



Herdt Consulting, Inc.

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Schedule 70

INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

General Services Administration
Federal Supply Service
Federal Supply Schedule Pricelist
Contract number: GS-35F-0536V
Contract Period: 6/18/2009 – 6/17/2019

Information for Schedule 70 Contract Users

1. **Applicable Special Item Numbers (SINs):**
132-51 Information Technology (IT) Professional Services
2. **Labor categories, rates, & category descriptions:** Included in the following pages.
3. **Maximum Order Limitation:** \$500,000
4. **Minimum Order:** \$100.00
5. **Geographic Coverage:** Domestic only.
6. **Points of Production:** N/A
7. **Travel:** Contractor travel will be IAW the Federal Travel Regulations as applicable.
8. **Prompt payment terms:** Net 30 days
9. **Government commercial credit card is accepted below micro purchase threshold**
10. **Contact Herdt Consulting, Inc. for acceptance of Government purchase cards above the micro purchase threshold**
11. **Time of Delivery:** Specified in the Task Order
12. **Expedited Delivery:** Contact Herdt Consulting, Inc.
13. **Urgent Requirements:** Contact Herdt Consulting, Inc.
14. **Ordering Address:**
Herdt Consulting, Inc.
261 Normandy Lane
Chelsea, AL 35043
15. **Ordering Procedures:**
See "Basic Schedule Ordering Guidelines" at www.gsa.gov or contact us for assistance.
16. **Payment Address:**
Herdt Consulting, Inc.
P.O. Box 823424
Philadelphia, PA 19182-3424
17. **Electronic Funds Transfer:**
Herdt Consulting, Inc.
Wells Fargo Bank, N.A.
ABA #: 121000248
Acct. #: 4121894000
18. **DUNS #** 132487732
19. **CAGE:** 3GYJ7

Schedule 70 Services Offered

SIN 132-51: Information Technology (IT) Professional Services (See labor categories and rates on the following pages)

Enterprise Resource Planning (ERP) and SAP Solutions Support

An ERP solution is an integrated business management system that modernizes and standardizes business operations, provides unprecedented management visibility across the enterprise, and increases effectiveness and efficiency. Herdt Consulting has an extensive team of professionals that are actively engaged in supporting this effort for Federal and commercial clients. Our consultants participate in roles that help our clients unify, standardize and streamline business activities into one system with information that is secure, reliable, accessible and current. Our roles include *business process analysis, solution design/architecture, configuration, implementation, testing, deployment, training and sustainment*.

Herdt Consulting is capable of supporting all phases of ERP implementation including blueprinting, configuration, testing, quality assurance, training, data management/conversions, reporting, system deficiency recognition and resolution, requirements management, DoD Information Assurance (IA), business process owner support and project management support.

Herdt Consulting, Inc offers expertise in all Functional modules and Technical areas of SAP including mySAP Enterprise Portal, SAP NetWeaver, ABAP Programming, BASIS installation, Security, Single Sign-On (SSO), Configuration, User Administration, Content Administration, Knowledge Management, Customer/User Support; Java Web Dynpro, ABAP & Java development; Business Intelligence (BI/BW) and SAP Business Objects. Herdt is also experienced in auxiliary ERP technologies such as Mercury Test Director and Quick Test Professional, Dimensions, UNIX, Oracle, MQ Series, etc.

SAP® BusinessObjects™ Solutions

SAP® BusinessObjects™ offers a broad portfolio of tools and applications designed to help you optimize business performance by connecting people, information and businesses across business networks. SAP BusinessObjects XI 3.1 offers an easy-to-use data integration environment with integrated data quality, data lineage, data auditing, and data access and movement. It helps ensure that your business data is correct, consistent, and complete and allows for better staff utilization, more effective project management, and lower cost of ownership. As an SAP BusinessObjects partner, Herdt Consulting provides industry leading consultants and technical experts to help you identify and implement the business intelligence (BI) solution that is right for you.

Database Planning and Design

Herdt provides technical expertise for the development of detailed database designs and design documentation, including data models and data flow diagrams. Herdt evaluates and configures DBMS products to match user requirements with system capabilities. We determine file organization, indexing methods and security procedures for system databases and coordinate conversion and migration of existing (or legacy) data.

Information Technology (IT) Consulting

Herdt offers the full spectrum of IT consulting services including solution planning, architecture, integration and deployment. Whether you need IT consulting support for an existing project, or you are looking for new and innovative solutions to address important business needs, Herdt Consulting has experienced professionals to help. We are equipped to assist small, medium or large organizations in improving day-to-day operations throughout the entire enterprise. Our consultants can deliver and implement Commercial Off the Shelf (COTS) software as written or tailor the products to meet the exact needs of your business. We start by helping you define your needs, and then we design the solution to satisfy them.

Program Implementation Support

Herdt Consulting provides assistance in all aspects of program development and implementation process. Herdt assists in planning, organizing, directing, coordinating and evaluating the work of personnel in charge of task orders and/or integrated product teams. We assist in developing management plans and preparing management/cost performance reports to monitor and ensure successful program implementation.

Software Maintenance and Application Development

Herdt codes and tests software based upon software specifications and designs. We use sound software engineering principles to ensure that developed code is modifiable, efficient, reliable, understandable and fault tolerant. Herdt provides software process management and control throughout the coding portion of the software development process.

Project Management

Herdt Consulting plans, coordinates and manages all aspects of complex projects with meticulous focus on scope, time and budget. Our project management professionals prepare reports on project schedule, costs, deliverables, risks and risk mitigation strategies. Herdt offers Project Management Professionals (PMPs)® certified by the Project Management Institute (PMI)® to ensure that our customers receive the best possible project management support with the rigor of industry approved best practices.

Systems Analysis and Design

Herdt Consulting analyzes user requirements, concept of operations documents and high level system architecture to develop system requirements specifications. Our certified solution architects develop detailed system architecture and system design documentation then guide system development and implementation. Herdt system documentation includes details on capacity planning, security requirements and disaster recovery.

Systems Engineering

Herdt Consulting provides expertise in the areas of system architecture, system design, systems engineering techniques and systems management processes. We provide certified solution architects and software engineers to analyze and recommend commercially available hardware capable of meeting systems requirements.

Systems Installation

Performs site surveys, installs, tests, and validates operational automation and communications equipment/software as specified by installation standards, manufacturer's guidance and safety codes.

Security

Herdt Consulting formulates and assesses IT security policy to include business impact. We prepare security plans for employing enterprise-wide security architecture, to include the design of cryptographic solutions. Herdt develops integrated security services management and executes security awareness training. We assess and audit network penetration testing, antivirus solution effectiveness, risk analysis and incident response. Our consultants provide security engineering support for application development (including system security certifications and project evaluations). This may include the development, design and implementation of firewalls as well as the evaluation, review and test of security code.

Independent Validation and Verification (IV&V)

Herdt Consulting offers independent validation and verification services to provide our client with crucial project/program management information in an environment that is free from the influence, guidance and control of the development effort. We help you identify and monitor two critical concerns: Are you building the *right solution* and are you building the solution according to plan. IV&V tasks include but are not limited to requirements analysis, requirements tracing, testing, defect analysis, milestone reviews and independent assessments.

Software Test

Software testing is an activity aimed at evaluating the capability of a program or system to determine whether or not the solution achieves the required results. This is a crucial element of software quality and is widely deployed by programmers and clients to ensure a successful implementation. Herdt Consulting focuses on two major areas of testing: correctness testing and reliability testing. We help our clients design and execute test plans, document testing results and provide analysis and recommendations.

Note:

All services must be provided and performed under the supervision/management of the contractor's Project Manager or Program Manager. Services provided under this SIN without an accompanying Program/Project Manager labor category are prohibited. The primary purpose and preponderance of work for any project awarded under this SIN must be for professional business services. Services covered by other GSA Schedules shall only be included in the project scope if they are directly related to the successful accomplishment of the project and are incidental to the overall effort. It is the responsibility of the Contracting Officer placing the order to make this determination.

Schedule 70 Labor Categories & Rates

The following rates are applicable to Special Item Number (SIN) 132-51 IT Professional Services.

Labor Experience Quantifier	GSA Rate
ERP HQE (HQE)	\$188.71
ERP Sr. Functional Consultant (ERP III)	\$165.39
ERP Senior Technical Consultant (ERP III)	\$147.36
ERP Technical Consultant (ERP II)	\$148.43
ERP Functional Consultant (ERP I)	\$121.91
ERP Technical Analyst (ERP I)	\$121.91
IT Engineer (ITA II)	\$137.82
IT Analyst (ITA I)	\$121.91
Sr. Business Process Analyst (BPA III)	\$132.51
Sr. Programmer (DEV III)	\$137.82
Project Manager (PM III)	\$143.11

Note: Rates include .75% IFF.

Schedule 70 Labor Category Descriptions

The following labor category descriptions are applicable to Special Item Number (SIN) 132-51 IT Professional Services.

ERP Highly Qualified Expert (HQE)

Minimum/General Experience: Full-cycle ERP implementation experience in large scale, phased deployment implementations; Proven experience working within a team environment with fixed delivery dates and strict scope control; Proven ability to act in a consulting and/or advisory capacity to senior program officials; Proven documentation, presentation and briefing skills; Able to effectively coordinate the resolution of highly complex problems and tasks; Possesses ability to meet and operate under deadlines. Leverage enterprise application implementation experience to improve productivity across functional areas within the organization. Utilize technical area expertise to assess, select, manage and implement enterprise application components, and to ensure that the technical solution solves the business problem. Define the strategy, architecture and methodology for an enterprise modernization effort; Manages selection, implementation and testing of packaged solutions for enterprise modernization.

Functional Responsibility: Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs a group of Functional and/or Technical ERP consultants. A wide degree of creativity and latitude is expected. Typically reports to senior program officials.

Minimum Education: Requires a bachelor's degree in area of specialty and at least 10 years of experience in the field or in a related area.

ERP Senior Functional Consultant (ERP III)

Minimum/General Experience: Develops, plans and implements Enterprise Resource Planning (ERP) systems. Sets deadlines, assigns responsibilities, and monitors progress for the ERP system. Evaluates and recommends changes to current and future ERP system requirements to meet organizational needs. Familiar with a variety of the ERP configuration concepts, practices and procedures within different applications. Relies on extensive experience and judgment to plan and accomplish goals.

Functional Responsibility: Performs a variety of tasks which include business process analysis. Leads and directs a group of ERP Analysts and configuration experts. A wide degree of creativity and latitude is expected. Typically reports to top management.

Minimum Education: Requires a bachelor's degree in area of specialty and at least 6 years of experience in the field or in a related area.

ERP Senior Technical Consultant (ERP III)

Minimum/General Experience: Develops, plans, and implements Enterprise Resource Planning (ERP) systems. Sets deadlines, assigns responsibilities, and monitors progress for the ERP system. Designs and develops workflow, reports, interfaces, conversions or enhancements. Evaluates and recommends changes to current and future ERP system requirements to meet organizational needs. Familiar with a variety of the application development languages, ERP concepts, best-practices and procedures within different applications. Relies on extensive experience and judgment to plan and accomplish goals.

Functional Responsibility: Performs a variety of tasks. Leads and directs a group of ERP Analysts. A wide degree of creativity and latitude is expected. Typically reports to top management.

Minimum Education: Requires a bachelor's degree in area of specialty and at least 6 years of experience in the field or in a related area.

ERP Technical Consultant (ERP II)

Minimum/General Experience: Assists with the development and maintenance of the Enterprise Resource Planning (ERP) program. Designs and develops workflow, reports, interfaces, conversions or enhancements. Tests ERP development efforts to ensure the system is meeting corporate needs. Familiar with application development languages, standard concepts, practices and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals.

Functional Responsibility: Performs a variety of tasks. A certain degree of creativity and latitude is required. Typically reports to a supervisor or project manager.

Minimum Education: May require a bachelor's degree in area of specialty and 4 years of experience in the field or in a related area.

ERP Functional Consultant (ERP I)

Minimum/General Experience: Reviews, analyzes and configures ERP systems to support an organization's business needs. Evaluates and recommends changes to current and future ERP system requirements to meet organizational needs. Familiar with a variety of the field's concepts, practices and procedures. Relies on experience and judgment to plan and accomplish goals.

Functional Responsibility: Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

Minimum Education: May require a bachelor's degree in area of specialty and 2 years of experience in the field or in a related area.

ERP Technical Consultant (ERP I)

Minimum/General Experience: Reviews, analyzes and modifies the programming systems including encoding, testing and debugging to support an organization's Enterprise Resource Planning (ERP) applications. Designs and develops workflow, reports, interfaces, conversions or enhancements. Tests ERP development efforts to ensure the system is meeting corporate needs. Familiar with a variety of the field's concepts, practices and procedures. Relies on experience and judgment to plan and accomplish goals.

Functional Responsibility: Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

Minimum Education: May require a bachelor's degree in area of specialty and 2 years of experience in the field or in a related area.

IT Architect II (ITA II)

Minimum/General Experience: Responsible for the system design and documentation. Develops requirements for database, applications and operation system environment. Consults with end-users to test and debug applications to meet client needs. May conduct training to IT Staff. Demonstrates expertise in a variety of the field's concepts, practices and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

Functional Responsibility: Performs a variety of complicated tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. Typically reports to a supervisor or project manager.

Minimum Education: Requires a bachelor's degree and may be expected to have an advanced degree in area of specialty or at least 4 years of experience in the field or in a related area.

IT Analyst I (ITA I)

Minimum/General Experience: Responsible for the system operation and management functions within a defined Data Architecture. Executes requirements for database, applications and operating system environment. Familiar with testing and debugging software and methodologies. Serves as expertise in all aspects of application and systems management. May conduct training to IT Staff. Demonstrate expertise in a variety of the field's concepts, practices and procedures. May provide consultation on complex projects.

Functional Responsibility: Performs a variety of tasks. May provide consultation on complex projects. Typically reports to a supervisor or project manager.

Minimum Education: Professional certifications as required and/or a degree in area of specialty or at least 2 years of experience in the field or in a related area.

Senior Business Process Analyst III (BPA III)

Minimum/General Experience: Analyzes current operations and business processes/procedures and staff components to ensure business needs are met. Employs business process models, activity flows and data models to document findings and make recommendations for improvements. Functions as leader of or facilitator for the process experts when identifying existing or proposed solutions for business processes and organizational procedures. A wide degree of creativity and latitude is expected. Typically reports to top management.

Functional Responsibility: Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

Minimum Education: Requires a bachelor's degree in area of specialty at least 6 years of experience in the field or in a related area.

Senior Programmer (DEV III)

Minimum/General Experience: Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to a project lead or manager. A wide degree of creativity and latitude is expected.

Functional Responsibility: Performs a variety of complicated tasks. May lead and direct the work of others.

Minimum Education: May require a bachelor's degree. Requires 6 years of experience in the field or in a related area.

Project Manager (PM III)

Minimum/General Experience: Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities and monitors progress of the project scope, time and budget. Prepares reports for upper management regarding status of project. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

Functional Responsibility: Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Minimum Education: Requires a bachelor's degree in area of specialty and at least 6 years of experience in the field or in a related area.

Experience Designators

Highly Qualified Expert (HQE) Industry Leading Expert in their field with up to 25 years of experience and measureable accomplishment. Manages and implements large, complex information technology systems with expertise in a specific discipline such as Enterprise Resource Planning or Information Strategy. This individual may work independently or directly with senior executives as a trusted source for strategy development.

Level III Consultant (XXX III) Possesses a deep understanding of architecture, techniques and management processes across a broad spectrum of systems, applications and requirements. Persons with this level of experience generally have up to ten years of professional experience in specialized areas and/or experience with multiple solution implementations. Generally regarded as an expert in their particular discipline or technology. Broad knowledge of the associated labor category field and a demonstrated ability to independently work on complex assignments.

Level II Consultant (XXX II) Possesses significant knowledge of the associated labor category field and the ability to work independently on typical assignments. This level of personnel generally has up to eight years of professional experience in the field of expertise and significant knowledge of the labor category field and the ability to work with minimal supervision. Assistant personnel generally have up to five years of professional experience in the field of expertise with one or more certifications in their area of delivery responsibility. An undergraduate degree in their working field is expected, or practical similar work experience has been demonstrated.

Level I Consultant (XXX I) Possesses knowledge of the associated labor category field. Ability to work with limited supervision. Specialists generally have from one to five years of professional experience in their field of expertise. Entry level IT knowledge, with the ability to provide Level I system and software support.

General Note:

Resources at these skill levels provide managerial and technical leadership for development, implementation and operations of complex information technology system implementation. They are recognized for their experience in leading, advising or providing expert guidance to senior executives and project leaders. The technical experience level or systems expertise required for a particular task shall be determined by Herdt in conjunction with the end user's requirements.

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) AND IDENTITY ACCESS
MANAGEMENT PROFESSIONAL SERVICES
(SPECIAL ITEM NUMBER 132-60F)**

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

1. SCOPE

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

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

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is

performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

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

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

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

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

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

6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS -COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I - OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

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

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

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

b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science