

**Authorized Federal Supply Service
Information Technology Schedule Pricelist
General Purpose Commercial Information Technology
Equipment, Software and Services**

SIN 132-51 Information Technology Professional Services

**Advanced Audio Visual Sales Inc
208 Carter Drive
West Chester, PA 19382**

<http://www.advancedav.com.com>

Contract GS 35F 0417N

**Period Covered by Contract: March 18, 2013 – March 17, 2018
General Services Administration
Federal Supply Service**

Advanced AV Systems Integration

GSA Contract # 35F0417N

8/29/2012		Year 11	Year 12	Year 13	Year 14	Year 15
Labor Code	Labor Category Description	FY13	FY14	FY15	FY16	FY17
A001	Subject Matter Expert	\$199.04	\$203.02	\$207.08	\$211.23	\$215.45
A002	Program Director II	\$159.41	\$162.59	\$165.85	\$169.16	\$172.55
A003	Program Director I	\$149.75	\$152.75	\$155.80	\$158.92	\$162.10
A004	Sr Program Manager III	\$103.73	\$105.81	\$107.92	\$110.08	\$112.28
A005	Sr. Program Manager II	\$72.00	\$73.44	\$74.91	\$76.41	\$77.94
A006	Program Manager I	\$63.34	\$64.61	\$65.90	\$67.22	\$68.57
A007	Project Manager	\$60.31	\$61.51	\$62.74	\$64.00	\$65.28
A008	Quality Control Specialist	\$54.71	\$55.80	\$56.92	\$58.06	\$59.22
A009	Business Manager	\$73.27	\$74.73	\$76.23	\$77.75	\$79.31
A010	Data Analyst	\$40.95	\$41.76	\$42.60	\$43.45	\$44.32
A011	Senior Technical Staff	\$110.84	\$113.06	\$115.32	\$117.63	\$119.98
A012	Senior Analyst II	\$97.98	\$99.94	\$101.94	\$103.98	\$106.06
A013	Senior Analyst I	\$95.04	\$96.94	\$98.88	\$100.86	\$102.88
A014	Senior Systems Engineer	\$158.44	\$161.61	\$164.84	\$168.14	\$171.50
A015	Multimedia Engineer II	\$107.96	\$110.12	\$112.32	\$114.57	\$116.86
A016	Multimedia Engineer I	\$80.61	\$82.23	\$83.87	\$85.55	\$87.26
A017	Multimedia Specialist	\$92.14	\$93.98	\$95.86	\$97.77	\$99.73
A018	Computer Specialist III	\$107.65	\$109.80	\$112.00	\$114.24	\$116.52
A019	Computer Specialist II	\$90.88	\$92.70	\$94.55	\$96.44	\$98.37
A020	Computer Specialist I	\$64.16	\$65.44	\$66.75	\$68.09	\$69.45
A021	Warehouse Specialist II	\$44.62	\$45.52	\$46.43	\$47.36	\$48.30
A022	Warehouse Specialist I	\$40.33	\$41.14	\$41.96	\$42.80	\$43.66
A023	Network Engineer	\$84.14	\$85.83	\$87.54	\$89.29	\$91.08
A024	Multimedia Installer	\$67.71	\$69.06	\$70.45	\$71.85	\$73.29
A025	Multimedia Service Technician	\$63.34	\$64.61	\$65.90	\$67.22	\$68.57
A026	Senior Technician	\$66.27	\$67.60	\$68.95	\$70.33	\$71.74
A027	Installation Technician	\$54.01	\$55.09	\$56.19	\$57.32	\$58.46
A028	Jr Installation Technician	\$44.50	\$45.39	\$46.30	\$47.22	\$48.17
A029	Trainer	\$132.57	\$135.22	\$137.92	\$140.68	\$143.49
A030	Help Desk Specialist	\$71.99	\$73.43	\$74.90	\$76.40	\$77.92
A031	CAD Operator	\$48.97	\$49.95	\$50.95	\$51.97	\$53.01
A032	Technical Writer	\$83.11	\$84.78	\$86.47	\$88.20	\$89.97
A033	Draftsperson II	\$62.55	\$63.80	\$65.08	\$66.38	\$67.71
A034	Draftsperson I	\$50.63	\$51.64	\$52.68	\$53.73	\$54.81
A035	Illustrator	\$49.17	\$50.16	\$51.16	\$52.18	\$53.23
A036	Administrative Assistant	\$31.69	\$32.32	\$32.97	\$33.63	\$34.30

Terms and Conditions

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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	Automated News Services, Data Services, or Other Information Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

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

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

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

INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage! on-line shopping service (www.gsadvantage.gov). The catalogs/pricelists, GSA Advantage! and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT

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:

- [X] 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

Advanced Audio Visual Sales, Inc.
208 Carter Drive
West Chester, PA 19382

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

The following telephone number can be used by ordering activities to obtain technical and/or ordering assistance: (877) 696-7700

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: **15-091-4364**
Block 30: Type of Contractor - **B. Other Small Business**
Block 31: Woman-Owned Small Business - **NO**
Block 36: Contractor's Taxpayer Identification Number (TIN): **23 2656589**

4a. CAGE Code: **3CF86**

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:

<u>SPECIAL ITEM NUMBER</u>	<u>DELIVERY TIME (Days ARO)</u>
<u>132-51</u>	As negotiated between the Contractor and the Ordering Agency

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

7. DISCOUNTS: PRICES SHOWN ARE NET PRICES; BASIC DISCOUNTS HAVE BEEN DEDUCTED

- a. Prompt Payment: 1% -20 days 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 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 applicable

10. SMALL REQUIREMENTS

The minimum dollar value of orders to be issued is \$1.00.

11. MAXIMUM ORDER (ALL DOLLAR AMOUNTS ARE EXCLUSIVE OF ANY DISCOUNT FOR PROMPT PAYMENT.)

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

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

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS

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

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

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS)

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

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

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

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

- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation

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

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES

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

16. GSA Advantage!

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

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

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.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 8.401(d). For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

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

19. OVERSEAS ACTIVITIES

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

N/A

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a

reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall 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.advancedav.com

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES

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

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

(b) The following statement:

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

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

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

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

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

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

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

26. SOFTWARE INTEROPERABILITY.

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

27. ADVANCE PAYMENTS

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

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

1. SCOPE

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

2. PERFORMANCE INCENTIVES

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

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

(G-FCI-920) (MAR 2003)

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3). When ordering services over \$100,000, Department of Defense (DOD) ordering offices and non-DOD agencies placing orders on behalf of the DOD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence. GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering activity using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

- (a) When ordering services, ordering activities shall

(1) Prepare a Request (Request for Quote or other communication tool):

- (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
- (ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering activity makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.
- (iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.
- (iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors

Based upon an initial evaluation of catalogs and price lists, the ordering activity should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate) and transmit the request as follows:

NOTE: When buying IT professional services under SIN 132 51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

- (i) The request should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.
- (ii) For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the ordering activity's needs.
- (iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.
- (iv) Ordering activities should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

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

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

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

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

- (i) **SINGLE BPA:** Generally, a single BPA should be established when the ordering activity can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)
- (ii) **MULTIPLE BPAs:** When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing the BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the Schedule contractor that represents the best value.

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

- (c) The ordering activity should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
- (d) When the ordering activity's requirement involves both products as well as executive, administrative and/or professional services, the ordering activity should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)
- (e) The ordering activity, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For ordering activity requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

4. ORDER

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

5. PERFORMANCE OF SERVICES

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

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

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and

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

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

7. INSPECTION OF SERVICES

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

8. RESPONSIBILITIES OF THE CONTRACTOR

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

9. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

10. 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.

11. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

An Organizational conflict of interest exists when the nature of the work to be performed under a proposed 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.

12. 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.

13. 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.

14. RESUMES

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

15. INCIDENTAL SUPPORT COSTS

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

16. APPROVAL OF SUBCONTRACTS

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

17. DESCRIPTION OF IT SERVICES AND PRICING

Please refer to the labor category descriptions and pricing incorporated into this GSA Pricelist.

LABOR CATEGORY DESCRIPTIONS

SUBJECT MATTER EXPERT - Functional Responsibility: Provides expert, independent services and leadership in specialized technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art software/hardware. Coordinates with contractor management and Government personnel to ensure that the problem has been properly defined and that the solution will satisfy the Government's requirement.

Minimum Education - Minimum/General Experience: Experience qualifications will be determined on a case-by-case basis. Must have a graduate degree in engineering, science, business, economics, or communications and specific experience in the engineering or technical field. Generally this requires twelve years of general experience in systems, including ten years of specialized experience providing state-of-the-art solutions in systems technology (or, if the particular area of expertise is new state-of-the-art technology, the specialized experience may be less than ten years and more consistent with the age of the technology).

Title/Level Minimum Education Minimum Experience

A001 Subject Matter Expert Master's degree 12 years

PROGRAM DIRECTOR - Functional Responsibility: Provides specific relevant experience at the executive level. Oversees Program Level and Multi Year Project Strategic Planning and Implementation. Provides overall management skills for major government or commercial services engineering and technical contract efforts. Develops strategic plans and directs/facilitates overall sector activity for near and long-term business-related factors. Performs organizational analysis and is fully capable of identifying and improving business practices and procedures which may include outsourcing and privatization issues. Interacts with all levels of management and organizational elements and must be familiar with resource and personnel management, budgetary process, and cost and financial issues facing managers in an engineering and technical services environment.

Minimum Education - Minimum/General Experience: Must have an undergraduate degree, preferably in engineering, science, business, economics, or communications and specific experience in the engineering or technical field of endeavor. A graduate degree may be substituted for two years of specific experience. The degree of competency and depth of capability increases according to the minimum education and experience required for each level offered.

Title/Level Minimum Education Minimum Experience

A002 Program Director II Bachelor's degree 10 years

A003 Program Director I Bachelor's degree 8 years

PROGRAM MANAGER Functional Responsibility: Provides day-to-day management of task orders for a particular project. Organizes, directs, and coordinates planning and production of assigned orders. Manages orders in accordance with estimated time frames and budget constraints. Schedules and assigns duties to subordinates. Formulates and reviews order plans and deliverable items. Assigns, schedules, and reviews work of subordinates. Consults with applicable client personnel to minimize costs and maximize efficiency in achieving the stated requirements. Responsible for technical work, quality of work, standards compliance, schedule, and costs associated with various orders issued and reports these aspects to senior management.

Minimum Education - Minimum/General Experience: Must have a bachelor's degree, preferably in engineering, science, administration, or management or an equivalent combination of education and experience. See specifics in the table below for each level of Program Manager offered. The degree of competency and depth of capability increases according to the minimum education and experience required for each level.

Title/Level Minimum Education Minimum Experience

A004 Senior Program Manager II Bachelor's degree or equivalent 12 years

A005 Senior Program Manager I Bachelor's degree or equivalent 10 years

A006 Program Manager Bachelor's degree or equivalent 8 years

PROJECT MANAGER - Functional Responsibility: Provides coordination support to the Program Manager to ensure that all internal resources are identified and available for each task order on a particular project. Serves as expeditor to assist in procurement and delivery of equipment and installation materials. Assists the Program Manager to maintain SOLICITATION FCIS-JB-980001B -- REFRESH #10 (Issued 10/1/2002) Appendix I -- Labor Categories and Pricelist Page 4 schedule, track equipment and monitor costs associated with various orders issued. Provides weekly status and availability reports to senior management. Minimum Education - Minimum/General Experience: Bachelor's degree or seven years of relevant experience and six years of management experience or an equivalent combination of education and experience.

Title/Level Minimum Education Minimum Experience

A007 Project Manager Bachelor's degree or Equivalent Experience 5 years

QUALITY CONTROL SPECIALIST - Functional Responsibility: Responsible for developing and establishing quality control requirements and procedures, and identifying critical checkpoints. Will prepare quality control plans according to the governing

quality specification or dictum. Performs quality inspections following detailed quality control checklists in accordance with standardized quality control procedures

Minimum Education - Minimum/General Experience: Associate's degree in the arts or sciences or an equivalent combination of education and experience. Experienced in establishing quality control requirements and procedures, and identifying critical inspection points for computer software, various hardware, and/or documentation throughout the design and implementation process.

Title/Level Minimum Education Minimum Experience

A008 Quality Control

Specialist

Associate's degree or Equivalent Experience 6 years

BUSINESS MANAGER - Functional Responsibility: Utilizes database applications to support the review, development, and engineering/re-engineering of business policy, practices, processes, and procedures. Supports the development of benchmarks and indexing to compare past, present, and future performance characteristics. Conducts studies such as forecasting, life-cycle cost analysis, business process review, cost sensitivity analysis, technology application, feasibility study, statistical probability, risk management, pro forma financial analysis, decision theory and methodology, and variance analysis. Conducts and/or participates in meetings with Government and industry to exchange ideas, data, and information to construct such particulars as cooperative agreements, detailed plans, program status, and/or fact-findings. Establishes and employs project management system tools to track costs, establish metrics, and assess variances.

Minimum Education - Minimum/General Experience: Bachelor's degree in administration, business, science, economics, or engineering, or an equivalent combination of education and experience. Relevant experience in business policy, practices, processes, and procedures. Practiced at reviewing, mapping, and documenting business operations, technology attributes, and/or financial systems. Must have experience performing studies requiring the use of extensive databases such as life cycle cost analysis, business process review, cost- reasonableness/cost-benefit/cost trade-off analysis, scientific test, technology applications, statistical analysis, feasibility study, and risk assessments. Must be familiar with and possess a working knowledge of business enterprise resource planning and/or basic accounting principles utilizing data base applications to support informational needs.

Title/Level Minimum Education Minimum Experience

A009 Business Manager Bachelor's degree or Equivalent Experience 10 years

DATA ANALYST - Functional Responsibility: Researches, reviews, and analyzes technical, financial, and management-related documents and data. Works with computer-generated reports and extracts data from databases to develop and generate information and summary data to support such activities as engineering and technical evaluations; management and financial record keeping, tracking, reporting, and validation of information on source documentation.

Minimum Education - Minimum/General Experience: High school diploma and experience. General business, technical or military experience in reviewing and evaluating data and information from databases and computer-generated documents/reports.

Title/Level Minimum Education Minimum Experience

A010 Data Analyst High School Diploma 10 years

SENIOR TECHNICAL STAFF - Functional Responsibility: Provides specific product and programming knowledge in technology development and application; project execution, evaluation and planning; process engineering; and technology transfer. Provides subject matter expertise in the programs used to integrate and debug systems. Develops criteria and performs systems evaluation for project test and acceptance.

Minimum Education - Minimum/General Experience: An undergraduate degree, preferably in engineering, science, management, economics, or communications and general business or engineering experience. A graduate degree may be substituted for two years of experience. The degree of competency and depth of capability increases according to the minimum education and experience required for each level offered. Must demonstrate familiarity with program product, and project financial and management principles. Must have knowledge in technology development and application programming. Must be recognized in industry as having expertise in the business or engineering area assigned. Shall possess general experience with one or more of the following: contract and personnel management, client interaction, product development/management, budget and resource management, and/or performance accountability. See specifics in the table below for each level of Senior Technical Staff offered. The degree of competency and depth of capability increases according to the minimum education and experience required for each level.

Title/Level Minimum Education Minimum Experience

A011 Senior Technical Staff Bachelor's degree or equivalent 12 years

A012 Senior Analyst II Bachelor's degree or equivalent 10 years

A013 Senior Analyst I Bachelor's degree or equivalent 8 years

MULTIMEDIA ENGINEER - Functional Responsibility: Responsible for the overall technical installation, data migration, implementation, integration, configuration, training, and demonstration of system development projects assigned. Designs, tailors, and installs complex applications. Assists in networking, system design, migrations, and interfaces. Provides/defines methodology for bridging and linking existing technologies and network protocols. Assists in the development and programming of applications and interface software. Researches equipment and systems interfaces to determine methods for accomplishing integration to support new system implementation. Performs site surveys and develops systems designs. Establishes adequate recovery procedures within

database designs to ensure protection from catastrophic failures. Develops and monitors processes for design and updating. Identifies specific client needs and solicits Senior Technical Staff support. Assists in providing training to users/user groups in the procedures involved in updating and accessing the systems through use of applications software. Provides technical assistance to software users in the identification and resolution of design, integration and maintenance problems. Provides technical expertise on system attributes and functionality to user and technical personnel. Supervises maintenance and service personnel in the resolution of technical and user issues.

Minimum Education - Minimum/General Experience: Bachelor's degree, preferably in computer science, information systems, engineering, business, or other related scientific or technical discipline or an equivalent combination of education and experience. Minimum eight years of experience performing overall systems design, installation, interconnectivity, and implementation. Must be conversant in state-of-the-art hardware and software. Experienced as a technical authority providing guidance and direction to other personnel such as software engineers, system analysts, senior technical staff, and system administrators in the use of advance techniques for performing system integration and implementation. General prerequisite experience includes two or more of the following: voice, video, data, multimedia and security technology applications. Must have an in-depth understanding of products and software to supervise maintenance and service personnel in the resolution of technical and user issues. Must be thoroughly familiar in a variety of operating systems, networking environments, and computer systems. See specifics in the table below for each level of Multimedia Engineering offered. The degree of competency and depth of capability increases according to the minimum education and experience required for each level.

Title/Level Minimum Education Minimum Experience

A014 Senior Systems Engineer Bachelor's degree or equivalent 12 years

A015 Multimedia Engineer II Bachelor's degree or equivalent 10 years

A016 Multimedia Engineer I Bachelor's degree or equivalent 8 years

MULTIMEDIA SPECIALIST - Functional Responsibility: Responsible for the fabrication, technical installation, and implementation of projects assigned. Fabricates, tailors, and installs complex systems. Assists in the programming and debugging of applications and interface software. Assists in site surveys and in the development of system designs to ensure protection from catastrophic failures. Develops and monitors processes for design and updating. Assists in the identification of client needs and solicits Senior Technical Staff and Multimedia Engineering support. Assists in providing training to users/user groups in the procedures involved in updating and accessing the systems through use of applications software.

Minimum Education - Minimum/General Experience: Bachelor's degree, preferably in science, management, or mathematics or an equivalent combination of education and experience. Minimum of 10 years of experience in designing, developing, producing, coordinating, installing and implementing designs. Must be expert in utilization of multimedia software and hardware. Experienced in performing in-depth research on complex technical issues.

Title/Level Minimum Education Minimum Experience

A017 Multimedia Specialist Bachelor's degree or equivalent 10 years

COMPUTER SPECIALIST - Functional Responsibility: Provides computer system expertise in engineering and technical assessments of automation requirements and application techniques. Coordinate all aspects of engineering and technical interfaces and work as part of an integrated engineering effort to design, modify, and install system computer interfaces and controls.

Minimum Education - Minimum/General Experience: A bachelor's degree, preferably in engineering, science, mathematics, business, or computer technology, or an equivalent combination of education and experience is required. Certifications in computer specialties may be required for specific tasking and endeavors. Must have progressive experience in engineering and technical assessments of automation requirements and application techniques. Must be fully versed in current and evolving computer technology, test program sets, and computer/machine interfaces to make informed decisions on a strategic choice of approach for integrating computer hardware and software to the system to be automated. Must understand engineering and technical interfaces and work as part of an integrated engineering effort to design, modify, and install computer interfaces and controls. Must be proficient in interfacing, networking,

and downloading data and information to accomplish near real time collection of data. See specifics in the table below for each level of Computer Specialist offered. The degree of competency and effectiveness of the service professional assigned increases according to the minimum education and experience requirements for each level offered.

Title/Level Minimum Education Minimum Experience

A018 Computer Specialist III Bachelor's degree or equivalent 12 years

A019 Computer Specialist II Bachelor's degree or equivalent 10 years

A020 Computer Specialist I Bachelor's degree or equivalent 8 years

WAREHOUSE SPECIALIST - Functional Responsibility: Provides provisioning and warehouse management support. Responsible for supply operations and procedures including receipt, tracking, staging and shipping

Minimum Education - Minimum/General Experience: High school diploma and experience is required. General business, technical or military experience in reviewing and evaluating data and information from databases and computer-generated documents/reports. Must have thorough knowledge of supply operations and procedures for properly coding each item being provisioned. Will work extensively with spreadsheet and database programs to develop and track complete parts breakdown lists and outfitting requirements.

The degree of competency and depth of capability increases according to the minimum education and experience required for each level offered.

Title/Level Minimum Education Minimum Experience

A021 Warehouse Specialist II High School Diploma 8 years

A022 Warehouse Specialist I High School Diploma 6 years

NETWORK ENGINEER - Functional Responsibility: Evaluates communication hardware and software. Performs network installations, debugging, operations, and maintenance support. Provides technical expertise in configuring network hardware and software, emphasizing performance, availability, and supportability. Performs general LAN/MAN/WAN administration, providing technical expertise in the integration and test of elementary and complex large-scale computer integrated networks. Schedules and effects conversions and cut-overs. Supports and provides oversight to network control centers. Supervises and performs systems maintenance. Provides extensive interface with users and network sites. Provides Internet access installations interfacing LAN, intranet, and subnets according to specific need.

Minimum Education - Minimum/General Experience: Bachelor's degree, preferably in computer science, information systems, engineering, business, and technical training in network operations and maintenance or an equivalent combination of education and experience. Minimum 12 years of experience in networking and the telecommunications field. Experienced in network protocol analysis, OSI protocol such as TCP/IP suite including IP, TCP, UDP, and TELNET FTP. Knowledgeable and conversant in general communications equipment and software. Thoroughly familiar with ATM, frame relay, bridges, routers, gateways, and detailed knowledge of operating systems such as Novell, Windows NT, UNIX, and AppleTalk. Certified network engineer (CNE) or enhanced CNE training and/or certification are highly desirable. Must be experienced in operation and maintenance of communication network systems including LAN, MAN, WAN, intranet, subnets, and the Internet. General experience requirements encompass communication network planning, installation, maintenance, troubleshooting and repair.

Title/Level Minimum Education Minimum Experience

A023 Network Engineer Bachelor's degree or equivalent 10 years

MULTIMEDIA INSTALLER - Functional Responsibility: Provides data analysis, planning, researching, instruction and testing procedures associated with calibration laboratories, test and monitoring systems, and inventory control and allowancing programs, as well as a thorough knowledge of industry. Assigns work to technicians. Must perform with minimum supervision. Repairs engineering problems in accordance with procedures and standards of work assigned. Executes recommended solutions using relevant tools and methodology. Assists in gathering data to formulate engineering requirements, analyzes proposed solutions, and/or approaches; makes shipboard engineering change recommendations, and conducts tests as needed. Assigns work to technicians, monitors ongoing efforts, and provides recommendations to resolve any discrepancies noted. Has a working knowledge of a broad spectrum of standards, pertinent tools and technologies as appropriate to accomplish assigned tasking.

Minimum Education - Minimum/General Experience: High School Diploma, preferably with civilian or military technical training.

Minimum of 8 years of experience in installing and implementing designs for voice, video, data, multimedia and security projects.

Must be familiar with all facets of the utilization of multimedia software and hardware. Experienced in performing in-depth research on complex technical issues.

Title/Level Minimum Education Minimum Experience

A024 Multimedia Installer High School Diploma or equivalent 8 years

MULTIMEDIA SERVICE TECHNICIAN - Functional Responsibility: Provides follow-on maintenance and support upon completion of technical installation and implementation of projects assigned. Performs preventative maintenance and troubleshooting of software and hardware problems. Assists in the development of upgrade system designs. Provides follow on customer training to users/user groups in the procedures involved in using software and hardware.

Minimum Education - Minimum/General Experience: High School Diploma, preferably with civilian or military technical training.

Minimum of 10 years of experience in installing and implementing designs. Must be familiar with all facets of the utilization of multimedia software and hardware. Experienced in performing maintenance and troubleshooting of software and hardware issues.

Title/Level Minimum Education Minimum Experience

A025 Multimedia Service Technician High School Diploma or equivalent 10 years

TECHNICIANS - Functional Responsibility: Performs technical related tasks in some or all of the following: planning; electronic equipment analysis; system/component installation/integration; interoperability and electro-magnetic interference; interconnectivity; modification methodologies; electronic component installation; use of drawings and technical data; database structuring; testing and troubleshooting; supportability and logistics support; maintenance/repair/installation; safety and environmental precautions; packing/unpacking; power/electrical distribution system analysis; cabling; configuration management; product data management; integrated product team and/or multidiscipline team support.

Minimum Education - Minimum/General Experience: Must have general technical experience in electronics engineering disciplines directly relevant to the specific work assigned, preferably with civilian or military technical training. These disciplines include: voice, video, data, multimedia and security. Technical experience must have involved performing specific assignments (concept development and requirements analysis, system design, engineering and integration, testing and evaluation, integrated logistics support, and acquisition and life cycle management). Must be knowledgeable in performing technical related tasks in some or all of the following: planning; electronic equipment analysis; system/component installation/integration; interoperability and electro-magnetic interference; interconnectivity; modification methodologies; electronic component installation; use of drawings and technical data; database structuring; testing and troubleshooting; supportability and logistics support; maintenance/repair/installation; safety and environmental precautions; packing/unpacking; power/electrical distribution system analysis; cabling; configuration management; product data management; integrated product team and/or multi-discipline team support. Technical training in electronics and or related science, or an equivalent combination of education and experience. The degree of competency and depth of capability increases according to the minimum education and experience required for each level offered.

Title/Level Minimum Education Minimum Experience

A026 Senior Technician High School Diploma or equivalent 8 years

A027 Installation Technician High School Diploma or equivalent 4 years

A028 Jr. Installation Technician High School Diploma or equivalent 2 years

TRAINER - Functional Responsibility: Conducts the research necessary to design, develop, and revise training course materials for commercial-off-the-shelf software products. Becomes training topic of choice subject matter expert. Prepares appropriate training catalog descriptions and all instructor materials (course, outline, background material, test booklets, and training aids). Prepares student-training aids such as course manuals, workbooks, handouts, course critique forms, and certificates of completion. Conducts formal classroom courses, workshops, and seminars. Provides tutorial sessions, one-on-one, and on-the-job training when required.

Minimum Education - Minimum/General Experience: Bachelor's degree in the arts or sciences or an equivalent combination of education and experience. Minimum of two years of experience in information systems development, training, or related field. At least one year of experience developing and providing commercial-off-the-shelf software product and end-user training on computer hardware and applications software. Must have specialized hands-on experience in training topic of choice.

Title/Level Minimum Education Minimum Experience

A029 Trainer Bachelor's degree or equivalent 12 years

HELP DESK SPECIALIST - Functional Responsibility: Responds to telephone problem reports by working to identify and duplicate hardware and/or software-related problems. Performs fault tree analysis by determining symptomatic responses to eliminate unavailing or dysfunctional circumstances and focusing on isolating the probable cause. As necessary, coordinates problem identification with programmers, analysts, software engineers, and/or trainers to develop and offer responsive solutions to allow continued functionality.

Minimum Education - Minimum/General Experience: High school diploma and technical proficiency training in assigned help desk topics (including voice, video, data, multimedia and security requirements). Minimum of eight years of experience providing general business systems support including certification or at least one year of specific experience working in a help desk environment identifying and resolving equipment and/or software-reported problems.

Title/Level Minimum Education Minimum Experience

A30 Help Desk Specialist High School Diploma or equivalent 8 years

CAD OPERATOR - Functional Responsibility: Minimum of four to eight years of general experience in computer graphics and/or computer-aided drafting/design and specific experience with complex engineering drawings and documentation for voice, video, data, multimedia and security projects.

Minimum Education - Minimum/General Experience: High school diploma and technical proficiency. Minimum of six years of general experience in computer graphics and/or computer-aided drafting/design and specific experience with complex engineering drawings and documentation

Title/Level Minimum Education Minimum Experience

A31 CAD Operator High School Diploma or equivalent 6 years

TECHNICAL WRITER - Functional Responsibility: Collects technical data, documentation, and information. Prepares user manuals, installation guides, customized reports, system planning documents, other technical documentation, training materials, presentation materials, and meeting/briefing agendas, minutes and action items. Provides editorial and quality assurance support for functional descriptions, system specifications, user manuals, reports, and other client deliverables to support functional area media needs for voice, video, data, multimedia and security projects.

Minimum Education - Minimum/General Experience: Bachelor's degree in the arts or sciences or an equivalent combination of education and experience. Six years of general business or technical composition experience including two years of experience performing specific documentation development and preparation including graphics integration.

Title/Level Minimum Education Minimum Experience

A32 Technical Writer Bachelor's degree or equivalent 6 years

DRAFTSPERSON - Functional Responsibility: Utilizes design related drafting concepts and procedures to produce two-dimensional drawings to support systems and equipment for Information Technology (audio, video, data, and multimedia) support for Naval, Aeronautical, Medical, Civil, Chemical, Electronic, and Mechanical applications and engineering projects.

Minimum Education - Minimum/General Experience: Must have general experience in computer-aided tools for drafting. Must be familiar with AutoCad and have had experience working with engineers and technicians to develop and produce complete drawing packages. Must have experience in utilizing electronic drafting applications in the preparation of graphics, drawings, and other engineering documentation. Must have a High School Diploma or equivalent and specific technical training on application software of choice such as AutoCad. The degree of competency and extensiveness of involvement in performing computer aided design/drafting services increases according to the minimum education and experience required for each labor category offered.

Title/Level Minimum Education Minimum Experience

A033 Draftsperson II High School Diploma 8 years

A034 Draftsperson I High School Diploma 6 years

ILLUSTRATOR - Functional Responsibility: Work with engineers and technicians to develop and produce graphic materials to support program requirements and documentation.

Minimum Education - Minimum/General Experience: Must have a High School Diploma or equivalent and specific technical training on application software. Must have general experience in illustration and graphic art design. Must be familiar with and use automated applications such as Corel Draw, AutoCad or Photo Paint and work with engineers and technicians to develop and produce graphic materials to support program requirements. Must have practical experience in utilizing graphical skills in conceptualizing, developing, and preparing presentation materials, signs, artistic drawings, technical, and engineering documentation.

Title/Level Minimum Education Minimum Experience

A035 Illustrator High School Diploma or equivalent 6 years

ADMINISTRATIVE ASSISTANT - Functional Responsibility: Provides administrative support to assist managers, systems analysts, engineers, or technicians in the administrative duties associated with accomplishing delivery orders and tasking.

Minimum Education - Minimum/General Experience: High school diploma and technical training, preferably with a technical school is required. Must have experience in supporting managers, engineers, or technicians in the administrative duties associated with accomplishing work assigned. in support of a variety of disciplines. Must have an equivalent of at least two years of secretarial training or technical school and the ability to perform rudimentary spreadsheet and database entry and report generation.

Title/Level Minimum Education Minimum Experience

A036 Administrative Assistant High School Diploma or equivalent 6 years

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

PREAMBLE

AAVS, Inc. 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 Christa Bender, (877) 696-7700.

***THE FOLLOWING IS A SUGGESTED
BLANKET PURCHASE AGREEMENT (BPA) FORMAT***

**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (Ordering Activity) and (Contractor) 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 Government 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 Agency):

(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 Government 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 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 of the Federal Supply Schedule Contract.

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

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

Here is a general outline on how it works:

The customer identifies their requirements.

Federal Supply Schedule Contractors may individually meet the customer's needs, or -

Federal Supply Schedule Contractors may individually submit a Schedules Team Solution to meet the customer's requirement.

Customers make a best value selection.