



GENERAL SERVICES ADMINISTRATION

**FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*®, a menu-driven database system.

The INTERNET address for GSA *Advantage!*® is: www.GSAAdvantage.gov

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

SIN 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

- FPDS Code D301 IT Facility Operation and Maintenance
- FPDS Code D302 IT Systems Development Services
- FPDS Code D306 IT Systems Analysis Services
- FPDS Code D307 Automated Information Systems Design and Integration Services
- FPDS Code D308 Programming Services
- FPDS Code D310 IT Backup and Security Services
- FPDS Code D311 IT Data Conversion Services
- FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing Services
- FPDS Code D316 IT Network Management Services
- FPDS Code D317 Automated News, Data or Other Information Services
- FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

Contract Number: GS-35F-0447T

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract period: June 1, 2007 thru May 31, 2017

**Inquisit, LLC
14701C Willard Road, Chantilly, VA 20151
(703) 738-4447
www.inquisitllc.com**

Small Business

Inquisit, LLC is an 8(a) certified, Small Disadvantaged Business

*Pricelist current through Modification PS-0017 dated 07/10/2014.
Prices Shown Herein are Net (discount deducted)*

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Customer Information

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s). Line item descriptions are provided on page 13.

SIN 132-51 – IT Professional Services

<i>Labor Category (Government Site)</i>	<i>6/1/12 - 12/31/12</i>	<i>1/1/13 - 12/31/13</i>	<i>1/1/14 - 12/31/14</i>	<i>1/1/15 - 12/31/15</i>	<i>1/1/16 - 12/31/16</i>	<i>1/1/17 - 5/31/17</i>
Deployment Coordinator	\$82.62	\$85.51	\$88.50	\$91.60	\$94.81	\$98.13
Deskside Assistant	\$54.21	\$56.11	\$58.07	\$60.10	\$62.20	\$64.38
Functional Analyst	\$59.80	\$61.89	\$64.06	\$66.30	\$68.62	\$71.02
Functional Area Specialist	\$159.15	\$164.72	\$170.49	\$176.46	\$182.64	\$189.03
Help Desk Analyst II			\$70.38	\$72.84	\$75.39	\$78.03
Installer	\$54.21	\$56.11	\$58.07	\$60.10	\$62.20	\$64.38
Lead Engineer	\$100.09	\$103.59	\$107.22	\$110.97	\$114.85	\$118.87
Lead Installer	\$82.85	\$85.75	\$88.75	\$91.86	\$95.08	\$98.41
IT Logistics Analyst			\$38.77	\$40.13	\$41.53	\$42.98
Network Engineer	\$82.20	\$85.08	\$88.06	\$91.14	\$94.33	\$97.63
Network Engineer II	\$110.51	\$114.38	\$118.38	\$122.52	\$126.81	\$131.25
Network Engineer IV	\$169.91	\$175.86	\$182.02	\$188.39	\$194.98	\$201.80
Program Analyst			\$50.80	\$52.58	\$54.42	\$56.32
Project Manager	\$120.28	\$124.49	\$128.85	\$133.36	\$138.03	\$142.86
System Administrator III			\$75.39	\$78.03	\$80.76	\$83.59
Systems Engineer			\$73.97	\$76.56	\$79.24	\$82.01
Systems Engineer II			\$90.99	\$94.17	\$97.47	\$100.88
Systems Engineer III	\$103.70	\$107.33	\$111.09	\$114.98	\$119.00	\$123.17
Systems Engineer IV	\$127.54	\$132.00	\$136.62	\$141.40	\$146.35	\$151.47
Task Manager	\$86.08	\$89.09	\$92.21	\$95.44	\$98.78	\$102.24
Technical Writer			\$62.75	\$64.95	\$67.22	\$69.57

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

N/A

1c Description of commercial job title, experience, functional responsibility and education for hourly rates.

See page 13.

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

Special Item Number 132-32 - Term Software Licenses - \$500,000 per order
Special Item Number 132-33 - Perpetual Software Licenses - - \$500,000 per order
Special Item Number 132-34 - Maintenance of Software as a Service - \$500,000 per order
Special Item Number 132-51 - Information Technology Professional Services - \$500,000 per order

3. Minimum Order

The minimum dollar value of orders to be issued is \$100.00

4. Geographic Coverage

Domestic Only

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.

5. Point of Production

Chantilly, Virginia

6. Prices shown are Government Net Prices. Basic discounts have been deducted.

7. Quantity Discounts

Not Applicable (N/A)

8. Prompt Payment Terms

Invoices payment terms are NET 30 days.

2% discount - 10 days from receipt of invoice or date of acceptance, whichever is later.

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Government purchase cards are accepted at or below the micro-purchase threshold.

9b. Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign Items

None

11a. 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)
SIN 132-51	As negotiated between ordering activity and Contractor

11b. Expedited Delivery

N/A

11c. Overnight and 2-Day Delivery

The schedule customer may contact the Contractor for rates for overnight and 2-day delivery.

11d. 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.

12. F.O.B. Point(s)

Destination

13a. Ordering Address

InquisIT LLC
14701C Willard Road
Chantilly, VA 20151

13b. Ordering Procedures

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.
- c. FAR 8.405-3 Blanket Purchase Agreements

14. Payment Address

InquisIT LLC
14701C Willard Road
Chantilly, VA 20151

15. Warranty Provision

- 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.

16. Export Packing Charges

N/A

17. Terms and Conditions of Government Purchase Card Acceptance

Credits cards will be acceptable for payment above the micro-purchase threshold. Ordering activities should call 703-738-4447 to arrange payment or fax payment information to 703-738-4535.

18. Terms and Conditions of Rental, Maintenance and Repair

N/A

19. Terms and Conditions of Installation

N/A

20. Terms and Conditions of Repair Parts indicating date of parts price lists and any discounts from list prices

N/A

20a. Terms and Conditions for Any Other Services

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (***) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly."

NOTE: Open Market Items are also known as incidental items, non-contract items, non-Schedule items, and items not on a Federal Supply Schedule contract. 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.

21. List of Service and Distribution Points

N/A

22. List of Participating Dealers

N/A

23. Preventative Maintenance

N/A

24a. Special Attributes

N/A

24b. Section 508 Compliance

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant:

Yes

No

Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): www.inquisitllc.com

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

25. Data Universal Number System (Duns) Number

16-854-9199

26. Notification Regarding Registration in Central Contractor Registration (CCR) Database

The Contractor is registered and current in System for Award Management (SAM) which replaced CCR.

Terms and Conditions Applicable to Information Technology (IT) Professional Services (Special Item Number 132-51)

*****NOTE:** *All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.*

1. SCOPE

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

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

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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

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

d. Any Contractor travel required in the performance of IT 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

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS-- COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts 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 (Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

a. Labor Categories

Commercial Job Title: Deployment Coordinator

Minimum/General Experience: Six (6) year experience as it applies to development and execution of enterprise-wide IT system deployments.

Functional Responsibility: Responsible for applying advanced technical skills to enterprise-wide IT equipment deployments. Assesses requirements and develops schedule and technical milestones. Using well developed diagnostic skills, analyzes problems and develops effective solutions to deployment issues.

Minimum Education: Bachelor's Degree or equivalent (see Section 16.B "Note on Substitution of Education")

Commercial Job Title: Deskside Assistant

Minimum/General Experience: One (1) year experience in providing user-site help services for computer-related issues.

Functional Responsibility: Assists users by providing transition services from a previous computing environment to a new computing environment. Assist in helping end users understand the new environment, instruct them on finding enterprise resources and data, answer questions, and resolve or escalate issues.

Minimum Education: Bachelor's Degree or equivalent (see Section 16.B "Note on Substitution of Education")

Commercial Job Title: Functional Analyst

Minimum/General Experience: Three (3) years experience as it applies to computer software applications development and/or analysis.

Functional Responsibility: Performs systems analysis, design, programming, documentation, or implementation of complex system applications and related MIS/ADP systems concepts for effective implementation. Participates in all phases of the software development life cycle with emphasis on the planning, analysis, testing and acceptance phases. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results.

Minimum Education: Bachelor's Degree or equivalent (see Section 16.B "Note on Substitution of Education")

Commercial Job Title: Functional Area Specialist

Minimum/General Experience: Ten (10) years of specialized experience in specific functional areas related to IT projects.

Functional Responsibilities: Performs systems analysis, able to understand and communicate common best practices and industry standards. Can create conceptual business models and point out relevant issues and considerations in selecting application software packages. Assesses the operational and functional baseline of an organization and its components, and helps to define the direction and strategies for engagements. Works with senior managers to provide industry vision and guidance. Possesses specialized skills with relation to specific hardware or software packages. Supports the development of functional area strategies for enhanced IT operations. Provides work direction and guidance to other personnel; ensures accuracy of the work of other personnel, operates under deadlines, able to work on multiple tasks.

Minimum Education: Bachelor's Degree or equivalent (see Section 16.B "Note on Substitution of Education")

Commercial Job Title: Help Desk Analyst II

Minimum/General Experience: Two (2) years experience providing user help desk services for computer related issues.

Functional Responsibility: Provides second-tier support to end users for either PC, Laptop, Server or Mainframe applications or hardware. Interacts with network services, software engineering, and/or applications development to restore services and/or identify and correct core problems. Will simulate or recreate user problems to resolve operating difficulties. Will recommend system modifications or upgrades to reduce user problems.

Minimum Education: Bachelor's Degree or equivalent (see Section 16.B "Note on Substitution of Education")

Commercial Job Title: Installer

Minimum/General Experience: One (1) year experience as it applies to desktop computer deployments, system refreshes, and system disposal.

Functional Responsibility: Responds to user requests for assistance by phone and in person. Installs and modifies computer hardware and software. Diagnoses hardware, software, and operator problems and recommends remedial actions or procedural changes. May load and configure software such as operating systems and environments and application. Provides technical assistance and training to system users.

Minimum Education: Bachelor's Degree or equivalent (see Section 16.B "Note on Substitution of Education")

Commercial Job Title: Lead Engineer

Minimum/General Experience: Eight (8) years experience as it applies to computer support services, including operating systems, computers, peripherals, and/or office automation software.

Functional Responsibility: Performs and leads with the designing, building, configuring and administrating of network systems and services. Provides guidance, technical leadership, and training to less experienced staff. May instruct, direct and monitor the work of other staff. Should

have mastery of commonly used scripting languages to assist in automating repetitive administration tasks.

Minimum Education: Bachelor's Degree or equivalent (see Section 16.B "Note on Substitution of Education")

Commercial Job Title: Lead Installer

Minimum/General Experience: Five (5) years experience as it applies to managing desktop computer deployments, system refreshes, and system disposal.

Functional Responsibility: Performs IT material management, including install planning, provisioning requirements determination, acquisition, distribution, accountability, and issue for consumption, retention or disposal. Determines current and future equipment requirements to meet customer needs. Reviews and analyses schedules to ensure readiness and availability of equipment for installation.

Minimum Education: Bachelor's Degree or equivalent (see Section 16.B "Note on Substitution of Education")

Commercial Job Title: IT Logistics Analyst

Minimum/General Experience: Three (3) years experience is logistics/supply field.

Functional Responsibility: Analyzes, organizes, plans and administers various phases of day-to-day IT product shipment, distribution, packaging and handling using established procedures. Receives and inspects IT assets and enters in asset tracking system. Maintains up to date inventory records and asset tracking and status. Reconciles shipping documents with invoices and inventory. Conducts IT equipment burn-in and provides batch imaging of computer products when needed. Uses basic contractual documents, technical data, customer usage data, customer maintenance practices, customer operation characteristics to configure IT assets. Monitors inventory and analyzes requirements in order to develop strategies to achieve desired delivery times. Has knowledge of commonly-used concepts, practices, and procedures within the IT field.

Minimum Education: High School

Commercial Job Title: Network Engineer

Minimum/General Experience: Six (6) years experience of Network Engineering Services for IT related projects.

Functional Responsibility: Under minimum supervision design and coordinate the installation and acceptance testing of the system network. Monitor network hardware operations to ensure properly set configuration options. Plans implementation of enhancements and upgrades to the network; performs cost/benefit studies of network configurations and recommends enhancements; directs acquisition, installation, and testing of network hardware; advises network users of hardware requirements, configurations, and limitations; and isolates, resolves, or circumvents network problems.

Minimum Education: Bachelor's Degree or equivalent (see Section 16.B "Note on Substitution of Education")

Commercial Job Title: Network Engineer II

Minimum/General Experience: Eight (8) years experience of providing Network Engineering Services for IT related projects.

Functional Responsibilities: Under minimum supervision design and coordinate the installation and acceptance testing of the system network. Monitor network hardware operations to ensure properly set configuration options. Plans implementation of enhancements and upgrades to the network; performs cost/benefit studies of network configurations and recommends enhancements; directs acquisition, installation, and testing of network hardware; advises network users of hardware requirements, configurations, and limitations; and isolates, resolves, or circumvents network problems.

Minimum Education: Bachelor's Degree or equivalent (see Section 16.B "Note on Substitution of Education")

Commercial Job Title: Network Engineer IV

Minimum/General Experience: Ten (10) years experience of providing Network Engineering Services for IT related projects.

Functional Responsibilities: Able to design, build, configure and administrate network systems and services. Assist in architect level design efforts. May instruct, direct and monitor the work of other staff. Should have mastery of commonly used scripting languages to assist in automating repetitive administration tasks. Monitor network hardware operations to ensure properly set configuration options. Plans implementation of enhancements and upgrades to the network; performs cost/benefit studies of network configurations and recommends enhancements; directs acquisition, installation, and testing of network hardware; advises network users of hardware requirements, configurations, and limitations; and isolates, resolves, or circumvents network problems.

Minimum Educations: Masters or equivalent (see Section 16.B "Note on Substitution of Education")

Commercial Job Title: Program Analyst

Minimum/General Experience: One (1) year experience in an office environment.

Functional Responsibilities: Works in support of task leaders and generally other analysts. Coordinates with other program analysts assigned to the project. Conducts program research in areas such as workflow, templates and training methodologies using a variety of methods, including computer resources. Contributes to written scholarly or technical products. Develops and uses multiple product formats for conveying information such as Internet web sites, CD-ROM, laser disk, and hard copy products.

Minimum Education: Associates Degree or equivalent (see Section 16.B "Note on Substitution of Education")

Commercial Job Title: Project Manager

Minimum/General Experience: Six (6) years experience of providing Project management for IT related projects.

Functional Responsibilities: Serves as 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 ordering activity Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), ordering activity 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: Bachelor's Degree or equivalent (see Section 16.B "Note on Substitution of Education")

Commercial Job Title: System Administrator III

Minimum/General Experience: Four (4) years experience providing System Administrator services.

Functional Responsibilities: Responsible for the day-to-day operational maintenance, support, and upgrades for operating systems, workstations and servers. Under limited supervision, performs complex software installations and upgrades to operating systems and layered software packages. Schedules installations and upgrades and maintains them in accordance with established IT policies and procedures. Monitors and tunes the system to achieve optimum performance levels. Ensures workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions of varying complexities. Ensures data/media recoverability by developing and implementing a schedule of system backups and database archive operations. Plans and implements the modernization of servers. Develops, implements and promotes standard operating procedures and schedules. Conducts hardware and software audits of workstations and servers to ensure compliance with established standards, policies, and configuration guidelines. Develops and implements new standards, policies and procedures.

Minimum Education: Bachelor's Degree or equivalent (see Section 16.B "Note on Substitution of Education")

Commercial Job Title: Systems Engineer

Minimum/General Experience: Three (3) years experience with systems engineering services.

Functional Responsibilities: Performs daily operational systems administration duties and special tasks as assigned. Assists with server systems creation and deployment. Responsible for daily backups and restorations. Assists other engineers with software, systems and network integration and testing. Configures, installs, tests and maintains network devices. Assists users and help desk personnel with related support issues.

Minimum Education: Bachelor's Degree or equivalent (see Section 16.B "Note on Substitution of Education")

Commercial Job Title: Systems Engineer II

Minimum/General Experience: Five (5) years experience with systems engineering services.

Functional Responsibilities: Designs, builds and administrates application servers or desktop systems. Responsible for some configuration management. Should have competence in some commonly used scripting language to assist with software deployments and user logons. Assists users and help deal personnel with related support issues.

Minimum Education: Bachelor's Degree or equivalent (see Section 16.B "Note on Substitution of Education")

Commercial Job Title: Systems Engineer III

Minimum/General Experience: Eight (8) years experience with systems engineering services.

Functional Responsibilities: Assists with designing, building, configuring and administrating network systems and services. Provides guidance, technical leadership, and training to less experienced staff. May instruct, direct and monitor the work of other staff. Should have mastery of commonly used scripting languages to assist in automating repetitive administration tasks.

Minimum Education: Bachelor's Degree or equivalent (see Section 16.B "Note on Substitution of Education")

Commercial Job Title: Systems Engineer IV

Minimum/General Experience: Nine (9) years experience with systems engineering services.

Functional Responsibilities: Primary Systems Designer. Applies broad range of knowledge and expertise of principles, practices and procedures of particular functions to the completion of difficult and complex assignments. Typically serves as a lead engineer and as a resource to others to solve complex issues. Provides guidance, technical leadership, and training to less experienced staff. May instruct, direct and monitor the work of other staff. Should have mastery of commonly used scripting languages to assist in automating repetitive administration tasks.

Minimum Education: Bachelor's Degree or equivalent (see Section 16.B "Note on Substitution of Education")

Commercial Job Title: Task Manager

Minimum/General Experience: Six (6) years experience as it applies to managing desktop and network support efforts.

Functional Responsibility: Provides management oversight and senior technical expertise for small groups of technicians assigned to general desktop or network support tasks. Establishes costs and determines resource requirements. Responsible for the administrative, contractual, and financial aspects of task efforts.

Minimum Education: Bachelor's Degree or equivalent (see Section 16.B "Note on Substitution of Education")

Commercial Job Title: Technical Writer

Minimum/General Experience: Two (2) years experience writing for IT or technical project.

Functional Responsibility: Develops, writes, and edits ADP documentation incorporating information from users, ADP development personnel, and management personnel. Develops

reports from written and electronic input media. Prepares graphic presentations of technical information for both technical and non-technical users. Assists in requirements analysis and preliminary system design activities through participation in user interviews.

Minimum Education: Bachelor's Degree or equivalent (see Section 16.B "Note on Substitution of Education")

b. Note on Substitution of Education

InquisIT, LLC maintains that all of the staff presented will meet or exceed the requirements for the CLIN that they are bid against, however there are substitutions allowed to reach experience/education requirements for all CLIN's. These substitutions are:

Relevant Experience

Relevant Experience refers to the minimum number of years required in Information Technology (IT). This experience must have been obtained within the most recent 15 years.

- InquisIT, LLC recognizes seven (7) years of relevant experience as an acceptable substitution for a PHD. InquisIT, LLC also recognizes that a PHD as an acceptable substitution for Seven (7) years of relevant experience.
- InquisIT, LLC recognizes five (5) years of relevant experience as an acceptable substitution for a Masters degree. InquisIT, LLC also recognizes a Masters degree as an acceptable substitution for five (5) years of relevant experience.
- InquisIT, LLC recognizes three (3) years of relevant experience as an acceptable substitution for a Bachelors degree. InquisIT, LLC also recognizes a Bachelors degree as an acceptable substitution for three (3) years of relevant experience.
- InquisIT, LLC recognizes one (1) year of relevant experience as an acceptable substitution for an Associate's degree. InquisIT, LLC also recognizes an Associate's degree as an acceptable substitution for one (1) year of experience.

Industry Accepted Professional Certification

An Industry Accepted Professional Certification is a Certification that is issued to an individual for completing all necessary class work and passing all associated test's put forth by any manufacturer designed to certify that this individual possesses the skills to be considered an expert in their field.

- InquisIT, LLC recognizes an Industry Accepted Professional Certification related to the technology as an acceptable substitution for two years of relevant experience or the education requirement. Example Given: Microsoft Certified Systems Engineer (MCSE)

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!TM on-line shopping service (www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage!TM and the Federal Acquisition Service Home Page (www.gsa.gov/fas) 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.

USA Commitment to Promote Small Business Participation Procurement Programs

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Michael E Metcalf, (703) 738-4447, mmetcalf@inquisitllc.com, Fax: (703) 738-4535.

Best Value Blanket Purchase Agreement

FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

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

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

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

Signatures

Ordering Activity Date

Contractor Date

BPA NUMBER _____

(CUSTOMER NAME)

BLANKET PURCHASE AGREEMENT

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

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

MODEL NUMBER/PART NUMBER	*SPECIAL
BPA DISCOUNT/PRICE	

_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
-------------	----------------------------

_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

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

OFFICE

POINT OF CONTACT

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

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

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

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

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