

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

**14. INCIDENTAL SUPPORT COSTS**

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

**15. APPROVAL OF SUBCONTRACTS**

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

**16. DESCRIPTION OF IT/IAM PROFESSIONAL SERVICES AND PRICING**

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

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

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

**EXAMPLE:** Commercial Job Title: System Engineer

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

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

Minimum Education: Bachelor's Degree in Computer Science

## USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

### PREAMBLE

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

### COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact (**Chirag P. Patel, Phone: 304-363-6757, e-mail: [chirag.patel@imts.us](mailto:chirag.patel@imts.us)**)

<b>Proposed IT Schedule 70 Price List 1/1/2016 through 12/31/2016</b>		
<b>Labor Category</b>	<b>Contractor Site Rate</b>	<b>Government Site Rate</b>
ADP Hardware Specialist	\$107.96	\$103.95
Computer Systems Analyst	\$134.06	\$129.08
Computer Systems Analyst I	\$85.71	\$82.53
Computer Programmer	\$88.41	\$85.16
Database Administrator	\$141.48	\$136.25
Data Entry Clerk I	\$40.75	\$39.25
Data Entry Clerk III	\$77.74	\$74.84
Enterprise Architect	\$152.39	\$146.75
Graphics Illustrator	\$88.40	\$85.15
Info Desk Specialist	\$73.62	\$70.89
Management Analyst	\$127.95	\$123.24
Network Engineer	\$112.71	\$108.53
Network Technician	\$102.58	\$98.79
Principal Investigator	\$166.24	\$160.09
Program Manager	\$151.17	\$145.57
Programmer/Analyst	\$102.23	\$98.45
Security Administrator	\$128.47	\$123.69
Senior Desktop Specialist	\$147.58	\$142.12
Senior Helpdesk Specialist	\$91.09	\$87.73
Senior Network Engineer	\$130.48	\$125.63
Senior Security Specialist	\$160.49	\$154.53
Software Analyst	\$115.44	\$111.17
Software Engineer	\$115.44	\$111.17
Software Engineer III	\$145.62	\$140.25
Software Engineer VII	\$166.24	\$160.09
System Administrator	\$147.58	\$142.12
System Programmer	\$103.27	\$99.42
Technical Writer / Editor	\$91.83	\$88.42
Web Development Specialist	\$115.52	\$113.71

Commercial Job Title: **ADP Hardware Specialist**

**Functional Responsibility:** Organize and direct hardware installations on site surveys. Assess and document current site network configuration and user requirements. Design and optimize network topologies. Analyze and develop new hardware requirements and prepare specifications for hardware acquisitions. Direct and lead preparation of engineering plans and site installation of technical design packages. Develop hardware installation schedules. Mobilize installation team. Direct and lead preparation of drawings documenting configuration changes at each site. Prepare site installation and test reports. Coordinate post-installation operations and maintenance support.

**Minimum Education:** Associate Degree or equivalent - Four years of field related experience may be substituted for education requirement.

Commercial Job Title: **Computer Systems Analyst**

**Functional Responsibility:** With supervision performs a variety of system design, analysis, and engineering tasks that are local in nature and concerned with design, maintenance, integration and implementation of application systems, including supporting personnel, hardware, software, and support facilities and/or equipment. Assists in installing and maintaining customer and commercial operating systems, network, and application software. Designs small and medium applications for computer systems including program flow and structure, network, user interfaces, data structures, and access methods. Codes, tests, and documents computer programs, modules, subroutines, and linkages to Windows objects.

**Minimum Education:** Bachelor Degree plus 1-3 years experience - Six years of field related experience may be substituted for education requirement.

Commercial Job Title: **Computer Systems Analyst I**

**Functional Responsibility:** Guide the analysis of business applications and development of design specifications for functional activities. Develop block diagrams and logic flow for systems development. Translate detailed design requirements into computer software. Test, debug, and refine computer software to produce the required product. Ensure preparation of required documentation. Facilitate the enhancement of software to reduce operating time and improve efficiency. Codes, tests, and documents computer programs, modules, subroutines and linkages. Keen troubleshooting skills to assist Senior. Systems Analysts/Designers.

**Minimum Education:** Associate Degree plus 2 years experience - Four years of field related experience may be substituted for education requirement.

Commercial Job Title: **Computer Programmer**

**Functional Responsibility:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. Has good knowledge of commonly-used concepts, practices and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project lead. Requires a certain degree of creativity and latitude.

**Minimum Education:** Associate Degree - Four years of field related experience may be substituted for education requirement.

Commercial Job Title: **Database Administrator**

**Functional Responsibility:** Performs logical and physical data base design and maintenance. Provides guidance and expertise in the use of database languages. Performs data analysis, database design, development, and maintenance activities and implementation, aimed for databases and database conversion. Develops interfaces and subroutines to access data from different computing platforms and operating systems. Performs data storage and access requirements.

**Minimum Education:** Bachelor degree plus 1-3 years experience - Six years of field related experience may be substituted for education requirement.

Commercial Job Title: **Data Entry/Clerk I**

**Functional Responsibility:** Routine clerical duties within area of assignment to provide administrative support following established procedures under general supervision. Competent with standard computer software applications, and ability to maintain general data entry at an input of 8,000 characters per hour.

**Minimum Education:** High School Diploma or equivalent.

Commercial Job Title: **Data Entry/Clerk III**

**Functional Responsibility:** Basic knowledge of computers, standard software and management databases. Experience in assigned area office procedures. Performs more advanced clerical and administrative duties by applying a thorough knowledge of office operations. Ability to maintain general data entry input of 10,500 characters per hour. Under general supervision. May direct others.

**Minimum Education:** High School Diploma or equivalent.

Commercial Job Title: **Enterprise Architect**

**Functional Responsibility:** Performs computing system analysis, information management, business process definition and reengineering, and knowledge management. Defines customer's information needs and cross organization information flows necessary for efficient function and defining the relationship of information to the customer's critical functions and their supporting information systems. Prioritization of IT development efforts while guiding developers to properly implement cross-organizations information flows. Works closely with Architect, business information managers and other team members to define and recommend best information architecture for agency.

**Minimum Education:** Bachelor Degree plus 1 –3 years experience – Six years of field related experience may be substituted for education requirement.

Commercial Job Title: **Graphics Illustrator**

**Functional Responsibility:** Through knowledge of computers, and graphics illustrations field, design, layout, and coordinate editorial illustrations and creative artwork for publications such as brochures, handbooks, and posters, translating facts and features of subject material into graphic terms. Create graphic presentations that communicate mood, emphasis, insight, and viewpoint. Support development of all contract deliverables and reports by developing and updating graphics presentations to improve quality and enhance usability. Integrate graphics generated with automated tools and deliverable documents.

**Minimum Education:** Associate degree or equivalent technical training - Four years of field related experience may be substituted for education requirement.

Commercial Job Title: **Info Desk Specialist**

**Functional Responsibility:** Provides help to users through the maintenance and upgrading of PC hardware/software. Trouble shoots and corrects any problems associated with the use of equipment and software. Determines if user needs to interact with advanced technical personnel for problem solution.

**Minimum Education:** High School Diploma or equivalent.

Commercial Job Title: **Management Analyst**

**Functional Responsibility:** Evaluates information systems and operating procedures. Determines and recommends improvements in current standards and implementations of system changes. 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 complicated tasks. May lead and direct the work of others. May report to an executive manager. A wide degree of creativity and latitude is expected.

**Minimum Education:** Bachelor Degree plus 4-6 years experience – Six years field related experience may be substituted for education requirement.

Commercial Job Title: **Network Engineer**

**Functional Responsibility:** Perform a variety of network management services related to the operation, performance, or availability of data communications networks. Modify command language programs, network start-up files, assign/reassign network device logical, analyze network performance, and recommend adjustments to a wide variety of complex network management functions. Responsibility for overall performance and availability of networks. Provide LAN/WAN consultant support with skill in network analysis, integration and tuning. Analyze client LANs/WANs, isolate sources of problems, and recommend reconfiguration and implementation of new network hardware to increase performance. Over see management of network operating systems.

**Minimum Education:** Bachelor Degree plus 4 years experience - Six years field related experience may be substituted for education requirement.

Commercial Job Title: **Network Technician**

**Functional Responsibility:** Performs a variety of network engineering tasks that are broad in nature and are concerned with the design and implementation of integrated networks, including hardware personnel, software and support facilities and /or equipment. Generally works under supervision of a Network Engineer

**Minimum Education:** Bachelor Degree or equivalent, or High School Diploma plus 5 years of field related experience - Six years of field related experience may be substituted for Bachelor Degree.

Commercial Job Title: **Principal Investigator**

**Functional Responsibility:** Provides leadership in specialized technical areas as required. Provides technical expertise or specialty development or engineering. Responsible for concept development, requirements development and system specifications, systems analysis, tradeoff, baseline management, architectural development, test specifications, product evaluation, fit analyses, transition planning, modeling and simulation.

**Minimum Education:** Master Degree plus 3 years practical experience – Bachelor Degree plus 6 years experience - Six years field related experience may be substituted for Bachelor Degree.

Commercial Job Title: **Program Manager**

**Functional Responsibility:** Directs the performance of a variety of related projects that may be organized by technology, program, or client. Oversees the technology development and/or application, marketing, and resource allocation within program client base. Responsible for establishing and implementing work standards and processes; delegating contractor and subcontractor assignments. Program areas typically represent more than three functional areas that may include engineering, systems analysis, quality control and administration

**Minimum Education:** Bachelor Degree or equivalent plus 10 years experience - Master Degree plus 6 years experience - PhD plus 4 years experience - Six years of field related experience may be substituted for a Bachelor Degree.

Commercial Job Title: **Programmer/ Analyst**

**Functional Responsibility:** Analyzes and evaluates manual and automated business and administration systems. Translates customer requirements for information systems into detailed application system/program requirements. Provides alternatives, recommendations and assistance to managers involved in the development, integration, and installation systems. Prepares programming specifications and diagrams when required. Develops or revises computer programs requiring knowledge of computer programming languages. Prepares detailed complex systems/program documentation and flowcharts.

**Minimum Education:** Bachelor Degree or equivalent plus 5 years experience - Master Degree plus 3 years experience - PhD plus 2 years experience - Six years of field related experience may be substituted for a Bachelor Degree.

Commercial Job Title: **Security Administrator**

**Functional Responsibility:** Assesses and administer long-term security and control issues relating to computer-based information. Collaborates with security specialist to establish, document, implement and test network and computer system security measures. Perform security testing and implement software suitable for conducting such tests with COTS and/or custom built applications), as well as document test results. Maintenance and deployment of Firewalls, Intrusion Detection System, Virus protection and policies/procedures/reports, product assessments and general problem resolution.

**Minimum Education:** Bachelor Degree - Six years of field related experience may be substituted for education requirement.

Commercial Job Title: **Senior Desktop Specialist**

**Functional Responsibility:** Performs a broad variety of system design, analysis, and engineering tasks that are concerned with design implementation, and testing of major enterprise systems. Must possess specific technical experience in the configuration and administration of desktop computing systems including PC hardware, software and networking; detailed analysis and planning capabilities; extensive NetWare and OS experience (Win 98, NT, and DOS); encryption and digital certificate experience; willingness to remain at forefront of technology. Integrating enterprise-wide applications into networked environment, remote administration, troubleshooting various software and PC hardware. Leadership of engineering team from concept through project completion.

**Minimum Education:** Bachelor Degree – Six years of field related experience may be substituted for education requirement.

Commercial Job Title: **Senior Helpdesk Specialist**

**Functional Responsibility:** Certified analyst to provide computer related support to incoming calls from various customers. Analyst determines the nature of the request, either hardware or software, based on information derived from the customer. Problem is first identified as hardware or software related, and then analyst troubleshoots to resolve the issue. All information regarding a request is entered into a database. If analyst cannot resolve an issue, the database information is forwarded to the next level of expertise for additional troubleshooting. Once hardware problem is determined and entered into the database the information is then routed to a dispatching team for hardware replacement.

**Minimum Education:** Associate Degree plus 6 month to 1 year experience - Four years of field related experience may be substituted for education requirement.

Commercial Job Title: **Senior Network Engineer**

**Functional Responsibility:** Performs a variety of network engineering tasks which are broad in scope and are concerned with design, implementation, maintenance and operation of integrated networks that including personnel, hardware, software and support facilities and/or equipment.

**Minimum Education:** Bachelor Degree plus 2 –5 years experience - Six years of field related experience may be substituted for education requirement.

Commercial Job Title: **Senior Security Specialist**

**Functional Responsibility:** Assess and administer long-term security and control issues relating to computer-based information systems. Develop and implement short and long-range overall computer security goals and objectives. Develop specific information systems computer security policies and standards, and assist with security training. Oversee security procedures and supervise global security update process performed by security analysts. Oversee the development of disaster recovery plan. Collaborate with security specialist to establish, document, implement and test network and computer system security measures. Perform security testing and implement software suitable for conducting such tests with COTS and/or custom built applications), as well as document test results. Team leadership, maintenance and deployment of Firewalls, Intrusion Detection System, Virus protection and policies/procedures/reports, product assessments and general problem resolution.

**Minimum Education:** Bachelor Degree plus 2 – 5 years experience - Six years field related experience may be substituted for education requirement.

Commercial Job Title: **Software Analyst**

**Functional Responsibility:** Analyze and study complex system requirements. Design software tools and subsystems to support software reuse and domain analyses and manage their implementation. Manage software development and support using formal specifications, data flow diagrams, other accepted design techniques, and Computer Aided Software Engineering (CASE) tools. Estimate software development costs and schedule. Review existing programs and assist in making refinements, reducing operating time, and improving current techniques. Supervise software configuration management. Work independently, with management review of end results. Has prime accountability for the maintenance and operating efficiency of a major subsystem, such as the teleprocessing network, database management systems, etc.

**Minimum Education:** Bachelor Degree plus 1-3 years experience - Six years of field related experience may be substituted for education requirement.

Commercial Job Title: **Software Engineer**

**Functional Responsibility:** Knowledgeable use of programming languages and knowledge of database management systems. Responsible for requirements analysis, design analysis, programming, software integration, documentation, test and evaluation and other technical tasks.

**Minimum Education:** Bachelor Degree or equivalent - Six years of field related experience may be substituted for education requirement.

Commercial Job Title: **Software Engineer III**

**Functional Responsibility:** Design software tools and subsystems to support and manage software systems implementation. Manage software development and support using formal specifications, data flow diagrams, other accepted design techniques, and Computer Aided Software Engineering (CASE) tools. Review existing programs and assist in making refinements, reducing operating time, and improving current development methods. Establish and manage software configuration

**Minimum Education:** Bachelor Degree or equivalent plus 4 years experience - Master Degree plus 2 years experience - PhD plus 1 year of experience - Six years of field related experience may be substituted for a Bachelor Degree.

Commercial Job Title: **Software Engineer VII**

**Functional Responsibility:** Extensive knowledge of database management systems, programming languages, and software development management experience. Duties include performing, leading and coordinating activities in one or more of the following areas: requirements analysis, design analysis, design programming, software integration, documentation, test and evaluation and other technical tasks.

**Minimum Education:** Bachelor Degree plus 6 years of experience - Master Degree plus 3 years of experience - PhD plus 1 year experience - Six years of field related experience may be substituted for a Bachelor Degree.

Commercial Job Title: **Systems Administrator**

**Functional Responsibility:** Perform the daily activities involved in the configuration and operation of business systems that may be mainframe, mini, or client/server based. Optimize system operation and resource use, and provide system performance and capacity management analysis and planning. Provide assistance to users in accessing and using business systems.

**Minimum Education:** Bachelor Degree or equivalent plus 4 years experience. Master Degree plus 3 years experience - PhD plus 2 years experience - Six years of field related experience may be substituted for a Bachelor Degree.

Commercial Job Title: **Systems Programmer**

**Functional Responsibility:** Extensive experience with state-of-the-art computer equipment, structured programming techniques, object programming techniques and high level computer languages

**Minimum Education:** Bachelor Degree plus 2 – 5 years experience - Six years of field related experience may be substituted for education requirement.

Commercial Job Title **Technical Writer/Editor**

**Functional Responsibility:** Prepare, disseminate, and ensure orderly safeguard of technical documents. Support the writing of technical documents and proposals. Provide technical editing by reviewing grammar, writing styles, and syntax to produce quality materials. Support requires ensuring quality deliverables and technical reports.

**Minimum Education:** Bachelor Degree - Six years of field related experience may be substituted for education requirement.

Commercial Job Title **Web Development Specialists**

**Functional Responsibility:** Analyze system requirements, develop design alternatives in coordination with the users, and implement interactive design solutions in a timely manner. Design system interfaces and programs to facilitate access by clients to the Internet. Coordinate security aspects to ensure integrity of the system and operating environment. Support development of web sites, web pages, and the integration of web technology with software applications and database management systems.

**Minimum Education:** Bachelor Degree or technical training equivalent plus 1 year experience in web development. Six years of field related experience may be substituted for education requirement.