MULTIPLE AWARD SCHEDULE
INFORMATION TECHNOLOGY – IT SERVICES

SIN 54151S - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

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Contract Number: GS-35F-0417V

Period Covered by Contract: Prices Effective January 1, 2020

General Services Administration
Federal Supply Service

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

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.fss.gsa.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

Services will be for delivery within the 48 contiguous states, Alaska, Hawaii, the District of Columbia, and the Commonwealth of Puerto Rico. Services provided outside the continental United States shall be provided on an as-needed basis. Travel and living expenses shall be paid in accordance with the Federal Travel Regulations and Joint Travel Regulations.

2. Contractor's Ordering Address and Payment Information

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

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

240.514.0284 Telephone

3. LIABILITY FOR INJURY OR DAMAGE

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

4. Statistical Data for Government Ordering Office Completion of Standard Form 279:

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: 60-653-8663
Block 30: Type of Contractor - A. Small Disadvantaged Business

Block 31: Woman-Owned Small Business - No
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:

<table>
<thead>
<tr>
<th>SPECIAL ITEM NUMBER</th>
<th>DELIVERY TIME (Days ARO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>As negotiated between FosterSoft &amp; User Agency</td>
</tr>
</tbody>
</table>

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

7. Discounts: Prices shown are NET Prices; Basic Discounts have been deducted.
   a. Prompt Payment: ___Net 30 days from receipt of invoice or date of acceptance, whichever is later.
   b. Quantity: None
   c. Dollar Volume: FosterSoft, Inc. reserves the right to offer additional discounts in instances where the value of the order exceed $500,000 or when further discounts represent a good business decision.
   d. Government Educational Institutions: Government Educational Institutions are offered the same discounts as all other Government clients.
   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 under the scope of this contract.

10. Small Requirements
    The minimum dollar value of orders to be issued is $100,000.

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

NOTE: Special ordering procedures have been established for Special Item Numbers (SINs) 54151S IT Professional Services; refer to the terms and conditions for those SINs.]

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

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

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

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

(2) Trade-in considerations;

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

(4) Warranty considerations;

(5) Maintenance availability;

(6) Past performance; and

(7) Environmental and energy efficiency considerations.

c. Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall--

Review additional Schedule Contractors’

(1) catalogs/pricelists or use the “GSA Advantage!” on-line shopping service;

(2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and

(3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

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

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

(3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

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

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

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

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

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS

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

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

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

14. SECURITY REQUIREMENTS

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or $100,000, of the total dollar value of the order, whichever is less.

15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES

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

16. GSA Advantage!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract.
For administrative convenience, an ordering office contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, only if-

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

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:

No exceptions

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

“BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract.”
Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up “accounts” with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Contractor’s Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

23. SECTION 508 COMPLIANCE.

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

www.fostersoft.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 a Federal Agency, shall follow the terms of the applicable schedule and authorization and include with each order –
(a) A copy of the authorization from the Agency with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:
This order is placed under written authorization from _______ dated _______. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.
1. **SCOPE**
   
a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.

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

2. **PERFORMANCE INCENTIVES**

a. When using a performance based statement of work, performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.

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

c. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency’s mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

d. The above procedures do not apply to Time and Material or labor hour orders.

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

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

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

(a) When ordering services, ordering offices shall—

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

   (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

   (ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall
be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

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

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

(2) Transmit the Request to Contractors:

(i) Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors’ locations, as appropriate). When buying IT professional services under SIN 52151S 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 54151S. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency’s needs are available, if the order is estimated to exceed the micro-purchase threshold.

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

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

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

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

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

(i) SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)
(ii) MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value.

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

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

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

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

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

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

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

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

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

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

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

6. 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.
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 Rights in Data – General, may apply.

8. **RESPONSIBILITIES OF THE GOVERNMENT**

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

9. **INDEPENDENT CONTRACTOR**

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

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 Government contract, without some restriction on activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

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

11. **INVOICES**

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

12. **PAYMENTS**

For firm-fixed price orders the Government shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under
this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 2002) (Alternate II (FEB 2002)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user agency 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 agency in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 54151S. IT Services should be presented in the same manner as the Contractor sells to its commercial and other Government 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 Services shall be in accordance with the Contractor’s customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.
## IT Labor Rates FY 2020

<table>
<thead>
<tr>
<th>No.</th>
<th>Labor Category</th>
<th>Labor Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Program Manager</td>
<td>$163.76</td>
</tr>
<tr>
<td>2</td>
<td>Project Manager</td>
<td>$126.79</td>
</tr>
<tr>
<td>3</td>
<td>Senior Functional Analyst</td>
<td>$185.89</td>
</tr>
<tr>
<td>4</td>
<td>Functional Analyst</td>
<td>$142.30</td>
</tr>
<tr>
<td>5</td>
<td>Sr. Applications Programmer</td>
<td>$145.86</td>
</tr>
<tr>
<td>6</td>
<td>Applications Programmer</td>
<td>$105.70</td>
</tr>
<tr>
<td>7</td>
<td>Programmer III</td>
<td>$129.14</td>
</tr>
<tr>
<td>8</td>
<td>Programmer II</td>
<td>$87.94</td>
</tr>
<tr>
<td>9</td>
<td>Programmer I</td>
<td>$73.64</td>
</tr>
<tr>
<td>10</td>
<td>Software Engineer</td>
<td>$86.62</td>
</tr>
<tr>
<td>11</td>
<td>Senior Oracle Database Administrator</td>
<td>$147.99</td>
</tr>
<tr>
<td>12</td>
<td>Sr. Database Engineer</td>
<td>$144.44</td>
</tr>
<tr>
<td>13</td>
<td>Senior DBA</td>
<td>$97.78</td>
</tr>
<tr>
<td>14</td>
<td>Junior DBA</td>
<td>$86.88</td>
</tr>
<tr>
<td>15</td>
<td>Database Developer</td>
<td>$114.95</td>
</tr>
<tr>
<td>16</td>
<td>Data Security Analyst II</td>
<td>$77.03</td>
</tr>
<tr>
<td>17</td>
<td>Data Security Analyst I</td>
<td>$67.50</td>
</tr>
<tr>
<td>18</td>
<td>MS Certified Systems Engineer</td>
<td>$115.13</td>
</tr>
<tr>
<td>19</td>
<td>Sr. Network Engineer</td>
<td>$98.56</td>
</tr>
<tr>
<td>20</td>
<td>Network Administrator</td>
<td>$60.28</td>
</tr>
<tr>
<td>21</td>
<td>Intra/Internet Specialist</td>
<td>$50.38</td>
</tr>
<tr>
<td>22</td>
<td>Technical Writer/Editor</td>
<td>$41.90</td>
</tr>
<tr>
<td>23</td>
<td>Graphics Designer</td>
<td>$50.38</td>
</tr>
<tr>
<td>24</td>
<td>Documentation Specialist</td>
<td>$47.37</td>
</tr>
<tr>
<td>25</td>
<td>Subject Matter Expert</td>
<td>$93.43</td>
</tr>
<tr>
<td>26</td>
<td>Project/Program Manager Assistant</td>
<td>$54.19</td>
</tr>
<tr>
<td>27</td>
<td>Administrative Assistant</td>
<td>$42.66</td>
</tr>
<tr>
<td>28</td>
<td>Training Specialist</td>
<td>$86.88</td>
</tr>
<tr>
<td>29</td>
<td>Chief Architect</td>
<td>$188.04</td>
</tr>
<tr>
<td>30</td>
<td>Expert Senior Advisor</td>
<td>$222.39</td>
</tr>
<tr>
<td>31</td>
<td>Sr. Developer</td>
<td>$117.77</td>
</tr>
<tr>
<td>32</td>
<td>Applications Developer</td>
<td>$90.08</td>
</tr>
<tr>
<td>33</td>
<td>Senior Systems Engineer</td>
<td>$101.52</td>
</tr>
</tbody>
</table>
## Description of Service Offerings FY 2020

<table>
<thead>
<tr>
<th>Commercial Job Title</th>
<th>GSA Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Manager</td>
<td>On-Site: $163.76</td>
</tr>
</tbody>
</table>

**Minimum/General Experience:**
Must have fifteen (15) years of IT experience, including at least 8 years of IT and/or telecommunications system management experience.

**Functional Responsibility:**
Must be capable of leading projects that involve the successful management of teams composed of data processing and other information management professionals who have been involved in analysis, design, integration, testing, documenting, converting, extending, and implementing automated information and/or telecommunications systems. Performs management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities.

**Minimum Education:**
Bachelor’s degree in Computer Science or a related field (or MA, MS, MBA). Four additional years of experience may be substituted for degree.

<table>
<thead>
<tr>
<th>Commercial Job Title</th>
<th>GSA Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>On-Site: $126.79</td>
</tr>
</tbody>
</table>

**Minimum/General Experience:**
Twelve years experience in project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and or subcontracts of various types and complexity. General experience includes increasing responsibilities in information systems design and or management.

**Functional Responsibility:**
Serves as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Government Contracting Officer, the contract-level Contracting Officer’s Representative, the task order-level, government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

**Minimum Education:**
Masters degree in Computer Science, Information Systems, Engineering, Business, or a related field.
<table>
<thead>
<tr>
<th>Commercial Job Title</th>
<th>GSA Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Functional Analyst</td>
<td>On-Site: $185.89</td>
</tr>
</tbody>
</table>

**Minimum/General Experience:**

Twelve (12) years experience in the IT industry with eight (8) years of experience providing enterprise level analysis for complex systems and projects based on client requirements. Must have extensive experience in analysis of business processes, reengineering, and the ability to apply industries best practices to resolve complex business problems.

**Functional Responsibility:**

Lead efforts with requirement analysis and design to include functional and detail specifications. Provides strategic direction to include high-level deliverables based on concepts, business processes, functional capability and design, cost, work breakdown, and resources required to perform work. Provides specialize work, which may include facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices, and supervision of business analysts/ process reengineers. Applies analysis, process improvement and reengineering methodologies and principles to conducting process modernization projects. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and other forms of knowledge transfer. Provides technical direction and oversight of subordinates.

**Minimum Education:**

Bachelor’s degree in Computer Science or a related field. Four additional years of experience may be substituted for degree.

<table>
<thead>
<tr>
<th>Commercial Job Title</th>
<th>GSA Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functional Analyst</td>
<td>On-Site: $142.30</td>
</tr>
</tbody>
</table>

**Minimum/General Experience:**

Eight (8) years experience in the IT industry with five (5) years of experience providing enterprise level analysis for systems and projects based on client requirements. Must have experience in analysis of business processes, reengineering, and the ability to apply industries best practices to resolve complex business problems.

**Functional Responsibility:**

Analyzes functional business applications and design specifications for functional areas such as finance, accounting, personnel, manpower, logistics, and contracts. Provides specialize work which may include facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices, and supervision of business analysts/ process reengineers. Applies analysis, process improvement and reengineering methodologies and principles to conducting process modernization projects. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and other forms of knowledge transfer. Generally will be under the supervision and direction of Senior Business Analyst, Expert Senior Advisor, Project Manager or may work independently.

**Minimum Education:**

Bachelor’s degree in Computer Science or a related field. Four additional years of experience may be substituted for degree.
<table>
<thead>
<tr>
<th>Commercial Job Title</th>
<th>GSA Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Applications Programmer</td>
<td>On-Site: $145.86</td>
</tr>
</tbody>
</table>

**Minimum/General Experience:**

Ten (10) years experience in the IT industry with five (5) years of experience in applications programming. Must provide applications development skills and techniques utilizing current computer technologies and methodologies to accomplish work based on business needs. Works independently of others. May provide supervision of others.

**Functional Responsibility:**

Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, and documents those programs. Utilizes methodologies and techniques for Software Life Cycle for applications programming maintenance and enhancements. Responsible for utilizing latest programming techniques and best practices for application performance improvements and efficiency. May direct the work of other application programmers.

**Minimum Education:**

Bachelor’s degree in Computer Science or a related field. Four additional years of experience may be substituted for degree.

<table>
<thead>
<tr>
<th>Commercial Job Title</th>
<th>GSA Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications Programmer</td>
<td>On-Site: $105.70</td>
</tr>
</tbody>
</table>

**Minimum/General Experience:**

Six (6) years experience in the IT industry with three (3) years of experience in applications programming. Must provide applications development skills and techniques utilizing current computer technologies and methodologies to accomplish work based on business needs. Works independently or with little direction and oversight.

**Functional Responsibility:**

Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, and documents those programs. Utilizes methodologies and techniques for Software Life Cycle for applications programming maintenance and enhancements. Responsible for utilizing latest programming techniques and best practices for application performance improvements and efficiency.

**Minimum Education:**

Bachelor’s degree in Computer Science or a related field. Four additional years of experience may be substituted for degree.

<table>
<thead>
<tr>
<th>Commercial Job Title</th>
<th>GSA Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programmer III</td>
<td>On-Site: $129.14</td>
</tr>
</tbody>
</table>

**Functional Responsibility:**

Plans, directs and monitors the work of team members. Sets priorities to meet the needs of users. Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, and documents those programs. May be involved in related areas such as database design/management, evaluation of commercial off-the-shelf (COTS) products, and analysis of network hardware/software issues. May direct the work of other systems analysts and programmers. This skill is qualified to operate in advanced technical environments that include C++, Client/Server, Oracle, Power Builder,
Visual Basic, JAVA, and other source code requirements.

**Minimum Education:**
Bachelor’s degree in Computer Science or a related field.

<table>
<thead>
<tr>
<th>Commercial Job Title</th>
<th>GSA Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programmer II</td>
<td>On-Site: $87.94</td>
</tr>
</tbody>
</table>

**Functional Responsibility:**
Works under general direction. Formulates defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, and documents programs. May be involved in related areas such as database design/management, evaluation of commercial off-the-shelf (COTS) products, and analysis of network hardware/software issues. May provide guidance to other systems analysts and programmers.

**Minimum Education:**
Bachelor’s degree in Computer Science or a related field.

<table>
<thead>
<tr>
<th>Commercial Job Title</th>
<th>GSA Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programmer I</td>
<td>On-Site: $73.64</td>
</tr>
</tbody>
</table>

**Functional Responsibility:**
Works from specifications to develop moderately complex operating system software programming applications or modifies maintains moderately complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents operating system software. Responsible for applications dealing with the overall operating system, such as file maintenance routines, telecommunications networks, computer accounting, and mathematical or scientific software packages. May support quality assurance review and evaluation of new and existing software products.

**Minimum Education:**
Bachelor’s degree in Computer Science or a related field.

<table>
<thead>
<tr>
<th>Commercial Job Title</th>
<th>GSA Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software Engineer</td>
<td>On-Site: $86.62</td>
</tr>
</tbody>
</table>

**Functional Responsibility:**
Shows proficiency in software development and relational database system design, development, testing, implementation and support. Has understand of and experience with Oracle RDBMS and associated Oracle Case/Design/Develop toolsets, JAVA, Sybase and other developer applications.

**Minimum Education:** Bachelor’s degree in Computer Science or a related field.
<table>
<thead>
<tr>
<th>Commercial Job Title</th>
<th>GSA Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Oracle Database Administrator</td>
<td>On-Site: $147.99</td>
</tr>
</tbody>
</table>

**Minimum/General Experience:**
Eight (8) years experience in relational Database Management Systems (DBMS) with five years of Oracle database administration experience. General experience includes increasing responsibilities in information systems design and or management.

**Functional Responsibility:**
Provides Oracle database management systems support, system design and analysis, operating systems software, and internal and data manipulation languages. Designs, implements, and maintains complex databases with respect to the operating system, access methods, access time, device allocation, validation checks, organization, protection and security, documentation, guidelines, and statistical methods. Maintains database dictionaries, monitors standards and procedures, and integrates system through database design. Provides disaster/recovery, performance and tuning, and troubleshooting of Oracle systems and technology.

**Minimum Education:** Bachelor’s degree in Computer Science or a related. Four (4) additional years of experience may be substituted for degree.

<table>
<thead>
<tr>
<th>Commercial Job Title</th>
<th>GSA Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Database Engineer</td>
<td>On-Site: $144.44</td>
</tr>
</tbody>
</table>

**Minimum/General Experience:**
Must have twelve (12) years of IT experience, including at least eight (8) years of database engineering experience.

**Functional Responsibility:**
Responsible for all aspects of the design, development and delivery / implementation of data and database solutions. Has experience with the SDLC model and their specific activities in designing and delivering a solid, robust data solution. Must develop and enforce coding standards and source code development standards for database objects / code. Must design, develop and deliver data models that are clean, understandable, maintainable and solid. Provides design, develop and implement solid test plans to accurately test the data solution code / objects / resources. Provides support and maintain database servers and systems. Maintains detailed and accurate documentation per all project standards.

**Minimum Education:** Bachelor’s degree in Computer Science or a related field. Four additional years of experience may be substituted for degree.

<table>
<thead>
<tr>
<th>Commercial Job Title</th>
<th>GSA Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Database Administrator</td>
<td>On-Site: $97.78</td>
</tr>
</tbody>
</table>

**Functional Responsibility:**
Designs, implements, and maintains complex databases with respect to the operating system, access methods, access time, device allocation, validation checks, organization, protection and security, documentation, guidelines, and statistical methods. Maintains database dictionaries, monitors standards and procedures, and integrates system through database design.

**Minimum Education:** Bachelor’s degree in Computer Science or a related field.
<table>
<thead>
<tr>
<th>Commercial Job Title</th>
<th>GSA Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Junior Database Administrator</strong></td>
<td><strong>On-Site: $86.88</strong></td>
</tr>
</tbody>
</table>

**Functional Responsibility:**
Under general direction, designs, implements, and maintains moderately complex databases with respect to the operating system, access methods, access time, device allocations, validation checks, organization, and statistical methods. Maintains database dictionaries and integrates system through database design.

**Minimum Education:** Bachelor’s degree in Computer Science or a related field.

<table>
<thead>
<tr>
<th>Commercial Job Title</th>
<th>GSA Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Database Developer</strong></td>
<td><strong>On-Site: $114.95</strong></td>
</tr>
</tbody>
</table>

**Minimum/General Experience:**
Five (5) years experience in the IT industry with four (4) years of experience with database application development.

**Functional Responsibility:**
Provides database application development, system design and analysis, operating systems software, and internal and data manipulation languages. Designs, implements, and maintains complex databases with respect to the operating system, access methods, access time, device allocation, validation checks, organization, protection and security, documentation, guidelines, and statistical methods.Maintains database dictionaries, monitors standards and procedures, and integrates system through database design.

**Minimum Education:** Bachelor’s degree in Computer Science or a related field. Four additional years of experience may be substituted for degree.

<table>
<thead>
<tr>
<th>Commercial Job Title</th>
<th>GSA Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Data Security Analyst II</strong></td>
<td><strong>On-Site: $77.03</strong></td>
</tr>
</tbody>
</table>

**Functional Responsibility:**
Performs all procedures necessary to design, implement, and ensure the safety of information systems assets and to protect systems from intention or inadvertent access or destruction. Understands other technologies such as databases, telecommunications, personal computers, client/servers, mainframes and mini-computers. Has direct interface with the user community to perform requirements analysis. Ensures work of junior analyst is performed accordingly. Conducts evaluation of the level of security provided and may conduct required security audits and certifications.

**Minimum Education:** Bachelor’s degree in Computer Science or a related field.
<table>
<thead>
<tr>
<th>Commercial Job Title</th>
<th>GSA Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Security Analyst I</td>
<td>On-Site: $67.50</td>
</tr>
</tbody>
</table>

**Functional Responsibility:**
Under general direction, performs all procedures necessary to ensure the safety of information systems assets and to protect systems from intentional or inadvertent access or destruction. May be involved with databases, networks, stand-alone microcomputers, mainframes, or minicomputers. Interfaces with the user community to understand their security needs and implements procedures to provide support. Ensures that the end user community understands and adheres to necessary procedures to maintain security.

**Minimum Education:** Bachelor’s degree in Computer Science or a related field.

<table>
<thead>
<tr>
<th>Commercial Job Title</th>
<th>GSA Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Certified Systems Engineer</td>
<td>On-Site: $115.13</td>
</tr>
</tbody>
</table>

**Functional Responsibility:**
Responsible for acquisition, installation, maintenance, and usage of Microsoft systems. Determines best products to meet needs and presents results. Manages system performance and maintains system security. Installs network hardware and software. Evaluates, develops, and maintains telecommunications systems. Troubleshoots system problems. Establishes and implements system policies, procedures, and standards, and ensures their conformance with information systems objectives. Trains users on system operation. May perform network planning and engineering functions. May be responsible for both local and remote administration of networks. Has access to highly technical and specialized OEM support, technical data, and software specific to the areas of certification.

**Minimum Education:** Bachelor’s degree in Computer Science or a related field.

<table>
<thead>
<tr>
<th>Commercial Job Title</th>
<th>GSA Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Network Administrator</td>
<td>On-Site: $98.56</td>
</tr>
</tbody>
</table>

**Functional Responsibility:**
Provides expert technical support and/or leadership for difficult assignment in the planning, analysis, design, testing, and troubleshooting of networks or operations systems. Performs and/or leads systems planning, information planning, and analysis in support of telecommunications support functions, including trouble ticket management, service order entry, and/or configuration management. Tests processes and data models in support of the planning and analysis efforts using both manual and automated tools. Evaluates system problems or workflow, organization, and planning. Supervises that appropriate corrective action is taken. Knowledgeable of applicable telecommunications engineering techniques and the use of automated support tools. Performs all work in accordance with established standards. May supervise or management tasks/projects.

**Minimum Education:** Bachelor’s degree in Computer Science, Information Systems, Engineering, or a related field.
<table>
<thead>
<tr>
<th>Commercial Job Title</th>
<th>GSA Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Network Administrator</td>
<td>On-Site: $60.25</td>
</tr>
</tbody>
</table>

**Functional Responsibility:**
Responsible for assignment in the planning, analysis, design, testing, and troubleshooting of networks or operations systems. Performs systems planning, information planning, and analysis in support of telecommunications support functions, including trouble ticket management, service order entry, and/or configuration management. Tests processes and data models in support of the planning and analysis efforts using both manual and automated tools. Evaluates system problems or workflow, organization, and planning. Supervises that appropriate corrective action is taken. Knowledgeable of applicable telecommunications engineering techniques and the use of automated support tools. Performs all work in accordance with established standards. May supervise or management tasks/projects.

**Minimum Education:** Associate’s degree in Computer Science, Information Systems, Engineering, or a related field.

<table>
<thead>
<tr>
<th>Commercial Job Title</th>
<th>GSA Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intra/Internet Specialist</td>
<td>On-Site: $50.38</td>
</tr>
</tbody>
</table>

**Functional Responsibility:**
Develops Internet/Intranet applications to present the client to the outside world and to provide the client easy access to other Internet services. Develops home pages. Implements interfaces to allow outside users to access client databases and other information sources. Evaluates firewalls and other Internet access tools. Implements evaluated tools and topologies as directed.

**Minimum Education:**
Bachelor’s degree in Computer Science or a related field.

<table>
<thead>
<tr>
<th>Commercial Job Title</th>
<th>GSA Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Writer/Editor</td>
<td>On-Site: $41.90</td>
</tr>
</tbody>
</table>

**Functional Responsibility:**
Responsible for the documentation design, development, and preparation throughout the production cycle that can include: technical writing/editing, editorial consultation, copy design/editing, proofreading, or overall documentation review. Works with management, technical personnel, authors, and subject matter experts to define documentation content, guidelines, specifications, and development schedules. Prepares required documentation in an appropriate format. Adheres to required configuration management or quality assurance standards. Analyzes the data and user requirements to ensure that documentation is clear, concise, and valid. Performs substantive editing that ensures document organization and quality. Ensures that documents follow the appropriate style guide. May be responsible for any activity in the production cycle through document delivery and maintenance. Coordinates or supervises resources during the production cycle.

**Minimum Education:** Bachelor’s degree in Communications, Journalism, English, or a related field.
<table>
<thead>
<tr>
<th>Commercial Job Title</th>
<th>GSA Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graphics Designer</td>
<td>On-Site: $50.38</td>
</tr>
</tbody>
</table>

**Functional Responsibility:**
Designs and produces computer graphic images in coordination with users. Sets up and operates computer graphics systems. Troubleshoots equipment problems and performs minor preventive maintenance. Coordinates graphic production scheduling and support from outside vendors. Ensures that graphic projects are completed on time, within budget, and to user’s satisfaction.

**Minimum Education:** Bachelor’s degree in Art with a concentration in Computer Graphics or a related field, or equivalent technical training.

<table>
<thead>
<tr>
<th>Commercial Job Title</th>
<th>GSA Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentation Specialist</td>
<td>On-Site: $47.37</td>
</tr>
</tbody>
</table>

**Functional Responsibility:**
Working under general direction, prepares and/or maintains systems, programming, and operations documentation, procedures, and methods (e.g., user and reference manuals). Maintains an up-to-date internal documentation library. Provides or coordinates special documentation services as required. May act as a project leader for large documentation jobs.

**Minimum Education:** High school diploma, plus technical writing course work.

<table>
<thead>
<tr>
<th>Commercial Job Title</th>
<th>GSA Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Matter Expert</td>
<td>On-Site: $93.43</td>
</tr>
</tbody>
</table>

**Functional Responsibility:**
Provides expert consultative support to a functional technical area of the project. Develops solutions to complex problems. Works closely with the information technologists to identify the best technological solution to technical issues.

**Minimum Education:**
B.S. degree in Computer Science or a related field.

<table>
<thead>
<tr>
<th>Commercial Job Title</th>
<th>GSA Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project/Program Mgmt Assistant</td>
<td>On-Site: $54.19</td>
</tr>
</tbody>
</table>

**Functional Responsibility:**
Responsible for providing management assistance for planning and executing a project. Assist the Project/Program Manager during the preparation and maintenance of project schedules and budgets. Prepares and delivers status reports or reviews. Tracks staffing, budget, prioritization, and other personnel matters for the Project/Program Manager.

**Minimum Education:** Associates’ degree in Business Management, Computer Science or a related field.
<table>
<thead>
<tr>
<th>Commercial Job Title</th>
<th>GSA Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant</td>
<td>On-Site: $42.66</td>
</tr>
</tbody>
</table>

**Functional Responsibility:**


**Minimum Education:**

High School Diploma

<table>
<thead>
<tr>
<th>Commercial Job Title</th>
<th>GSA Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Specialist</td>
<td>On-Site: $86.88</td>
</tr>
</tbody>
</table>

**Functional Responsibility:**

Working under general direction, prepares and generates training materials. Delivers classroom instruction and/or instruction to via WebX and other internet tools to remote audiences. May produce documentation, procedures, and methods (e.g., user and reference manual).

**Minimum Education:** BS degree in Computer Science or a related field.

<table>
<thead>
<tr>
<th>Commercial Job Title</th>
<th>GSA Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Architect</td>
<td>On-Site: $188.04</td>
</tr>
</tbody>
</table>

**Minimum/General Experience:**

Minimum ten (10) years experience in the IT industry with five (5) years of IT architecture experience.

**Functional Responsibility:**

Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex systems in the subject matter area. Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; life-cycle management; software development methodologies; and modeling and simulation.

**Minimum Education:** Bachelor’s degree in Computer Science or a related field. Four additional years of experience may be substituted for degree.

<table>
<thead>
<tr>
<th>Commercial Job Title</th>
<th>GSA Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expert Senior Advisor</td>
<td>On-Site: $222.39</td>
</tr>
</tbody>
</table>

**Functional Responsibility:**

Provides expert consultative support to a business and/or functional technical area of the project. Develops solutions to complex problems. Serves as information technologists to identify the best technological solution to technical...
Minimum Education:
Master’s degree in Computer Science or a related field.

<table>
<thead>
<tr>
<th>Commercial Job Title</th>
<th>GSA Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sr. Applications Developer</td>
<td>On-Site: $117.77</td>
</tr>
</tbody>
</table>

**Functional Responsibility:**
Provides expertise in full life cycle applications development for database, client-server, and multi-tier applications. Writes code to utilizing methodologies and techniques to best drive the business solution. May serve as team-lead for developmental solution or functional area.

Minimum Education:
Bachelor’s degree in Computer Science or a related field.

<table>
<thead>
<tr>
<th>Commercial Job Title</th>
<th>GSA Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications Developer</td>
<td>On-Site: $90.89</td>
</tr>
</tbody>
</table>

**Functional Responsibility:**
Provides full life cycle development for database, client-server, and multi-tier applications. Writes code to utilizing methodologies and techniques to best drive the business solution.

Minimum Education:
Bachelor’s degree in Computer Science or a related field.

<table>
<thead>
<tr>
<th>Commercial Job Title</th>
<th>GSA Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sr. Systems Engineer</td>
<td>On-Site: $101.52</td>
</tr>
</tbody>
</table>

**Functional Responsibility:**
Provides expertise in providing systems solutions for large scale development. May act as lead in technical functional area. Must have broad knowledge of systems, databases, applications, and networks.

Minimum Education:
Bachelor’s degree in Computer Science or a related field.
USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

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

COMMITMENT
To actively seek and partner with small businesses.
To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.
To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.
To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.
To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.
To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.
To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.
We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact:

Samuel Foster
President
240.514.0284 (telephone)
samelfosterjr@me.com
BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act, (Agency) 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

_________________________________  Date  ____________________________
Agency                          Contractor
(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:

<table>
<thead>
<tr>
<th>MODEL NUMBER/PART NUMBER</th>
<th>*SPECIAL BPA DISCOUNT/PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________________</td>
<td>__________________________</td>
</tr>
<tr>
<td>________________________</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

(2) Delivery:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>DELIVERY SCHEDULES / DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>______________</td>
<td>__________________________</td>
</tr>
<tr>
<td>______________</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

(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:

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>POINT OF CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>______________</td>
<td>__________________________</td>
</tr>
<tr>
<td>______________</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

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

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

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

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

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

Here is a general outline on how it works:

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