

AUTHORIZED  
INFORMATION TECHNOLOGY SCHEDULE PRICELIST  
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 (CAD/CAM) Services
- FPDS Code D316 IT Network Management Services
- FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
- FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

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

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

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



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**<http://www.Quotient-Inc.com>**

Contract Number: **GS-35F-0482L**  
Period Covered by Contract: **August 23, 2016 through June 27, 2021**

General Services Administration  
Federal Acquisition Service

Pricelist current through Modification # **PO-0038**, dated **05-03-16**.

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

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INFORMATION FOR ORDERING ACTIVITIES  
APPLICABLE TO ALL SPECIAL ITEM NUMBERS

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

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!<sup>™</sup> on-line shopping service ([www.gsadvantage.gov](http://www.gsadvantage.gov)). The catalogs/pricelists, GSA Advantage!<sup>™</sup> and the Federal Acquisition Service Home Page ([www.gsa.gov/fas](http://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 micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. Geographic Scope of Contract:

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

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

Offerors are requested to check one of the following boxes:

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

2. Contractor's Ordering Address and Payment Information:

**Quotient, Inc.**  
**6310 Hillside Court**  
**Suite 101**  
**Columbia, MD 21046**

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

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

**410-309-9000**

3. LIABILITY FOR INJURY OR DAMAGE

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

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

Block 9: G. Order/Modification Under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS) Number: **093375918**  
Block 30: Type of Contractor - **B. Other Small Business**  
Block 31: Woman-Owned Small Business - **YES**  
Block 36: Contractor's Taxpayer Identification Number (TIN): **52-2143391**

4a. CAGE Code: **1PZ77**

4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB Destination

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER

DELIVERY TIME (Days ARO)

**132-51**

**To be determined between Quotient, Inc. and the ordering activity.**

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: **None**. Prices are net 30 days from receipt of invoice or date of acceptance, whichever is later.

b. Quantity: **None**

c. Dollar Volume: **None**

d. Government Educational Institutions: **Government Educational Institutions are offered the same discounts as all other Government customers.**

e. Other: **None**

8. Trade Agreements Act of 1979, as amended:

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

9. Statement Concerning Availability of Export Packing: **Not Applicable**

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

11. Maximum Order (All dollar amounts are exclusive of any discount for prompt payment.)  
The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:  
Special Item Number 132-51 - Information Technology (IT) Professional Services

12. ORDERING PROCEEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS

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

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

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

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

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

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

- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as

might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

#### 16. GSA Advantage!

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

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

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

#### 17. PURCHASE OF OPEN MARKET ITEMS

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

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

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

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

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

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

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

c. The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

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 received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

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

23. SECTION 508 COMPLIANCE.

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 \_\_\_\_\_

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): \_\_\_\_\_

**Please contact Quotient, Inc. directly at 410-309-9000 regarding Section 508 compliance.**

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

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

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

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

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

- (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
- (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

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

26. SOFTWARE INTEROPERABILITY.

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

27. ADVANCE PAYMENTS

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

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

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT 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 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 Services.

## 9. INDEPENDENT CONTRACTOR

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

<b>Labor Category</b>	<b>GSA Rate</b>
Applications Programmer 1	\$76.95
Applications Programmer 2	\$84.69
Applications Programmer 3	\$104.34
Applications Specialist 1	\$83.49
Applications Specialist 2	\$131.77
Applications Specialist 3	\$147.58
Commercial Application Subject Matter Expert	\$215.02
Database Administrator	\$94.50
Database Consultant	\$100.32
Graphics Artist	\$64.28
Help Desk Analyst 1	\$45.94
Help Desk Analyst 2	\$53.16
Lead Applications Specialist	\$126.51
Network Administrator	\$89.60
Network Engineer 1	\$71.15
Network Engineer 2	\$69.72
Network Installation Assistant	\$40.55
Network Operations Specialist 1	\$60.02
Network Technician 2	\$66.44

Principal Software Engineer	\$184.48
Program Manager	\$158.12
Programmer Analyst 2	\$92.55
Programmer Analyst 3	\$84.97
Project Manager	\$131.77
Senior Business Process Specialist	\$164.57
Senior Network Engineer	\$86.05
Senior Programmer	\$79.30
Senior Program Manager	\$119.31
Senior Software Design Analyst	\$131.77
Senior Software Engineer	\$110.94
Senior Systems Engineer	\$108.12
Senior Web Developer	\$85.50
Software Engineer 1	\$79.02
Software Engineer 2	\$109.82
Software Engineer 3	\$131.77
Systems Analyst 1	\$105.59
Systems Analyst 2	\$80.54
Systems Analyst 3	\$110.06
Systems Analyst 4	\$105.42
Systems Consultant	\$100.14
Systems Engineer 1	\$75.58
Systems Engineer 2	\$81.81
Systems Engineer 3	\$87.26
Technical Writer/Documentation Specialist	\$81.63
Test Specialist	\$90.64
Web Developer 1	\$47.43
Web Developer 2	\$64.54
Web Developer 3	\$94.50

## **LABOR CATEGORY DESCRIPTIONS**

### **APPLICATIONS PROGRAMMER 1**

**DUTIES:** Performs analysis, design, coding, and testing for system software components, databases, and applications possessing a wide range of capabilities (e.g., engineering, business, and records management functions), develops requirements and technical specifications, prepares program-level and customer-level documentation, assists senior analysts in preparing input and test data for the proposed system, and enhances and maintains software. Typically required to work under the close supervision and direction of senior personnel. Works independently or as a member of a team. May interface with customer management and technical personnel. Reports in writing and orally to contractor management and customer representatives.

**QUALIFICATIONS:** Two years of concentrated, hands-on experience in the specific discipline of the subject matter field required by an actual task order. Typically a bachelor's degree in computer science or other related discipline.

### **APPLICATIONS PROGRAMMER 2**

**DUTIES:** Performs analysis, design, coding, and testing for system software components, databases, and applications possessing a wide range of capabilities (e.g., engineering, business, and records management functions), develops requirements and technical specifications, prepares program-level and customer-level documentation, assists senior analysts in preparing input and test data for the proposed system, and enhances and maintains software. Typically required to work under the close supervision and direction of senior personnel. Works independently or as a member of a team. May interface with customer management and technical personnel. Reports in writing and orally to contractor management and customer representatives.

**QUALIFICATIONS:** Four years of concentrated, hands-on experience in the specific discipline of the subject matter field required by an actual task order. Typically a bachelor's degree in computer science or other related discipline.

### **APPLICATIONS PROGRAMMER 3**

**DUTIES:** Performs analysis, design, coding, and testing for system software components, databases, and applications possessing a wide range of capabilities (e.g., engineering, business, and records management functions), develops requirements and technical specifications, prepares program-level and customer-level documentation, assists senior analysts in preparing input and test data for the proposed system, and enhances and maintains software. Typically required to work under the close supervision and direction of senior personnel. Works independently or as a member of a team. May interface with customer management and technical personnel. Reports in writing and orally to contractor management and customer representatives.

**QUALIFICATIONS:** Six years of concentrated, hands-on experience in the specific discipline of the subject matter field required by an actual task order. Typically a bachelor's degree in computer science or other related discipline.

### **APPLICATIONS SPECIALIST 1**

**DUTIES:** Provides highly technical and/or specialized guidance concerning automation solutions to complex information processing problems related to the subject matter field, performs analysis and studies, prepares reports and gives presentations, works independently or as a team member. Interfaces with customer management and technical personnel. Reports in writing and orally to contractor management and customer representatives.

**QUALIFICATIONS:** Two years of concentrated, hands-on experience in the specific discipline of the subject matter field required by an actual task order. Typically a bachelor's degree in computer science or other related discipline.

### **APPLICATIONS SPECIALIST 2**

**DUTIES:** Provides highly technical and/or specialized guidance concerning automation solutions to complex information processing problems related to the subject matter field, performs analysis and studies, prepares reports and gives presentations, works independently or as a team member as needed. Interfaces with customer management and technical personnel. Reports in writing and orally to contractor management and customer representatives.

**QUALIFICATIONS:** Four years of concentrated, hands-on experience in the specific discipline of the subject matter field required by an actual task order. Typically a bachelor's degree in computer science or other related discipline.

### **APPLICATIONS SPECIALIST 3**

**DUTIES:** Works independently or as part of a team as needed. Provides a high level of expertise in implementing and maintaining solutions. Maintains an understanding of new technological advances and security vulnerabilities. Develops complex scripts for automated testing and implementation of project goals. Provides analysis of proposed requirements and solutions. Assists analysts in accomplishing tasks and offers guidance on methodologies used. Reviews work product for correctness and adherence to standards. Assesses accuracy of implementations by providing sample test data, and test plans.

**QUALIFICATIONS:** Eight years of concentrated, hands-on experience in the specific discipline of the subject matter field required by an actual task order. Typically a bachelor's degree in computer science or other related discipline.

### **COMMERCIAL APPLICATION SUBJECT MATTER EXPERT**

**DUTIES:** Evaluates project needs to develop and document functional requirements. Possesses a deep understanding of technologies used. Analyzes security posture of environments and provides detail recommendation to remediate. Architects project solutions and designs methods for testing processes and implementations. Provides guidance and timelines for task completion. Briefs leadership on project design constraints and capabilities as well as future trends and needs. Provides input on project direction. Reviews work products for correctness and adherence to design concepts.

**QUALIFICATIONS:** Possesses requisite knowledge and expertise so recognized in the professional community that the government is able to qualify the individual as an expert in the required field.

## **DATABASE ADMINISTRATOR**

**DUTIES:** Provides technical expertise in the use of DBMS, evaluates and recommends available DBMS products to support validated user requirements, defines file organization, indexing methods, and security procedures for specific user applications. Administers the smooth functioning of the database, insuring backup procedures are in place to insure data integrity.

**QUALIFICATIONS:** Requires a bachelor's degree in computer science, information systems, engineering, business, or other related discipline and a minimum of eight years experience managing or performing software engineering or database administration activities, of which at least four years must be specialized. Specialized experience includes demonstrated experience working with Oracle, Sybase, Ada, SQL, and third/fourth generation languages in the design and implementation of systems and using database management systems. General experience includes increasing responsibilities in software engineering or database administration activities. Knowledgeable of applicable database standards.

- With a master's degree (see qualifications above), six years general experience, of which at least four years must be specialized, is required.
- With thirteen years general experience, of which at least eleven years must be specialized, a degree is not required.

## **DATABASE CONSULTANT**

**DUTIES:** Performs systems analysis, design, integration, programming, documentation, and implementation of applications that are administrative or business oriented in nature using a database as a development tool. Directs and participates in all phases of complex systems development activities involving interfaces between database applications and systems developed using other tools. Applies business and data manipulation principles and methods to technical problems to arrive at automated solutions. Designs and repairs technical reports and related documentation. Has major experience with database tools, case tools, and database platforms such as Oracle, Sybase, SQL, or other relational systems.

**QUALIFICATIONS:** Requires a bachelor's degree in computer science, information systems, engineering, business, or other related discipline and a minimum of twelve years experience managing or performing software engineering or database administration activities, of which at least four years must be specialized. Specialized experience includes demonstrated experience working with Oracle, Sybase, Ada, SQL, and third/fourth generation languages in the design and implementation of systems and using database management systems. General experience includes increasing responsibilities in software engineering or database administration activities. Knowledgeable of applicable database standards. Certification with a major database system is also required.

- With a master's degree (see qualifications above), six years general experience, of which at least four years must be specialized, is required.
- With thirteen years general experience, of which at least eleven years must be specialized, a degree is not required.

## **GRAPHICS ARTIST**

**DUTIES:** Supports the development of all contract deliverables and reports by developing and updating graphics presentations to improve the quality and enhance the usability of these documents. Responsible for integrating the graphics generated with automated tools and the deliverable documents. Assists web developers in developing graphics for web sites and related HTML documents.

**QUALIFICATIONS:** Requires a bachelor's degree in a related discipline and a minimum of five years experience, of which at least one year must be specialized. Specialized experience includes developing graphics/artistic presentations for publications and documents (preferably technical documentation) and use of commercial automated word processing (e.g., WordPerfect, Word) and graphics (Power Point, Harvard, Freelance, etc.) systems. Experience with desktop publishing systems is desirable. Demonstrated ability to work independently or under general direction.

## **HELP DESK ANALYST 1**

**DUTIES:** Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.

**QUALIFICATIONS:** Requires a high school diploma and a minimum of three years experience, of which at least one year must be specialized. Specialized experience includes knowledge of PC operating systems (e.g., DOS, Windows), as well as networking and mail standards and work on a help desk. General experience includes information systems development 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.

- With a bachelor's degree (see qualifications above), one year general experience, of which at least six months must be specialized, is required.

## **HELP DESK ANALYST 2**

**DUTIES:** Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.

**QUALIFICATIONS:** Requires a high school diploma and a minimum of four years experience, of which at least one year must be specialized. In addition, this level requires MCP certification or equivalent. Specialized experience includes knowledge of PC operating systems (e.g., DOS, Windows), as well as networking and mail standards and work on a help desk. General experience includes information systems development 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.

- With a bachelor's degree (see qualifications above), two years general experience, of which at least one year must be specialized, is required.

## **LEAD APPLICATIONS SPECIALIST**

**DUTIES:** Develops a variety of computer programs, associated documentation, and design specifications, including logical system design diagrams. Conducts detailed analysis of defined system specifications and assists in and/or develops methods for problem solution. Analyzes system requirements to enable the design and development of large-scale database applications. Analyzes requirements for configuration management control, develops and maintains the configuration management plan, and implements instructions for assigned programs.

**QUALIFICATIONS:** Requires a bachelor's degree in engineering or computer science (or equivalent) and seven years experience. Requires experience with mainframe and client/server systems development. Desired experience in mainframe and client/server relational and database management systems.

## **NETWORK ADMINISTRATOR**

**DUTIES:** Specializes in network administration tasks in a supervisory or independent role. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutovers of network components and capabilities. Coordinates requirements with users and suppliers. Performs basic supervisory duties of more junior engineers. Network specialty specialized experience includes designing, testing, installing, implementing, and maintaining computer networks, using and implementing network standards, particularly those of the International Organization for Standardization (ISO), operating computer networks, identification and solution of problems, restart recovery, additions, deletions, and modifications of terminals, hosts, etc., optimization of network costs and performance and implementing accounting and charge back systems.

**QUALIFICATIONS:** Requires a bachelor's degree with computer or engineering related studies and a minimum of eight years experience, of which at least four years must be specialized. Specialized experience includes communications software, communications hardware, or network specialty. General experience includes all aspects of communication networks. Demonstrated ability to work independently or under only general direction.

- With a bachelor's degree (see qualifications above), three years general experience, of which at least two years must be specialized, is required.
- With eight years general experience, of which at least six years must be specialized, a degree is not required.

## **NETWORK ENGINEER 1**

**DUTIES:** Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutovers of network components and capabilities. Coordinates requirements with users and suppliers.

**QUALIFICATIONS:** Requires a high school diploma with computer related studies and a minimum of five years experience, of which at least four years must be specialized. Specialized experience includes communications software, communications hardware, or network specialty. General experience includes all aspects of communication networks. Demonstrated ability to work independently or under general direction.

- With a bachelor's degree (see qualifications above), three years general experience, of which at least two years must be specialized, is required.
- With eight years general experience, of which at least six years must be specialized, a degree is not required.

## **NETWORK ENGINEER 2**

**DUTIES:** Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutovers of network components and capabilities. Coordinates requirements with users and suppliers. Performs basic supervisory duties of more junior engineers.

**QUALIFICATIONS:** Requires an associate's degree with computer related studies and a minimum of six years experience, of which at least four years must be specialized. Specialized experience includes communications software, communications hardware, or network specialty. General experience includes all aspects of communication networks. Demonstrated ability to work independently or under general direction.

- With a bachelor's degree (see qualifications above), three years general experience, of which at least two years must be specialized, is required.
- With eight years general experience, of which at least six years must be specialized, a degree is not required.

## **NETWORK INSTALLATION ASSISTANT**

**DUTIES:** Assists network technicians or network engineers in conducting site surveys. Also assists in the assessment and documentation of current site network configuration and user requirements. Assists in the design and optimization of network topologies. Follows engineering plans, site installation technical design packages, and installation schedules. Works with network installation team. Assists in the preparation of drawing and documenting configuration changes at each site. Assists in the preparation, site installation and test reports.

**QUALIFICATIONS:** Requires a high school diploma and a minimum of two years experience, of which at least one year must be specialized. Specialized experience includes analysis, design, and installation of local area networks, analysis and installation of communications systems, and use of engineering documentation, network configurations and topologies, X.25, TCP/IP, frame relay, bridges, and routers.

- With a high school diploma, two years general experience, of which at least one year must be specialized, is required.

## **NETWORK OPERATIONS SPECIALIST 1**

**DUTIES:** Provides technical support in evaluating and resolving network and processor problems. Designs, installs, and may maintain networks that link numerous computing platforms, operating systems, network topologies, and network protocols. Typically functions as part of a network monitoring team using systems such as Tivoli or HP

network management systems. Communications hardware specialized experience includes installing, testing, and operating network and computer (host) communications equipment (e.g., switches, modems, controllers, terminals, and multiplexes), using and implementing communications hardware and electrical standards, using communications hardware test and monitoring equipment, and analyzing the results.

**QUALIFICATIONS:** Requires a high school diploma with computer related studies (or equivalent) and five years IT experience, including four years supporting network environments and one year supervising network related activities. In-depth knowledge of network management tools, techniques, and procedures. Experienced in developing, monitoring, and reporting network performance metrics. A bachelor's degree is preferred.

## **NETWORK TECHNICIAN 2**

**DUTIES:** Conducts site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Follows engineering plans and site installation technical design packages. Develops installation schedules. Works with network installation team. Assists in the preparation of drawing and documenting configuration changes at each site. Prepares site installation and test reports.

**QUALIFICATIONS:** Requires a high school diploma and a minimum of four years experience, of which at least one year must be specialized. Specialized experience includes analysis, design, and installation of local area networks, analysis and installation of communications systems, and use of engineering documentation, network configurations and topologies, X.25, TCP/IP, frame relay, bridges, and routers. General experience includes increasing responsibilities in technical management.

- With an associate's degree, three years general experience, of which at least one year must be specialized, is required.
- With a bachelor's degree, two years general experience, of which at least one year must be specialized, is required.

## **PRINCIPAL SOFTWARE ENGINEER**

**DUTIES:** Provides competent leadership and highly specialized and technical guidance to complex software engineering challenges. Coordinates with the program manager and project manager to ensure problem resolution and customer satisfaction. Interfaces with customer management and technical personnel. May be capable of negotiating and making binding decisions for the company on task orders.

**QUALIFICATIONS:** Five years of concentrated, hands-on experience in the specific discipline of the subject matter field required by an actual task order. Typically a bachelor's degree in computer science or other related discipline.

## **PROGRAM MANAGER**

**DUTIES:** Serves as the contractor's contract manager and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel, and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating

policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance and shall not serve in any other capacity. Generally supervises other project managers.

**QUALIFICATIONS:** Requires a bachelor's degree in a technical or business discipline and a minimum of twelve years experience, of which at least six years must be specialized. Specialized experience includes complete engineering project development from inception to deployment, demonstrated ability to provide guidance and direction in the tasks similar to the sample tasks provided in the statement of work, proven expertise in the management and control of funds and resources, and demonstrated capability in managing multi-task contracts of this type and complexity. General experience includes increasing responsibilities in information systems design and management.

## **PROGRAMMER ANALYST 2**

**DUTIES:** Analyzes functional business applications and designs specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

**QUALIFICATIONS:** Requires a high school diploma and five years experience.

## **PROGRAMMER ANALYST 3**

**DUTIES:** Develops customer security applications on mainframe and client/server systems in support of security authentication and authorization. Develop interfaces from on-line regions to secure server residing on mainframe and client/server systems and UNIX environments. Unit tests the applications to verify that system requirements have been met.

**QUALIFICATIONS:** Requires a bachelor's degree in computer science or related discipline and a minimum of seven years experience.

## **PROJECT MANAGER**

**DUTIES:** Serves as the project manager for a stand-alone contract or task order (or a group of task orders) and shall assist the program manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order-level CCR(s), government management personnel, and customer agency representatives. Under the guidance of the program manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

**QUALIFICATIONS:** Preferably a bachelor's degree in computer science, information systems, engineering, business, or other related discipline and a minimum of eight years experience, of which at least four years must be specialized. Specialized experience includes project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, and demonstrated capability

in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in information systems design and/or management and integration.

- With a master's degree or PMP (see qualifications above), six years general experience, of which at least four years must be specialized, is required.
- With a PhD (see qualifications above), four years general experience, of which at least three years must be specialized, is required.
- With twelve years general experience, of which at least seven years must be specialized, a degree is not required.

### **SENIOR BUSINESS PROCESS SPECIALIST**

**DUTIES:** Responsible for analyzing, designing, and ultimately improving or replacing the business processes of existing systems. Identifying the requirements of the enterprises customers and translating them into parameters to drive business change. Understanding common best practices for business processes and communicating them to the business representatives. Challenging the old rules of the business and stimulating creative thinking to define new business processes. Collaborate with application designer/builders and business representatives to develop high-level business process designs and entity models. Identifying high-level organizational change issues and assisting the organization designer in planning for organizational change. Performing or supporting transition planning. Surveying present business, best practices, and customer perspectives.

**QUALIFICATIONS:** Requires a bachelor's degree with nine years experience or a master's degree with seven years experience including five years specific to business process analysis and design.

### **SENIOR NETWORK ENGINEER**

**DUTIES:** Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutovers of network components and capabilities. Coordinates requirements with users and suppliers. Network specialty specialized experience includes designing, testing, installing, implementing, and maintaining computer networks, using and implementing network standards, identification and solution of problems, restart recovery, additions, deletions, and modifications of terminals, hosts, etc., optimization of network costs and performance, and implementing accounting and charge back systems.

**QUALIFICATIONS:** Requires a bachelor's degree in computer science or engineering and a minimum of ten years experience, of which at least four years must be specialized. Specialized experience includes communications software, communications hardware, or network specialty. General experience includes all aspects of communication networks. Demonstrated ability to work independently or under general direction. Communications hardware specialized experience includes installing, testing, and operating network and computer (host) communications equipment (e.g., switches, modems, controllers, terminals, and multiplexes), using and implementing communications hardware and electrical standards, using communications hardware test and monitoring equipment, and analyzing the results. Communications software specialized experience includes developing, testing, installing, and operating network and computer (host) communications software (e.g., access method and protocol software, application interfaces, transaction processors, and emulators) and using and implementing communications standards.

- With a master's degree (see qualifications above), five years general experience, of which at least three years must be specialized, is required.
- With twelve years general experience, of which at least eight years must be specialized, a degree is not required.

## **SENIOR PROGRAM MANAGER**

**DUTIES:** Supervises program or project managers on major task orders, system implementation, or development IT tasks. Exercises broad supervision of financial and technical objectives. Serves as the contractor's contract manager and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel, and customer agency representatives. Responsible for planning objectives, time lines, and support requirements as well as formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance.

**QUALIFICATIONS:** Requires a master's degree in a technical or business discipline and a minimum of eighteen years experience, of which at least six years must be specialized. Specialized experience includes complete engineering project development from inception to deployment, demonstrated ability to provide guidance and direction in the tasks similar to the sample tasks provided in the statement of work, proven expertise in the management and control of funds and resources, and demonstrated capability in managing multi-task contracts of this type and complexity. General experience includes increasing responsibilities in information systems design and management.

## **SENIOR PROGRAMMER**

**DUTIES:** Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analysis and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques, and Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Reviews existing program and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

**QUALIFICATIONS:** Requires a bachelor's degree in computer science, information systems, engineering, business, or other related discipline and a minimum of ten years experience managing or performing software engineering activities, of which at least eight years must be specialized. Specialized experience includes demonstrated experience working with Ada, SQL, and third/fourth generation languages in the design and implementation of systems and using database management systems. General experience includes increasing responsibilities in software engineering activities. Knowledgeable of applicable standards.

- With a master's degree (see qualifications above), eight years general experience, of which at least six years must be specialized, is required.
- With thirteen years general experience, of which at least eleven years must be specialized, a degree is not required.

## **SENIOR SOFTWARE DESIGN ANALYST**

**DUTIES:** Acts as a lead in performing systems analysis of computer and communications network systems. Oversees the overall installation of computer operating systems, network, and applications software. Has the ability to adapt to new situations and environments. Possesses keen troubleshooting skills. Provides general supervision and technical guidance to software engineering teams, and engineers software solutions based upon client requirements. Works on projects that make use of commercially available or custom computer aided software engineering tools. Develops technical documentation detailing the project design parameters.

**QUALIFICATIONS:** Requires a bachelor's degree in computer science or related discipline and a minimum of eight years experience.

## **SENIOR SOFTWARE ENGINEER**

**DUTIES:** Acts as a lead in performing systems analysis of computer and communications network systems. Oversees the overall installation of computer operating systems, network, and applications software. Has the ability to adapt to new situations and environments. Possesses keen troubleshooting skills. Provides general supervision and technical guidance to software engineering teams, and engineers software solutions based upon client requirements. Works on projects that make use of commercially available or custom computer aided software engineering tools. Develops technical documentation detailing the project design parameters.

**QUALIFICATIONS:** Requires a bachelor's degree in computer science or related discipline and a minimum of ten years experience in progressive assignments of complexity and scope.

## **SENIOR SYSTEMS ENGINEER**

**DUTIES:** Applies systems analysis and engineering techniques and procedures to developing complex information systems on multiple platforms and development environments. Combines software, hardware, standards and engineering in the development of system architectures.

**QUALIFICATIONS:** Requires a bachelor's degree in computer science, engineering, or related field (or equivalent) and a minimum of eight years experience in systems programming analysis, system development, and engineering including seven years developing complex hardware, software, and communications solutions. Experience relating design requirements to COTS products and making sound recommendations for their incorporation. Well versed in the use of engineering methodologies and procedures.

## **SENIOR WEB DEVELOPER**

**DUTIES:** Highly experienced in building and maintaining Internet applications and solutions in complex mainframe or client/server environments. Experienced in developing web sites and web pages and coordinating the integration of web technology with software applications and database management systems. Experienced in the usage of FTP, Gopher, and WWW to retrieve documents.

**QUALIFICATIONS:** Requires a bachelor's degree in computer science or related discipline and a minimum of eight years experience. Has designed and implemented major web sites with integrated web applications. Exceptional experience in a variety of programming languages.

### **SOFTWARE ENGINEER 1**

**DUTIES:** Under general supervision, engineers software solutions based upon client requirements. Makes use of commercially available or custom computer aided software engineering tools. Supports a senior software engineer as required. Performs systems analysis of computer and communications/network systems, performs systems installation of computer operating systems, network, applications software, and computer network hardware. Provides hotline support to customers as required.

**QUALIFICATIONS:** Requires a bachelor's degree in information systems or related discipline and a minimum of four years experience.

### **SOFTWARE ENGINEER 2**

**DUTIES:** Under general supervision, engineers software solutions based upon client requirements. Makes use of commercially available or custom computer aided software engineering tools. Supports a senior software engineer or senior design analyst as required. Performs systems analysis of computer and communications/network systems. Oversees the overall installation of computer operating systems, network, and applications software. Has the ability to adapt to new situations and environments.

**QUALIFICATIONS:** Requires a bachelor's degree in computer science or related discipline and a minimum of six years experience.

### **SOFTWARE ENGINEER 3**

**DUTIES:** Provides technical and specialized solutions to complex software engineering challenges and provides support to the less technical disciplines such as data entry and verification. Typically required to work as a team member under the close supervision and direction of senior personnel. May interface with customer management and technical personnel. Reports in writing and orally to subcontractor management and customer representatives.

**QUALIFICATIONS:** Eight years of concentrated, hands-on experience in the specific discipline of the subject matter field required by an actual task order. Typically a bachelor's degree in computer science or other related discipline.

### **SYSTEMS ANALYST 1**

**DUTIES:** Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging activities. Understanding and knowledge of the principles and methodologies associated with program management, contract management, and financial management.

**QUALIFICATIONS:** Four years of concentrated, hands-on experience in the specific discipline of the subject matter field required by an actual task order. Typically a bachelor's degree in computer science or other related discipline. At least three years in technical leadership capacity on similar efforts.

## **SYSTEMS ANALYST 2**

**DUTIES:** Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging activities. Understanding and knowledge of the principles and methodologies associated with program management, contract management, and financial management. Provides project management support in order to accomplish the project objectives. Works with management and team to develop, coordinate and maintain project schedule, establish and monitor the program's execution towards milestones and significant accomplishments. Regularly interfaces with the client and varying levels of management on matters relevant to the assigned program. Prepares and presents reports and briefings on schedule status and program health to various audiences. Maintains document control and administers and improves processes to support the technical team. Able to build and maintain business relationships within a multi stakeholder, technical, and matrixed organizational environment.

**QUALIFICATIONS:** Six years of concentrated, hands-on experience in the specific discipline of the subject matter field required by an actual task order. Typically a bachelor's degree in computer science or other related discipline. At least four years in technical leadership capacity on similar efforts.

## **SYSTEMS ANALYST 3**

**DUTIES:** Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging activities. Understanding and knowledge of the principles and methodologies associated with program management, contract management, and financial management. Provides project management support in order to accomplish the project objectives. Works with management and team to develop, coordinate and maintain project schedule, establish and monitor the program's execution towards milestones and significant accomplishments. Regularly interfaces with the client and varying levels of management on matters relevant to the assigned program. Prepares and presents reports and briefings on schedule status and program health to various audiences. Maintains document control and administers and improves processes to support the technical team. Able to build and maintain business relationships within a multi-stakeholder, technical, and matrixed organizational environment.

**QUALIFICATIONS:** Eight years of concentrated, hands-on experience in the specific discipline of the subject matter field required by an actual task order. Typically a bachelor's degree in computer science or other related discipline. At least five years in technical leadership capacity on similar efforts.

## **SYSTEMS ANALYST 4**

**DUTIES:** Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging activities. Understanding and knowledge of the principles and methodologies associated with program management, contract management, and financial management.

**QUALIFICATIONS:** Ten years of concentrated, hands-on experience in the specific discipline of the subject matter field required by an actual task order. Typically a bachelor's degree in computer science or other related discipline. At least six years in technical leadership capacity on similar efforts.

## **SYSTEMS CONSULTANT**

**DUTIES:** Applies systems analysis and engineering techniques and procedures to developing complex information systems on multiple platforms and development environments. Combines software, hardware, standards and engineering in the development of system architectures.

**QUALIFICATIONS:** Requires a bachelor's degree in computer science, engineering, or related field (or equivalent) and a minimum of twelve years experience in the engineering and development of complex solutions to system problems. A recognized expert. Additional course work beyond a bachelor's degree is desirable.

## **SYSTEMS ENGINEER 1**

**DUTIES:** Applies systems analysis techniques and procedures to design computer systems according to user requirements. Develops designs to support functional description. Considers software, hardware, and standard IT skills in designing architectures and software for system interoperability, portability, and scalability.

**QUALIFICATIONS:** Requires a high school diploma with computer training and/or certification and a minimum of four years experience in systems programming analysis and development, including two years developing hardware and communications components. Experienced in COTS product analysis and recommendation as integral to the system design.

## **SYSTEMS ENGINEER 2**

**DUTIES:** Applies systems analysis and engineering techniques and procedures to developing complex information systems. Develops designs to support functional descriptions. Combines software, hardware, and standard IT skills with engineering rigor in the design and architecture of systems.

**QUALIFICATIONS:** Requires a bachelor's degree in computer science, engineering, or related field (or equivalent) and a minimum of six years experience in systems programming analysis and development, including five years developing hardware and communications components. Experience relating design requirements to COTS products and making sound recommendations for their incorporation. Well versed in the use of engineering methodologies and procedures. Advanced degree in computer science, engineering, or related field (or equivalent) is desirable.

## **SYSTEMS ENGINEER 3**

**DUTIES:** Applies systems analysis and engineering techniques and procedures to developing complex information systems. Develops designs to support functional descriptions. Combines software, hardware, and standard IT skills with engineering rigor in the design and architecture of systems.

**QUALIFICATIONS:** Requires a bachelor's degree in computer science, engineering, or related field (or equivalent) and a minimum of eight years experience in systems programming analysis and development, including five years developing hardware and communications components. Experience relating design requirements to COTS products and making sound recommendations for their incorporation. Well versed in the use of engineering methodologies and procedures. Advanced degree in computer science, engineering, or related field (or equivalent) is desirable.

## **TECHNICAL WRITER/DOCUMENTATION SPECIALIST**

**DUTIES:** Gathers, analyzes, writes, revises, edits and proofreads technical documentation. This documentation includes but is not limited to user guides, training materials, presentations, tutorials, project plans/schedules etc. Conducts appropriate research for specific subject matter, as needed. Should have knowledge OMB documentation and reporting requirements for IT systems. Experience with document version control and document repositories. Translates technical concepts into documents and presentations which can be understood by a wide audience. Works independently and within a team environment. Works to meet deadlines and writes to established standards.

**QUALIFICATIONS:** Requires a high school diploma with a minimum of seven years of experience as a technical writer/documentation specialist within the technology industry or a similarly technical industry. A bachelor's degree is desired. A master's degree can be substituted for three years of experience.

## **TEST SPECIALIST**

**DUTIES:** Provides test support in a multi-tier environment. Responsible for test development, design and strategy for directory services operations. Ability to read/comprehend technical requirements from the customer and use documents to draft test plans. Detail orientation and analytical problem solving skills necessary to understand a problem and explain it to developers. Requires interpersonal skills necessary to work with teammates when testing/problem solving, as well as the ability to cooperate with other departments. Ability to manage projects with quick turnaround deadlines.

**QUALIFICATIONS:** Requires a bachelor's degree in computer science or related discipline and a minimum of seven years experience. Experience with testing complex systems on mainframe and client servers with automated test tools.

## **WEB DEVELOPER 1**

**DUTIES:** Experienced in the design of web sites and web pages. Creates and optimizes graphic images and logos. Provides visual structure and incorporates interactive applications into web pages and collection designs. Can produce HTML documents and is familiar with general Internet tools.

**QUALIFICATIONS:** Requires a high school diploma with emphasis in computer studies and a minimum of four years experience.

## **WEB DEVELOPER 2**

**DUTIES:** Works with end users to design, edit, and establish Internet web sites. Optimizes navigation of web sites. Documents site maps and data structures. Integrates web enabled applications and functions into the web site. Creates web links to other related web sites. Administers and processes changes to web sites.

**QUALIFICATIONS:** Requires a bachelor's degree in computer science or related discipline and a minimum of six years experience. Experienced in all versions of HTML markups. Expertise in editing major documents for Internet applications. Able to utilize FTP, Gopher, and WWW to retrieve and modify documents. Familiar with Internet tools such as editors, converters and helper applications used to produce HTML documents.

### **WEB DEVELOPER 3**

**DUTIES:** Services include conversion and update of web based media and documentation files to conform to updated standards using methodologies, techniques, and technology applications in the enhancement of agency Internet and intranet services. Position may require remediation or analysis of outstanding requirements between web based interfaces that comply with the statutory and agency specifications and those that do not comply. Additional services may include verification and validation of existing web site documentation to include editing of existing documentation to agency standards. Evaluation of all web interfaces shall be performed using human factors analysis and shall be redesigned in such a manner as to ensure effective, concise, and clear information visualization for the user, while achieving applications that apply a standard appearance and performance.

**QUALIFICATIONS:** Expertise involving media design/graphics and/or software design/programming. Design and development of enhancement modules for intranet and extranet enhancement may include, but are not limited to DHTML, JavaScript and Actionscript, while connecting to an applications server (ColdFusion) and databases (Oracle, Access, etc.). Additional experience required may include experience at level two with Software Engineering Institute (SEI) development methodologies including, but not limited to Capability Maturity Modeling (level three), ISO standards and practices, RAD/JAD development, and general full lifecycle development.

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

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact:

**Quotient, Inc.**  
**6310 Hillside Court, Suite 101**  
**Columbia, MD 21046**  
**Tel:410-309-9000**  
**Fax: 410-309-0075**

**<http://www.Quotient-Inc.com>**

BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and Quotient, Inc. 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

\_\_\_\_\_  
Quotient, Inc.

\_\_\_\_\_  
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.

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**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 a 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 or the Federal Supply Schedule Contract.

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

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

Here is a general outline on how it works:

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