

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

SIN 132-51 - Information Technology (IT) Professional Services

FPDS Code D306 IT Systems Analysis Services

FPDS Code D308 Programming Services

FPDS Code D310 IT Backup and Security Services

FPDS Code D311 IT Data Conversion Services

FPDS Code D316 IT Network Management Services

FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

Note: 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.

American Government Solutions, LLC

5251 W. 116th Place, STE 200

Leawood, KS 66211

Corporate Office: Phone: 913-428-2550

Fax: 913-827-1709

Website: <http://www.agsgov.com>

Contract Number:

GS-35F-0424U

Period Covered by Contract:

June 16, 2008 to June 15, 2018

Table of Contents

- 2. INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

- 11. TERMS AND CONDITIONS**

- 14. ORGANIZATIONAL CONFLICTS OF INTEREST**

- 16. PRICING TABLE**

- 18. LABOR CATEGORY DESCRIPTIONS**

- 32. BLANKET PURCHASE AGREEMENT (BPA)**

INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals. For orders exceeding the micro purchase 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 Acquisition 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 micro purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

Offerors are requested to check one of the following boxes:

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

2. CONTRACTOR’S ORDERING ADDRESS AND PAYMENT

INFORMATION: American Government Solutions, LLC

5251 W. 116th Place, STE 200

Leawood, KS 66211

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(s) can be used by ordering activities to obtain technical and/or ordering assistance:

913-428-2550

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. STATIC 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: **964846112**

Block 30: Type of Contractor – **B. Other Small Business**

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

Block 36: Contractor's Taxpayer Identification Number (TIN): **271119795**

4a. CAGE Code: **65JE9**

4b. Notification regarding registration in System For Award Management (SAM) database:
Registered

5. FOB DESTINATION

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	As negotiated between contractor and 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: **0% - 30** days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity – None
- c. Dollar Volume – None
- d. Government Educational Institutions – None
- e. Other – None

8. TRADE AGREEMENTS ACT OF 1979, as amended:

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

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

10. Small Requirements: The minimum dollar value of orders to be issued is **\$100.**

11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.) a. The Maximum Order value for the following

Special Item Numbers (SINs) is \$500,000: Special Item Number 132-51 -
Information Technology (IT) Professional Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

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

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

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

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

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

(a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

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

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

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

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

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

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

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

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

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

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

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

16. GSA ADVANTAGE!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

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

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market

items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

19. OVERSEAS ACTIVITIES

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:

None

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.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 date

_____. 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)

1. TERMS AND CONDITIONS

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) AND ELECTRONIC COMMERCE (EC) SERVICES (SPECIAL ITEM NUMBER 132-52)

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services and Special Item Number 132-52 Electronic Commerce Services apply exclusively to IT/EC Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

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

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

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

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

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise,

reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent

with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

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

12. PAYMENTS

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

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be

negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT SERVICES PRICING

The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 and 132-52. IT Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

17. SUBSTITUTIONS

American Government Solutions, LLC reserves the right to make the following substitutions in the education and/or experience requirements of any of the service skill categories set forth herein.

1. One year of experience is the equivalent of one year of education.
2. One year of education is the equivalent of one year of experience.
3. Certification related to the technology is equivalent to two years of experience or education requirement.

PRICING TABLE

SIN	Labor Category	Hourly Rate
132-51	Computer Operator	\$47.23
132-51	Desktop / Helpdesk Specialist I	\$30.23
132-51	Desktop / Helpdesk Specialist II	\$39.55
132-51	Desktop / Helpdesk Specialist III	\$44.08
132-51	Application Engineer/Mainframe I	\$60.25
132-51	Application Engineer/ Web I	\$75.56
132-51	Application Engineer II	\$98.74
132-51	Application Engineer III	\$136.01
132-51	Systems Analyst II	\$68.00
132-51	Database Management Specialist II	\$85.64
132-51	Quality Assurance Analyst I	\$87.77
132-51	Quality Assurance Analyst II	\$110.22
132-51	Network Engineer I	\$42.00
132-51	Network Engineer II	\$85.64
132-51	Requirements Manager I	\$99.74
132-51	Requirements Manager II	\$224.42
132-51	Requirements Manager III	\$249.36
132-51	Requirements Manager SME	\$249.36
132-51	SME Requirements/HRIS/HRMS Applications	\$249.36
132-51	Business Architect I	\$99.74
132-51	Business Architect II	\$224.42
132-51	Business Architect III	\$249.36
132-51	Business Architect SME	\$249.36
132-51	Change Manager I	\$104.73
132-51	Change Manager II	\$224.42
132-51	Change Manager III	\$249.36
132-51	Change Manager SME	\$249.36
132-51	Project Manager I	\$54.80

132-51	Project Manager II	\$110.21
132-51	Project Manager III	\$249.36
132-51	Subject Matter Expert / Applications Training	\$249.36

Labor Category Descriptions

Computer Operator

Minimum/General Experience: This position requires a minimum of one to five years of experience in computer operations in a midrange or mainframe environment.

Functional Responsibility: Operates monitors and controls a computer and related peripheral equipment using established procedures. Monitors console or terminal, storage devices and printers and reports problems or variances. May assist in reconfiguring system components when individual units fail. Typically reports to Operations Supervisor.

Minimum Education: Requires a High School diploma.

Desktop / Helpdesk Specialist I

Minimum/General Experience: This position requires a minimum of one to five years IT experience. Experience includes increasing responsibilities in information systems design and management.

Functional Responsibilities: Under direct supervision, perform troubleshooting of desktop/laptops hardware/software and help desks in a multi-server environment, comprehensive knowledge of PC installation and configuration standards, operating systems, e.g., DOS, Windows, as well as networking and mail standards and supervision of help desk employees. General experience includes information systems development, network and other work in the client/server field, or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude

Minimum Education: Requires a High School diploma.

Desktop / Helpdesk Specialist II

Minimum/General Experience: This position requires a minimum of five to ten years IT experience. Experience includes increasing responsibilities in information systems design and management.

Functional Responsibilities: Under limited supervision, perform troubleshooting of desktop/laptops hardware/software and help desks in a multi-server environment, comprehensive knowledge of PC installation and configuration standards, operating systems, e.g., DOS, Windows, as well as networking and mail standards and supervision of

help desk employees. General experience includes information systems development, network and other work in the client/server field, or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude

Minimum Education: Requires a High School diploma.

Desktop / Helpdesk Specialist III

Minimum/General Experience: This position requires a minimum of ten years IT experience. Experience includes increasing responsibilities in information systems design and management.

Functional Responsibilities: Troubleshooting and management of desktop/laptops hardware/software

and help desks in a multi-server environment, comprehensive knowledge of PC installation and configuration standards, operating systems, e.g., DOS, Windows, as well as networking and mail standards and supervision of help desk employees. General experience includes information systems development, network and other work in the client/server field, or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude

Minimum Education: Requires a High School diploma.

Application Engineer / Mainframe

Minimum/General Experience: This position requires a minimum of one year IT experience in Mainframe application development. Experience includes increasing responsibilities in information systems design and development.

Functional Responsibilities: Analyzes user specifications and requirements. Encodes, tests, debugs, and documents programs on large-scale, complex projects. Revises and updates programs and documentations as required.

Skills Required: COBOL programming/system experience.

Minimum Education: A Bachelor's degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

Application Engineer / Web I

Minimum/General Experience: This position requires a minimum of three to five years IT experience. Experience includes increasing responsibilities in information systems

design and development.

Functional Responsibilities: Analyzes user specifications and requirements. Encodes, tests, debugs, and documents programs on large-scale, complex projects. Revises and updates programs and documentations as required.

Skills Required: One year of Java .Net programming/system experience.

Minimum Education: A Bachelor's degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

Application Engineer II

Minimum/General Experience: This position requires a minimum of five years IT experience in midrange application development. Experience includes increasing responsibilities in information systems design and development.

Functional Responsibilities: Analyzes user specifications and requirements. Encodes, tests, debugs, and documents programs on large-scale, complex projects. Revises and updates programs and documentations as required.

Skills Required: Application programming/system experience in a mainframe, midrange or Client/Server development environment.

Minimum Education: A Bachelor's degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

Application Engineer III

Minimum/General Experience: This position requires a minimum of eight years IT experience in Mainframe, Midrange or Client/Server application development. Experience includes increasing responsibilities in information systems design and development.

Functional Responsibilities: Analyzes user specifications and requirements. Encodes, tests, debugs, and documents programs on large-scale, complex projects. Revises and updates programs and documentations as required.

Skills Required: Application programming/system experience in a mainframe, midrange or Client/Server development environment.

Minimum Education: A Bachelor's degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

Systems Analyst II

Minimum/General Experience: This position requires a minimum of five to ten years IT experience and familiarity with computer programming practices, system software and computer equipment.

Functional Responsibilities: Uses established fact finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment. Applies established systems analysis procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided. Researches routine user problems and solves them by modifying the existing system when the solutions follow clear precedents.

Minimum Education: A Bachelor's degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

Database Management Specialist II

Minimum/General Experience: This position requires a minimum of five to ten years of IT experience providing database development/design and programming support.

Functional Responsibilities: Designs and implements application databases. Supports the technical manager in defining the data requirements for applications. Evaluates off-the-shelf software to determine applicability to project requirements. Installs system software such as operating systems, relational database management systems, spreadsheets, and graphic subsystems.

Minimum Education: A Bachelor's degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

Quality Assurance Analyst I

Minimum/General Experience: This position requires a minimum one to five years IT experience. Experience includes increasing responsibilities in quality assurance testing.

Functional Responsibilities: Establishes and maintains a process for evaluating systems and associated documentation. Maintains the level of quality throughout the project life

cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle. Provides technical and administrative direction for personnel performing systems development task, including the review of work products for correctness, adherence to the design concept and to user standards. Makes recommendations, if needed, for approval of major systems installations.

Minimum Education: A Bachelor's degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

Quality Assurance Analyst II

Minimum/General Experience: This position requires a minimum five years IT experience. Experience includes increasing responsibilities in quality assurance testing/management.

Functional Responsibilities: Establishes and maintains a process for evaluating systems and associated documentation. Maintains the level of quality throughout the project lifecycle. Conducts formal and informal reviews at predetermined points throughout the development lifecycle. Provides technical and administrative direction for personnel performing systems development tasks, including the review of work products for correctness, adherence to the design concept and to recognized standards and practices. Makes recommendations, if needed, for approval of major systems installations. Organizes and maintains all testing quality assurance documentation required. Supports the test and integration personnel as a witness to testing requirements. Certifies that all deliverables have met all quality requirements.

Minimum Education: A Bachelor's degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

Network Engineer I

Minimum/General Experience: This position requires a minimum of one to five years IT experience. Experience includes increasing responsibilities in information systems/networks.

Functional Responsibilities: Under direct supervision, assists in the daily operational availability of the hardware and software systems required to support facility operations. Assists in overseeing scheduled testing and review of hardware and software to ensure potential problems are identified at the earliest point possible, aids in adjustments and/or repairs of hardware problems, ensures programming adjustments are implemented as the need is detected, recommends appropriate corrective action for routine problems, ensures documentation is prepared for all hardware and/or software adjustments and/or modifications, and assists in the preparation of reports and analysis of operations, as

required.

Minimum Education: A Bachelor's degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

Network Engineer II

Minimum/General Experience: This position requires a minimum of five to ten years IT experience. Experience includes increasing responsibilities in information systems/networks.

Functional Responsibilities: Under limited supervision, directs the daily operation of networks, including hardware and software systems required to support facility operations. Directs and oversees scheduled testing and review of hardware and software to ensure potential problems are identified at the earliest point possible, ensuring adjustments and/or repairs of hardware are made as the need is detected.

Recommends appropriate corrective action for complex problems and ensures documentation is prepared for all hardware and/or software adjustments and/or modifications. Directs the preparation of reports and analysis of operations, as required.

Minimum Education: A Bachelor's degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

Requirements Manager I

Minimum/General Experience: This position prefers some IT experience. Experience includes providing input for communication with management and performing tasks to manage and report on requirements repositories under direction of a requirements manager. Also performing requirement repository management tasks and repository creation/configuration tasks.

Functional Responsibilities: Assist with analysis of business and technical processes and problems to help formulate requirements and updates to requirements. Review and works requirements at all levels to publish gap, scope creep, fulfillment and realization reports. Understanding of changes to requirements and report the upstream and downstream effects of change. Provides input to communicates with technical and non-technical personnel about requirements.

Minimum Education: A 4 year degree with 0-2 years of related experience, 2 year degree with 4+ years of related experience, or no degree with 8+ years of related experience.

Requirements Manager II

Minimum/General Experience: This position requires a minimum of one to seven years IT experience. Experience includes communicating with management, managing and reporting on requirements repositories. May have responsibilities with requirements management and creation

Functional Responsibilities: Analyzes business and technical processes and problems to formulate requirements and updates to requirements. Review and works requirements at all levels to perform gap, scope creep, fulfillment and realization analysis. Provides guidance and expertise to identify and manage requirements monitoring the upstream and downstream effects of requirements evolution. Communicates with technical and non-technical personnel about requirements. Capable of providing oral and written communication with all levels of management.

Minimum Education: A 6 year degree with 0-2 years of related experience, a 4 year degree with 3+ years of related experience, a 2 year degree with 7+ years of related experience or no degree 10+ years of related experience.

Requirements Manager III

Minimum/General Experience: This position requires a minimum five to twelve years IT experience. Experience includes responsibility to management for requirements and change. Oversee the managing and reporting on requirements repositories, and oversee the managing and reporting on change. Also planning and oversight of responsibilities with requirement management and creation.

Functional Responsibilities: Direct analysis of business and technical processes and problems requirements formulation and direct updates to requirements. Oversee and review requirements at all levels review performance of gap, scope creep, fulfillment, and realization analysis. Provides guidance and expertise to identify and manage changes to requirements and manage the upstream and downstream effects of changes. Communicate with technical and non-technical personnel about change and requirements. Oversee and review communication concerning requirements and change. Capable for oral and written communication with all levels of management.

Minimum Education: A 6 year degree+ with 2 years of related experience, a 4 year degree with 8+ years of related experience a 2 year degree with 15+ years of related experience or no degree 20+ year of related experience.

Requirements Manager SME

Minimum/General Experience: This position requires a minimum of ten years IT experience. Experience includes increasing responsibilities in information systems design and management and/or requirements management.

Subject Matter Expert Requirements Management/ HRIS/ HRMS Applications

Minimum/General Experience: This position requires a minimum of ten years IT experience. Experience includes increasing responsibilities in information systems design and management and/or requirements management.

Functional Responsibilities: Recognized for understanding and communicating common best practices for the industry. Utilizes a knowledge base to create conceptual business models and to point out relevant issues and considerations in selecting and implementing HRIS/HRMS application software packages, such as those provided by ERP vendors. Assesses the operational and functional baseline of an organization and its organizational components, and helps to define the direction and strategy for an engagement while ensuring the organizational needs are being addressed. Provides work direction and guidance to other personnel and also can be an individual contributor; ensures accuracy of the work of other personnel, and operates under deadlines.

Minimum Education: A Bachelor's degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

Minimum/General Experience: Typical positions in this labor category requires a minimum of 5+ years IT/Business experience. Experience includes increasing responsibilities in Information Systems design and management and/or Requirements Management and/or Business Process Architecture, Strategic Architecture or Information Architecture.

Functional Responsibilities: Recognized for understanding and communicating common best practices for the industry. Utilizes a knowledge base to create conceptual business models. Performs GAP Analysis.

Assesses the operational and functional baseline of an organization and its organizational components, and helps to define the direction and strategy for an engagement while ensuring the organizational needs are being addressed.

Business Architect

Minimum/General Experience: Typical positions in this labor category requires a minimum of 2+ years IT/Business Architecture experience. Experience includes increasing responsibilities in Information Systems design and management and/or Requirements Management and/or Business Process Architecture, Strategic Architecture or Information Architecture.

Functional Responsibilities: Recognized for understanding and communicating common best

practices for the industry. Utilizes a knowledge base to create conceptual business models and to point out relevant issues and considerations in selecting and implementing application software packages. Assesses the operational and functional baseline of an organization and its organizational components, and helps to define the direction and strategy for an engagement while ensuring the organizational needs are being addressed. Provides work direction and guidance to other personnel and also can be an individual contributor; ensures accuracy of the work of other personnel, and operates under deadlines. Understands and uses a standard requirements methodology.

Minimum Education: A 6 year degree+ with 3+ years of related experience, a 4 year degree with 12+ years of related experience, a 2 year degree with 20+ years of related experience or no degree with 25+ year of related experience.

- Provides process modeling facilitation and services
- Understanding of FEA, DODAF or similar Enterprise Architecture Framework or methodology
- Develop Business Architecture artifacts, including process modeling, organizational impacts, strategic alignment, translating customer and product requirements into architectural artifacts, and knowledge of BA best practices

Qualifications

- 2+ years of experience in process modeling, or business architecture modeling
- Understanding of modeling best practices
- Provide professional level interactions including high visibility briefs, and Standard Operating Procedures
- Self-starter able to learn and quickly adapt to a fast changing environment
- Must be proficient with Microsoft Office applications, MS Excel, Visio
- Understanding of the methodology pertaining to the generation of As-Is & To-Be process models

Business Architect II

Minimum/General Experience: Typical positions in this labor category requires a minimum of 5+ years IT/Business experience. Experience includes increasing responsibilities in Information Systems design and management and/or Requirements Management and/or Business Process Architecture, Strategic Architecture or Information Architecture.

Functional Responsibilities: Recognized for understanding and communicating common best practices for the industry. Utilizes a knowledge base to create conceptual business models. Performs GAP Analysis. Lead projects.

Assesses the operational and functional baseline of an organization and its organizational components, and helps to define the direction and strategy for an engagement while ensuring the organizational needs are being addressed.

- Provide process modeling facilitation and services
- Understanding of FEA, DODAF or similar Enterprise Architecture Framework or methodology
- Develop Business Architecture artifacts, including process modeling, organizational impacts, strategic alignment, translating customer and product requirements into architectural artifacts, and knowledge of BA best practices

Qualifications

- 5+ years of experience in process modeling, or business architecture modeling
- Knowledge of an EA tool such as System Architect, Troux or similar
- Understanding of modeling best practices
- Minimum of one year in Health Care or Health Informatics
- Provide senior level interactions including high visibility briefs, and Standard Operating Procedures
- Self-starter able to learn and quickly adapt to a fast changing environment

Business Architect III

Minimum/General Experience: Typical positions in this labor category requires a minimum of 7+ years IT/Business experience. Experience includes increasing responsibilities in Information Systems design and management and/or Requirements Management and/or Business Process Architecture, Strategic Architecture or Information Architecture.

Functional Responsibilities: Recognized for understanding and communicating common best practices for the industry. Utilizes a knowledge base to create conceptual business models. Performs GAP Analysis. Lead projects.

Assesses the operational and functional baseline of an organization and its organizational components, and helps to define the direction and strategy for an engagement while ensuring the organizational needs are being addressed.

- Provide process modeling facilitation and services
- Understanding of FEA, DODAF or similar Enterprise Architecture Framework or methodology
- Develop Business Architecture artifacts, including process modeling, organizational impacts, strategic alignment, translating customer and product requirements into architectural artifacts, and knowledge of BA best practices

Qualifications

- 7+ years of experience in process modeling, or business architecture modeling
- Knowledge and experience of an EA tool such as System Architect, Troux or similar
- Understanding of modeling best practices
- Minimum of one year in Health Care or Health Informatics

- Provide senior level interactions including high visibility briefs, and Standard Operating Procedures
- Self-starter able to learn and quickly adapt to a fast changing environment

Business Architect SME

Minimum/General Experience: This position requires a minimum of 15 years IT experience. Experience includes increasing responsibilities in information systems design and management and/or requirements management.

Functional Responsibilities: Recognized for understanding and communicating common best practices for the industry. Utilizes a knowledge base to create conceptual business models and to point out relevant issues and considerations in selecting and implementing application software packages.

Assesses the operational and functional baseline of an organization and its organizational components, and helps to define the direction and strategy for an engagement while ensuring the organizational needs are being addressed.

Provides work direction and guidance to other personnel and also can be an individual contributor; ensures accuracy of the work of other personnel, and operates under deadlines. Understands and uses a standard requirements methodology.

- Understanding of FEA, DODAF or similar Enterprise Architecture Framework or methodology
- Provide thought leadership, and senior level expertise in enterprise architecture, health informatics, industry/federal standards and interoperability trends, IT governance, and broad Health IT Management/Strategy Drivers
- Ability to review Business, Information, and Enterprise Architecture Products and offer expert advice
- Determine and suggest improvement opportunities to Business Architecture
- Ability monitor industry trends, federal mandates, regulations, and offer/share best practices and implications (gap analyses, alignment with strategic direction, etc.
- 10+ years of industry experience in Information Technology or Business Process frameworks, and leading project deliverables
- 5+ years plus in health care, and demonstrate knowledge of informatics trends
- Working knowledge of health care interoperability standards
- Current knowledge of OMB mandates, federal standards, and federal CIO priorities
- Strong Consulting Skills
- Strong Facilitation Skills
- 10+ years' experience in EA, modeling, and EA frameworks
- Proven skills in authoring point papers, white papers, and delivering briefs to senior management

- Familiarity and working experience in an Agile environment
- Demonstrate analytical reasoning and intellectual curiosity
- Demonstrate deep knowledge of electronic health records, and broad HIT direction
- Must be proficient with Microsoft Office applications, MS Excel, Visio

Change Manager I

Minimum/General Experience: This position prefers some IT experience. Experience includes providing input for communication with management and performing tasks to manage and report on change under direction of a change manager. Also performing version control change audit tasks and change audit report creation and publication.

Functional Responsibilities: Assist with oversight of version control repository to publish delta, change metrics and frequency reports. Provides input to identify and manage changes to versioned artifacts and report the upstream and downstream effects of changes. Provides input to communicate with technical and non-technical personnel about change.

Minimum Education: A 6 year degree with 0-2 years of related experience, a 4 year degree with 3+ years of related experience, a 2 year degree with 7+ years of related experience or no degree 10+ years of related experience.

Change Manager II

Minimum/General Experience: This position requires a minimum one to seven years IT experience. Experience includes communicating with management, managing and reporting on version control repositories, and managing and reporting on change. Also responsibilities with version control repository creation and configuration.

Functional Responsibilities: Analyzes business and technical change processes to formulate best practice procedures. Execution of change procedures. Review and works change procedures at all levels to produce delta, change audit and frequency reports. Provides guidance and expertise to identify and manage changes to controlled objects and manage/monitor the upstream and downstream effects of changes. Communicates with technical and non-technical personnel about change. Capable for oral and written communication with all levels of management.

Minimum Education: A 6 year degree with 0-2 years of related experience, a 4 year degree with 3+ years of related experience, a 2 year degree with 7+ years of related experience or no degree 10+ years of related experience.

Change Manager III

Minimum/General Experience: This position requires a minimum two to twelve years IT

experience. Experience includes responsibility to management for change control and audit. Oversee the managing and reporting on version control repositories, and oversee the managing and reporting on change. Also planning and oversight of responsibilities with artifact repository management and creation.

Functional Responsibilities: Direct analysis of business and technical processes of change control to formulate change control procedures. Oversee and review changes at all levels review performance of delta, version control and frequency analysis. Provides guidance and expertise to identify and manage changes and manage the upstream and downstream effects of changes. Communicate with technical and non-technical personnel about change. Oversee and review communication concerning change. Capable of oral and written communication with all levels of management.

Minimum Education: A 6 year degree+ with 2 years of related experience, a 4 year degree with 8+ years of related experience a 2 year degree with 15+ years of related experience or no degree 20+ year of related experience.

Change Manager SME

Minimum/General Experience: This position requires a minimum of ten years IT experience. Experience includes increasing responsibilities in information systems change/configuration management and requirements change management.

Functional Responsibilities: Recognized for understanding and communicating common best practices for the industry. Utilizes a knowledge base to create conceptual business models and to point out relevant issues and considerations in selecting and implementing changes to application software packages. Assesses the operational and functional baseline of an organization and its organizational components, and helps determine the impacts of change while ensuring the organizational needs are being addressed. Provides work direction and guidance to other personnel and also can be an individual contributor; ensures accuracy of the work of other personnel, and operates under deadlines. Understands and uses a standard change/configuration management methodology.

Minimum Education: A 6 year degree+ with 3+ years of related experience, a 4 year degree with 12+ years of related experience, a 2 year degree with 20+ years of related experience or no degree with 25+ year of related experience.

Project Manager I

Minimum/General Experience: This position requires a minimum of one to five years of IT experience. Experience includes increasing responsibilities in information systems design and management.

Functional Responsibilities: Organizes, directs, and manages small scale IT project functions with an agency or organization. Capable for oral and written communication

with all levels of management. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with task schedules and costs through the execution of project plans. Provide administrative and technical leadership, including responsibility for cost, schedule and performance. Monitor fulfillment of requirements for quality and timeliness of services/ deliverables to customer. Investigates and resolves operational problems. Conducts employee performance evaluations.

Minimum Education: A Bachelor's degree in computer science/systems, Project Management, Information Systems/Technology, Engineering/Engineering Technology, Software Engineering/Programming, Management, Natural Sciences, Social Sciences, Law/Legal Administration, Mathematics or Business/Finance.

Project Manager II

Minimum/General Experience: This position requires a minimum of five to ten years of IT experience. Experience includes increasing responsibilities in information systems design and management.

Functional Responsibilities: Organizes, directs, and manages mid-to-large scale IT project functions with an agency or organization. Capable for oral and written communication with all levels of management. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with task schedules and costs through the execution of project plans. Provide administrative and technical leadership, including responsibility for cost, schedule and performance. Monitor fulfillment of requirements for quality and timeliness of services/ deliverables to customer. Investigates and resolves operational problems. Conducts employee performance evaluations.

Minimum Education: A Bachelor's degree in computer science/systems, Project Management, Information Systems/Technology, Engineering/Engineering Technology, Software Engineering/Programming, Management, Natural Sciences, Social Sciences, Law/Legal Administration, Mathematics or Business/Finance.

Project Manager III

Minimum/General Experience: This position requires a minimum of ten or more years of IT experience. Experience includes increasing responsibilities in information systems design and management.

Functional Responsibilities: Organizes, directs, and manages large scale IT project functions with an agency or organization. Capable for oral and written communication with all levels of management. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with task schedules and costs through the execution of project plans. Provide administrative and technical leadership, including responsibility for cost, schedule and performance. Monitor fulfillment of requirements for quality and timeliness of services/ deliverables to customer. Investigates and resolves operational problems. Conducts employee performance

evaluations.

Minimum Education: A Bachelor's degree in computer science/systems, Project Management, Information Systems/Technology, Engineering/Engineering Technology, Software Engineering/Programming, Management, Natural Sciences, Social Sciences, Law/Legal Administration, Mathematics or Business/Finance.

Subject Matter Expert / Applications Training

Minimum/General Experience: This position requires a minimum of ten years IT experience. Experience includes increasing responsibilities in information design and management.

Functional Responsibilities: Plans and oversees the complete design and development of enterprise application training efforts. Deliverables may include corporate training budgets and plans, instructional aid development, reference materials/manuals, or audio/visual supports. Develops curriculum outlines in accordance with established client needs and guidelines, develops statistical information/metrics on employee training, monitors training programs by reviewing and analyzing student course evaluations, and makes recommendations to management on course improvement and customer training needs. Provides work direction and guidance to other personnel and also can be an individual contributor; ensures accuracy of the work of other personnel, and operates under deadlines.

Minimum Education: A Bachelor's degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

(Insert Customer Name)

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

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 ordering activity that works better and costs less.

Signatures

Ordering Activity	Date	Contractor	Date
-------------------	------	------------	------

(CUSTOMER NAME)
BLANKET PURCHASE
AGREEMENT

BPA NUMBER__

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

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

MODEL NUMBER/PART NUMBER *SPECIAL BPA DISCOUNT/PRICE

(2) Delivery:

DESTINATION DELIVERY SCHEDULES / DATES

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be_____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on ___or at the end of the contract period, whichever is earlier. (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE POINT OF CONTACT

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

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor; (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN); (e)Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

**BASIC GUIDELINES FOR
USING “CONTRACTOR TEAM
ARRANGEMENTS”**

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