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

Special Item No. 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 D316 IT Network Management Services
FPDS CODE D399 Other Information Technology Services, Not Elsewhere Classified

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

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services that 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 that 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 performed by the publisher or manufacturer or one of their authorized agents.

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Contract Number: GS-35F-0533S
Period Covered by Contract: 07/18/2006 – 07/17/2011

General Services Administration
Federal Supply Service

Pricelist current through Modification #19, dated 05-12-2006.

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

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INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

Offerors are requested to check one of the following boxes:

[X] The Geographic Scope of Contract will be domestic and overseas delivery.
[ ] The Geographic Scope of Contract will be overseas delivery only.
[ ] The Geographic Scope of Contract will be domestic delivery only.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

ORDERING ADDRESS:
ReliaTrust Technologies, Inc.
21700 Atlantic Blvd.
Suite 220
Dulles, Virginia 20166

PAYMENT ADDRESS:
ReliaTrust Technologies, Inc.
21700 Atlantic Blvd.
Suite 220
Dulles, Virginia 20166

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

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:
Michael Le: 703-444-8905 X4401
Charles Strauss: 703-444-8905 X4301

3. LIABILITY FOR INJURY OR DAMAGE

ReliaTrust Technologies, Inc. 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 ReliaTrust Technologies, Inc, unless such injury or damage is due to the fault or negligence of ReliaTrust Technologies, Inc.

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): **127536733**
Block 30: Type of Contract A. Small Disadvantaged Business
Block 31: Woman-Owned Small Business: **NO**
Block 36: Contractor's Taxpayer Identification Number (TIN): **92-0179515**
4a. CAGE CODE: **3DLP9**
4b. ReliaTrust Technologies, Inc. has registered with the Central Contractor Registration Database.

5. F.O.B: Destination
F.O.B Destination available in continental US and District of Columbia.

6. DELIVERY SCHEDULE

(a) Time Of Delivery: ReliaTrust Technologies, Inc. shall deliver to destination within the number of calendar days after receipt of order (ARO), or as negotiated between the ordering activity and ReliaTrust Technologies, Inc.

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	As negotiated between the contractor and the ordering activity

Expedited Delivery: As negotiated between the contractor 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 ReliaTrust Technologies, Inc. for the purpose of obtaining accelerated delivery. ReliaTrust Technologies Inc. shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by ReliaTrust Technologies, Inc. in writing.) If ReliaTrust Technologies, Inc. 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:	N/A
b.	Quantity:	N/A
c.	Dollar Volume:	N/A

d. Government Educational Institutions: Are afforded same discounts, terms and conditions afforded other Government activities

e. Other: N/A

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 $2,500.

11. MAXIMUM ORDER: (All dollar amounts are exclusive of any discount for prompt payment.)

SIN 132-51 – IT Professional Services: $500,000 per order

12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS. In Accordance With FAR 8.404:

[NOTE: Special ordering procedures have been established for Special Item Number (SIN) 132-51 IT Professional Services; refer to the terms and conditions for this SIN.]

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

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

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

(1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
(2) Trade-in considerations;
(3) Probable life of the item selected as compared with that of a comparable item;
(4) Warranty considerations;
(5) Maintenance availability;
(6) Past performance; and
(7) Environmental and energy efficiency considerations.

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

(1) Review additional Schedule Contractors' catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;

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

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

NOTE: For orders exceeding the maximum order threshold, ReliaTrust Technologies , Inc. may:

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

(2) Offer the lowest price available under the contract; or

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

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

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

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

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

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 ReliaTrust Technologies, Inc.

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: ReliaTrust Technologies , Inc. 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: ReliaTrust Technologies , Inc. 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.

(c) Certifications, Licenses and Accreditations: As a commercial practice, ReliaTrust Technologies, Inc. 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, ReliaTrust Technologies, Inc. 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: ReliaTrust Technologies, Inc. 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, ReliaTrust Technologies , Inc. participation in such order may be restricted in accordance with FAR Part 9.5.

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

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

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

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

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

16. GSA *Advantage*!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

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

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

19. OVERSEAS ACTIVITIES

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

Not Applicable

Upon request of ReliaTrust Technologies, Inc., the ordering activity may provide ReliaTrust Technologies, Inc. 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 ReliaTrust Technologies, Inc.'s technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)

Federal Acquisition Regulation (FAR) 13.201(a) defines Blanket Purchase Agreements (BPAs) as "…a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.202(c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

21. CONTRACTOR TEAM ARRANGEMENTS

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

1. INSTALLATION, DE-INSTALLATION, 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, de-installation, and reinstallation services under SIN 132-8.

2. SECTION 508 COMPLIANCE

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

http://www.reliatrust.com

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

(a) A copy of the authorization from the ordering activity with whom ReliaTrust Technologies, Inc. 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) ReliaTrust Technologies, Inc. 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, ReliaTrust Technologies, Inc. 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, ReliaTrust Technologies, Inc. gives written notice to the Contracting Officer, whichever period is longer.

(c) ReliaTrust Technologies, Inc. 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. ReliaTrust Technologies, Inc. shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

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. ReliaTrust Technologies, Inc. shall provide services a ReliaTrust Technologies, Inc.'s facility and/or at the ordering activity location, as agreed to by ReliaTrust Technologies, Inc. and the ordering activity.

2. PERFORMANCE INCENTIVES

a. When using a performance-based statement of work, performance incentives may be agreed upon between ReliaTrust Technologies, Inc. and the ordering activity on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, 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 ReliaTrust Technologies, Inc. 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 ReliaTrust Technologies, Inc. Incentives shall be based on objectively measurable tasks.

3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK) (G-FCI-920) (MAR 2003)

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

When ordering services over $100,000, Department of Defense (DOD) ordering offices and non-DOD agencies placing orders on behalf of the DOD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 – Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence.

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

(a) When ordering services, ordering activities shall—

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

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

(ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering

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

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

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

(2) Transmit the Request to Contractors:

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

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

(i) The request should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.

(ii) For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the ordering activity's needs.

(iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.

(iv) Ordering activities should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

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

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

(b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of

individual orders, may offer the ordering activity the opportunity to secure volume discounts. When establishing BPAs, ordering activities shall—

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

(i) SINGLE BPA: Generally, a single BPA should be established when the ordering activity can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

(ii) MULTIPLE BPAs: When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing the BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the Schedule contractor that represents the best value.

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

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

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

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

4. ORDER

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

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

5. PERFORMANCE OF SERVICES

a. ReliaTrust Technologies, Inc. shall commence performance of services on the date agreed to by ReliaTrust Technologies, Inc. and the ordering activity.

b. ReliaTrust Technologies, Inc. agrees to render services only during normal working hours, unless otherwise agreed to by ReliaTrust Technologies, Inc. and the ordering activity.

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

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

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

All IT Services performed by ReliaTrust Technologies, Inc. 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 ReliaTrust Technologies, Inc., its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving ReliaTrust Technologies, Inc., any entity into or with which ReliaTrust Technologies, Inc. subsequently merges or affiliates, or any other successor or assignee o ReliaTrust Technologies f, Inc.

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, ReliaTrust Technologies Inc. and its affiliates, may either (i) result in an unfair competitive advantage to ReliaTrust Technologies, Inc. or its affiliates or (ii) impair ReliaTrust Technologies, Inc. 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 ReliaTrust Technologies, Inc., 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

ReliaTrust Technologies, Inc., 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 ReliaTrust Technologies, Inc., upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract.

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 ReliaTrust Technologies, Inc. receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT SERVICES AND PRICING

(a) SERVICES

ReliaTrust Technologies delivers professional Information Technology (IT) services to the Public Sector customers in the key areas of network support, information assurance, telecommunications management, web development, and acquisition support.

Network Services

- Engineering
- Desktop Support
- Help Desk
- Inventory Management
- Electronic Messaging
- Study and Assessment

Telecommunications Services

- Design
- Provisioning
- Management

Information Assurance

- Architecture
- Virus Protection
- Firewall
- Patch Management
- Disaster Recovery

E-Business

- Architecture / Infrastructure Engineering
- Authentication Services
- Web Server Integration
- Web Application Development
- Internet Solutions

Contract & Acquisition Support Services

- Contract Administration
- Should Cost Analysis
- Contract Outreach

1. PROFESSIONAL LABOR CATEGORIES DESCRIPTIONS:

The following labor categories will be used to perform work on orders under this contract. The category descriptions provide the minimum requirements for personnel provided in a particular labor category. Prices for each of these labor categories are provided in our Products and Services Pricelist for personnel working either at the government facility or at the contractor's facilities. For those tasks necessitating security requirements, assigned personnel will abide by all imposed security requirements. These security requirements will be identified on each contractual action, blanket purchase agreement, or task order. Resumes shall be provided to the GSA Contracting Officer or user Agency upon request.

Where shown, the following notes apply to the labor category:

Note #1: In lieu of a college degree, pertinent work experience may be substituted at the rate of one and one-half years or work experience per each year of college that is lacking. A total of six (6) years experience is required to compensate for a lack of a bachelor's degree. This time is in addition to the Minimum/General Experience identified in the labor category.

Note #2: Most labor categories require a Bachelor's degree as the minimum qualifying level. For those personnel possessing a Master's or Doctorate level degree, the following reductions in years of work experience required by the Minimum/General Experience definition are:

a. For a Master's degree - two (2) years less than stated
b. For a Ph.D. degree - four (4) years less than stated

***Commercial Labor Category*: PROGRAM MANAGER**
Minimum/General Experience: Eight (8) years of Information Systems and/or network engineering contract management experience including six (6) years complete project management from inception to deployment, management and control of funds and resources, and demonstrated capability in managing multi-task projects of this type and complexity.
Functional Responsibility: Serves as the contractor's contract manager, and is the contractor's authorized interface with the Government Contracting Officer (CO), Contracting Officer's Representative (COR), government management personnel, and customer agency representatives. Responsible for the overall contract performance.
Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Business, Engineering, or other related scientific or technical discipline. Notes #1 and #2 apply.

***Commercial Labor Category*: PROJECT MANAGER**
Minimum/General Experience: Six (6) years of Information Systems and/or network engineering contract management experience including four (4) years complete project management from inception to deployment, management and control of funds and personnel resources, and demonstrated capability in managing projects of this type and complexity.
Functional Responsibility: Serves as the contractor's project manager and assists the Program Manager in working with the Government Contracting Officer (CO), Contracting Officer Representative (COR), Contracting Officer Technical Representative (COTR), government management officials, and customer agency representatives. Under the guidance of the Program Manager, is responsible for specific portions of the contract. Performs organizational wide integration planning and interfaces to other systems.
Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Business, Engineering, or other related scientific or technical discipline. Notes #1 and #2 apply.

1. **PROFESSIONAL LABOR CATEGORIES DESCRIPTIONS: -Cont.**

***Commercial Labor Category*: TASK MANAGER**
Minimum/General Experience: Four (4) years of Information Systems and/or network engineering task management experience including two (2) years complete task management from inception to deployment.
Functional Responsibility: Serves as a task manager reporting to the Project Manager. Under the guidance of the Project Manager, is responsible for managing specific task areas of the contract. Responsible for managing the technical direction of the task.
Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Business, Engineering, or other related scientific or technical discipline. Notes #1 and #2 apply.

***Commercial Labor Category*: SUBJECT MATTER EXPERT**
Minimum/General Experience: Ten years of experience as an industry/functional Sr. consultant, of which at least seven years of specialized experience in determining information technology effects on the organizational structure and determining the ability that IT can support/meet organizational goals
Functional Responsibility: Works with operational management and client in a consulting role to implement specific technology approaches. Develops detailed logical and physical design, acceptance criteria definition, and project plans. Analyzes, studies, and designs complex data networks. 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. Manages network software development and support requirements using formal specifications, data flow diagrams, and other accepted design techniques. Estimates network hardware and software development and implementation costs and schedules. Confers with client executive management using line of business expertise to define the client's strategic information technology business goals, and advises in the reengineering of business processes to meet these goals. Analyzes client requirements and recommends development or acquisition strategies. Assists client in developing strategic plans and concepts. Advises client on the impact of new legislation or new technologies that are relevant to their agency. Demonstrates exceptional oral and written communication skills. Recognized in the professional community as an "expert" in the technical/specialty area being addressed.
Minimum Education: A Master's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. · With a Ph.D. (in the fields described in Minimum Education above): seven years of specialized experience. · With a Bachelor's degree. (in the fields described in Minimum Education above) and thirteen years of general information technology experience and at least six years of specialized experience, a Master's degree is not required.

1. **PROFESSIONAL LABOR CATEGORIES DESCRIPTIONS: -Cont.**

***Commercial Labor Category*: SR. NETWORK ENGINEER**
Minimum/General Experience: Five years of experience in information technology, of which at least three years of specialized experience in protocol analysis, communication network system design and maintenance, and knowledge of communication protocols (i.e. TCP/IP, X.25, X.400, X.500).
Functional Responsibility: Applies complex networking concepts in the analysis, study, and design of data networks. 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. Diagnoses and remediates problems; plans installations, transitions, and cutovers of network components and capabilities. May review existing network designs and capabilities with the goal of making refinements, reducing operating overhead, enhancing network throughput, and improving current network topologies. May function as team leader for less experienced network engineers.
Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Business, Engineering, or other related scientific or technical discipline. Notes #1 and #2 apply.

***Commercial Labor Category*: NETWORK ENGINEER II**
Minimum/General Experience: Three years of experience in information technology, of which at least one year of specialized experience in protocol analysis, communication network system design and maintenance, and knowledge of communication protocols (i.e. TCP/IP, X.25, X.400, X.500).
Functional Responsibility: Applies advanced networking concepts in the analysis, study, and design of data networks. 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. May review existing network designs and capabilities with the goal of making refinements, reducing operating overhead, enhancing network throughput, and improving current network topologies. May provide task direction to less experienced network engineers.
Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Business, Engineering, or other related scientific or technical discipline. Notes #1 and #2 apply.

***Commercial Labor Category*: NETWORK ENGINEER**
Minimum/General Experience: Entry level position, with knowledge in protocol analysis, communication network system design and maintenance, and knowledge of communication protocols (i.e. TCP/IP, X.25, X.400, X.500).
Functional Responsibility: Applies basic networking concepts in the analysis, study, and design of data networks. Assists more experienced network engineers in analyzing network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput). Assists in planning installations, transitions, and cutovers of network components and capabilities. Assists higher level network engineering in the review of existing network designs and capabilities with the goal of making refinements, reducing operating overhead, enhancing network throughput, and improving current network topologies.
Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Business, Engineering, or other related scientific or technical discipline. Notes #1 and #2 apply.

1. **PROFESSIONAL LABOR CATEGORIES DESCRIPTIONS: -Cont.**

***Commercial Labor Category*: SR. TELECOMMUNICATIONS ENGINEER**
Minimum/General Experience: Eight years of experience in information technology, of which at least four years of specialized experience in designing, developing, and testing complex communications.
Functional Responsibility: Designs, develops, and tests complex communications interface programs, which may include voice, data, or image communication. Conducts feasibility studies. Researches, recommends, and implements leading-edge/state-of-the-art technology. Prepares detailed specifications and flowcharts for implementing new internal programs or modification to vendor software. Possesses advanced knowledge of communications protocols, hardware, and real-time system programming. Analyzes user requirements and recommends system solutions. Interfaces at the highest levels within the program. May provide consulting support in defining strategic direction and implementing strategic plans.
Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Business, Engineering, or other related scientific or technical discipline. Notes #1 and #2 apply.

***Commercial Labor Category*: TELECOMMUNICATIONS ENGINEER II**
Minimum/General Experience: Four years of experience in information technology, of which at least two years of specialized experience in designing, developing, and testing complex communications.
Functional Responsibility: Designs, develops, and tests complex communications interface programs, which may include voice, data, or image communication. Conducts feasibility studies. Prepares detailed specifications and flowcharts for implementing new internal programs or modification to vendor software. Possesses a thorough knowledge of communications protocols, hardware, and real-time system programming. Analyzes user requirements and recommends system solution. May function as team leader and/or provide guidance to less experienced communications analysts.
Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Business, Engineering, or other related scientific or technical discipline. Notes #1 and #2 apply.

***Commercial Labor Category*: TELECOMMUNICATIONS ENGINEER**
Minimum/General Experience: Two years of information technology experience and knowledge in designing, developing, and testing complex communications.
Functional Responsibility: Assists more experienced communications analysts in the design, development, and testing of communications interface programs, which may include voice, data, or image communication. Assists in conducting feasibility studies. Prepares detailed specifications and flowcharts for implementing new internal programs or modification to vendor software. Possesses a basic knowledge of communications protocols, hardware, and real-time system programming.
Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Business, Engineering, or other related scientific or technical discipline. Notes #1 and #2 apply.

1. **PROFESSIONAL LABOR CATEGORIES DESCRIPTIONS: -Cont.**

***Commercial Labor Category*: NETWORK TECHNICIAN II**
Minimum/General Experience: Three years of experience in information technology, of which at least one year of specialized experience in designing, testing, installing, implementing and maintaining computer networks.
Functional Responsibility: Monitors and adjusts network parameters for optimum performance. Installs and supports local area networks (LANs). Configures the network, and adds and deletes users and printers. Diagnoses, troubleshoots and repairs LANs and interfaces between differing networks via remote and local bridges, repeaters, routers, and switches (including mainframe connectivity via gateway, telecommunication circuits, and direct network access). Assures that LAN security is maintained according to recommendations. Creates documentation for systems support staff and users. Evaluates communication hardware and software, and performs compatibility testing of system and application software. Coordinates with all responsible users and sites. May perform site surveys, and schedule conversions and cutovers. May provide guidance to less experienced network specialists.
Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Business, Engineering, or other related scientific or technical discipline. Notes #1 and #2 apply.

***Commercial Labor Category*: NETWORK TECHNICIAN**
Minimum/General Experience: Entry level position with knowledge in designing, testing, installing, implementing and maintaining computer networks.
Functional Responsibility: Assists more experienced network specialist/network engineers in monitoring and adjusting network parameters for optimum performance. Installs and supports local area networks (LANs). Configures the network, and adds and deletes users and printers. May assist in troubleshooting and repairing LANs and interfaces between differing networks via remote and local bridges, repeaters, routers, and switches (including mainframe connectivity via gateway, telecommunication circuits, and direct network access). Creates documentation for systems support staff and users. Supports the evaluation of communication hardware and software. Assists in compatibility testing of system and application software.
Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Business, Engineering, or other related scientific or technical discipline. Notes #1 and #2 apply.

***Commercial Labor Category*: TECHNICAL WRITER/EDITOR**
Minimum/General Experience: Four years of experience, of which at least two years are specialized experience in editing documents.
Functional Responsibility: Researches, writes, and edits materials for related reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, and/or software and hardware documentation. Obtains technical data from independent observation, review with technical staff members, and/or studies of published materials and existing documentation. Interfaces with users, specialists, analysts, programmers, etc., to obtain background information of technologies, methods, and standards. Revises text and recommends changes in scope, format, and content to ensure conformance with established standards. May edit, standardize, or make changes to material prepared by other writers. Performs final quality assurance on all materials.
Minimum Education: A Bachelor's degree in English, Literature, or other related discipline. Notes #1 and #2 apply.

1. **PROFESSIONAL LABOR CATEGORIES DESCRIPTIONS: -Cont.**

***Commercial Labor Category*: ADMINISTRATIVE SUPPORT SPECIALIST**
Minimum/General Experience: 12 years Experience in customer administrative support
Functional Responsibility: Responsible for providing administrative support. Individual will answer phone calls, maintain and schedule meetings. Individual will schedule conference room space for division and IPT's/branch meetings. Also, will be responsible for T&A (time & attendance) entry for large IPT/branches, as assigned. Develop and maintain filing system for data, correspondence and documentation. Control correspondence – distribute, receive, sort, copy, track, compile, facilitate Divisions response, and close out by due date. Individual will take minutes at meetings & Division Manager's staff meetings and will prepare & disseminate weekly reports of meetings, as needed. Duties include ordering supplies and distribution. Making travel arrangements, preparing travel orders, vouchers, claims for reimbursement, and other documents, as requested. Supports IPT managers and division analyst.
Minimum Education: High School Diploma

***Commercial Labor Category*: DOCUMENTATION SPECIALIST**
Minimum/General Experience: One year of experience in preparing technical documentation and/or researching applicable Government and industry standards.
Functional Responsibility: Gathers, analyzes, and composes information technology-related technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.
Minimum Education: An associate degree in Computer Science, Information Systems, Business, Engineering, or other related scientific or technical discipline. Notes #1 and #2 apply.

(b) PROFESSIONAL LABOR CATEGORIES PRICING

Hourly Rates
The hourly rates specified below shall apply regardless of whether the services are performed by ReliaTrust Technologies, Inc. or its subcontractors, providing the individuals performing the services meet the education, experience and expertise requirements for the applicable category.

ReliaTrust Technologies GSA Schedule 70 Pricelist		
Special Item No. 132-51 Information Technology		
	Contract Year 1	
Labor Category Title	Period of performance TBD	
	ReliaTrust Site Rate	Govt. Site Rate
Program Manager	$140.59	$113.84
Project Manager	$131.45	$106.44
Task Manager	$115.31	$93.37
Subject Matter Expert	$153.38	$124.19
Sr. Network Engineer	$146.98	$119.02
Network Engineer II	$76.68	$62.09
Network Engineer	$55.31	$44.79
Sr. Telecommunications Engineer	$140.61	$113.86
Telecommunications Engineer II	$126.90	$102.75
Telecommunications Engineer	$77.96	$63.11
Network Technician II	$108.64	$87.96
Network Technician	$70.33	$56.94
Technical Writer/Editor	$61.49	$49.79
Administrative Support Specialist	$43.53	$35.24
Documentation Specialist	$40.92	$33.14

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

ReliaTrust Technologies, 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 **Mr. Charles T. Strauss, (703) 444-8905 X4301, charles.strauss@reliatrust.com (FAX) (703) 738-7605.**

BEST VALUE BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE
(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (Ordering Activity) and (ReliaTrust Technologies, 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	ReliaTrust Technologies, Inc.	Date

BPA NUMBER_____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s)_____, Blanket Purchase Agreements, ReliaTrust Technologies, Inc. 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 ReliaTrust Technologies, Inc.'s invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING
"CONTRACTOR TEAM ARRANGEMENTS"

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to an ordering activity requirements.

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

Orders under a Team Arrangement are subject to terms and conditions 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.