



**AUTHORIZED FEDERAL SUPPLY SCHEDULE INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE &
SERVICES**

**SPECIAL ITEM NUMBERS 132-51, 132-51STLOC, 132-51RC - INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES**

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code 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 which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

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

Next Tier Concepts, Inc.

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Contract Number: **GS-35F-0543R**

Period Covered by Contract: **May 3, 2005 through May 2, 2020-Option Year 2**

General Services Administration
Federal Acquisition Service

Pricelist current through Modification #**PO-0010**, dated **January 23, 2015**.

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

CUSTOMER INFORMATION:

1. Awarded Special Item Number(s):

SIN	Description
132-51, 132-51STLOC, 132-51RC	Information Technology Services

1b. Identification of the lowest priced labor category description, job title # and hourly rate awarded under the contract is:

Job Title #	Labor Category Description	GSA Hourly Rate
NTC016	Administrative Specialist	\$43.67

1c. Labor Category Descriptions of all corresponding commercial job titles, experience, functional responsibility and education are outlined on Pages 12-19 within this pricelist.

2. Maximum Order: \$500,000 – For SINs 132-51, 132-51STLOC and 132-51RC

3. Minimum Order: \$100

4. Geographic Scope of Coverage: The Geographic Scope of Coverage is Domestic Delivery. This is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

5. Quantity Discount: None

6. Prompt Payment Terms: None Offered

7. Government Purchase Cards: Government Purchase Cards will be accepted however no additional discounts will apply under the contract.

8. Government Educational Institutional Discounts: The Government Educational Institutions are offered the same types of discounts and concessions under this contract as all other Government customers.

9. Foreign Items: No foreign items are awarded under this contract.

10. Normal Delivery Terms – As negotiated between NTC and the Ordering Activity

11b. Expedited Delivery Terms: As Negotiated between NTC and the Ordering Activity

11c. Overnight/2-Day Delivery Terms: As negotiated between NTC and the Ordering Activity

11d. Urgent Requirements: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

11. FOB Point: Destination

12. Ordering Address: Next Tier Concepts, Inc.
Attn: GSA Orders
1945 Old Gallows Road, Suite 400
Vienna, VA 22182

13. Payment Address: Next Tier Concepts, Inc.
Attn: Accounts Receivable
1945 Old Gallows Road, Suite 400
Vienna, VA 22182

14. Warranty/Guarantee Provisions: All services performed under this contract will be guaranteed to be completed in a satisfactory workmanlike manner as delineated with this Authorized FSS IT Schedule Pricelist.

15. Export Packing Charges: Export Packing is not offered under this contract.

16. List of Participating Dealers: Next Tier Concepts, Inc. does not authorize any participating dealers under this contract.

17. Environmental Attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):
Not Applicable

18. Section 508 Compliance: Contact Next Tier Concepts, Inc. for Section 508 compliance information. The EIT standards can be found at: <http://www.section508.gov>

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

20. Data Universal Numbering System (DUNS) Number: 0428115709

20a. Taxpayer Identification Number (TIN):

20b. Business Size: Small Business Concern

20c. CAGE Code:

20d. Next Tier Concepts, Inc. is currently registered within the System for Award Management (SAM) database.

21. 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.

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

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

b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

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

24. 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.

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

26. Contractor Tasks/Special Requirements (C-FSS-370) (NOV 2003):

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No

legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

27. Contract Administration for Ordering Activities: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

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

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

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

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

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

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

30. Contractor Commitments, Warranties and Representations:

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

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

None

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

32. Blanket Purchase Agreements (BPAs): The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

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

34. Installation, Deinstallation, Reinstallation: The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to

simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

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

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

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

(b) The following statement:

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

36. Insurance- Work On A Government Installation (JAN 1997)(FAR 52.228-5):

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

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

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

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

37. Software Interoperability: Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or

in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

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

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBERS 132-51, 132-51STLOC and 132-51RC)**

****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 Numbers 132-51, 132-51STLOC, and 132-51RC 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



GSA RATES for SIN 132-51, 132-51STLOC and 132-51RC

Job Title #	Labor Category Description	GSA Hourly Rate
NTC001	Program Manager	\$166.36
NTC002	Project Manager	\$93.58
NTC003	Senior Programmer	\$124.77
NTC004	Programmer Level 2	\$103.97
NTC005	Programmer Level 1	\$70.70
NTC006	Senior Software Architect	\$174.68
NTC007	Software Architect	\$140.36
NTC008	Senior Network Engineer	\$150.76
NTC009	Help Desk Support Services Specialist	\$68.63
NTC011	Senior Graphics Designer	\$84.22
NTC012	Quality Assurance Specialist	\$71.74
NTC016	Administrative Specialist	\$43.67

Labor Category Descriptions

NTC001

Job Title: **Program Manager**

Minimum/General Experience: Requires twelve (12) years of experience providing overall management and technical direction to IT project personnel. This individual must exercise independent judgment, as well as a high level of analytical and technical skill in solving non-routine technical, administrative, and managerial problems. This individual must possess the highest level of technical and application programming skills to develop project plans, manage multiple teams, and integrate many complex technologies to ensure optimum use of existing budgetary and staffing resources. Must possess experience in proposing innovative IT solutions to senior client technical management, an exceptional ability to communicate, and an exceptional analytical and technical problem-solving skills.

Functional Responsibility: This individual has overall responsibility for all aspects of a large or enterprise level IT program / project performance and assists in the overall direction to all project-level activities and personnel. Leads all phases of the IT system/software development lifecycle to build complex, custom desktop systems and Web-based applications. Directs the performance of a variety of related IT projects, which may be organized by technology, program, or client. Oversees the technology development and/or application, marketing, and resource allocation within program client base. Establishes and maintains technical and financial reports to monitor progress, and maintains IT customer contracts to ensure conformity to all contractual obligations and technical requirements.

Education Requirements: Bachelors Degree in a Technical or Management discipline; four (4) years additional relevant experience may be substituted for degree. Completed years of coursework towards a relevant degree may be substituted for experience on a one to one basis. Advance degree(s) in relevant field may substitute for two (2) years of experience.

NTC002

Job Title: **Project Manager**

Minimum/General Experience: Requires seven (7) years of experience providing management and technical direction to project personnel. This individual must have a high level of analytical and technical skill in solving technical management problems. This individual must possess technical and application skills to develop project plans, manage a technical team, and integrate multiple technologies. Must possess experience in client interface and have a solid ability to communicate technical requirements and terminology.

Functional Responsibility: This individual is responsible for all aspects of the development and implementation of assigned IT projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation, including supporting the phases of the IT system/software development lifecycle. Interfaces with all areas affected by the technical project including end users, computer services, and client services. Defines project scope, technical requirements, data standards, and solution components. Develops detailed work plans, testing/QA schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for IT project tracking and analysis. Ensures adherence to IT quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor

deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solutions of technical challenges.

Education Requirements: Bachelors Degree in a Technical or Management discipline; four (4) years additional relevant experience may be substituted for degree. Completed years of coursework towards a relevant degree may be substituted for experience on a one to one basis. Advance degree(s) in relevant field may substitute for two (2) years of experience.

NTC003

Job Title: **Senior Programmer**

Minimum/General Experience: Requires five (5) years of experience in programming. Must be capable of using third- and fourth-generation or current state-of-the-art IT equipment and languages to develop and prepare diagrammatic plans for solution of business, management, communications, tactical, and strategic problems. Must be able to design detailed programs, flowcharts, and diagrams showing the mathematical computations and the sequence of machine operations necessary to copy and process data and print results. Must be able to design detailed programs, flowcharts, and diagrams showing the mathematical computations and the sequence of machine operations necessary to copy and process data and print results.

Functional Responsibility: Formulates and defines system scope and objectives. Designs, codes, tests, debugs, and documents software programs. Must be able to verify the accuracy and completeness of programs and systems by preparing sample representative data and perform testing by means of cycle and system processing. Regularly provides guidance and training to less-experienced analyst/programmers.

Education Requirements: Bachelors Degree in an information systems or mathematics discipline; four (4) years additional relevant experience may be substituted for degree. Completed years of coursework towards a relevant degree may be substituted for experience on a one to one basis. Advance degree(s) in relevant field may substitute for two (2) years of experience. Technical certification or training maybe substituted for one (1) year of experience.

NTC004

Job Title: **Programmer Level 2**

Minimum/General Experience: Requires three (3) years of experience in programming. Must be knowledgeable in current application programming languages. Must have ability to analyze systems requirements and devise program logic for business, management, communication, tactical, and technical problems. Must be able to design detailed programs, flowcharts, and diagrams showing the mathematical computations and the sequence of machine operations necessary to copy and process data and print results.

Functional Responsibility: Formulates and defines system scope and objectives through research and fact-finding to develop or modify moderately complex information systems. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, documents, and maintains those programs. Competent to work on most phases of applications systems analysis and programming activities, but requires instruction and guidance in other phases.

Education Requirements: Bachelors Degree in an information systems or mathematics discipline; four (4) years additional relevant experience may be substituted for degree. Completed years of coursework towards a relevant degree may be substituted for experience on a one to one basis. Advance degree(s) in relevant field may substitute for two (2) years of experience. Technical certification or training maybe substituted for one (1) year of experience.

NTC005

Job Title: **Programmer Level 1**

Minimum/General Experience: Requires one (1) year of experience in programming. Must be knowledgeable in current application programming languages. Must have ability to analyze systems requirements and devise basic program logic for business, management, communication, tactical, and technical problems. Must be able to communicate on a technical level. Must have experience in some SQL based database.

Functional Responsibility: Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, documents, and maintains those programs. Competent to work on most phases of applications systems analysis and programming activities, but requires instruction and guidance in other phases.

Education Requirements: Bachelors Degree in an information systems or mathematics discipline; four (4) years additional relevant experience may be substituted for degree. Completed years of coursework towards a relevant degree may be substituted for experience on a one to one basis. Advance degree(s) in relevant field may substitute for two (2) years of experience. Technical certification or training maybe substituted for one (1) year of experience.

NTC006

Job Title: **Senior Software Architect**

Minimum/General Experience: Requires ten (10) years of experience in software development. Must be capable of designing complex enterprise sized applications and integrate with a variety of back-end and front-end applications. Must be able to integrate multiple applications over cross platforms.

Functional Responsibility: Works independently designing and developing new software products or major enhancements to existing software. Typically leads a development team in the design of highly complex software systems. Acts as highest level technical expert, addressing problems of systems integration, compatibility, and multiple platforms. Responsible for project completion. Performs feasibility analysis on potential future projects to management.

Education Requirements: Bachelors Degree in an information systems or mathematics discipline; four (4) years additional relevant experience may be substituted for degree. Completed years of coursework towards a relevant degree may be substituted for experience on a one to one basis. Advance degree(s) in relevant field may substitute for two (2) years of experience. Technical certification or training maybe substituted for one (1) year of experience.

NTC007

Job Title: **Software Architect**

Minimum/General Experience: Requires seven (7) years of experience in software development. Must be capable of designing enterprise sized applications and integrate with a variety of back-end and front-end applications. Must be able to integrate applications over cross platforms.

Functional Responsibility: Works independently designing and developing new software products or major enhancements to existing software. May lead a development team in the design of highly complex software systems. Acts as high technical expert, addressing problems of systems integration, compatibility, and multiple platforms. Responsible for project completion. Performs feasibility analysis on potential future projects to management.

Education Requirements: Bachelors Degree in an information systems or mathematics discipline; four (4) years additional relevant experience may be substituted for degree. Completed years of coursework towards a relevant degree may be substituted for experience on a one to one basis. Advance degree(s) in relevant field may substitute for two (2) years of experience. Technical certification or training maybe substituted for one (1) year of experience.

NTC008

Job Title: **Senior Network Engineer**

Minimum/General Experience: Requires seven (7) years of experience in network engineering. Requires in-depth knowledge of complex LAN/WAN systems, networks, and applications.

Functional Responsibility: Performs the equipment selection, installation, and support of network communications and systems for enterprise sized networks. Also responsible for evaluating current systems. Responsibilities include performing data configuration and installation of routers and firewalls. Works on complex problems where analysis of situation requires comprehensive evaluation of various factors. Plans enterprise-scale systems projects, using vendor comparisons and cost studies to determine equipment selection.

Education Requirements: Bachelors Degree in an information systems discipline; four (4) years additional relevant experience may be substituted for degree. Completed years of coursework towards a relevant degree may be substituted for experience on a one to one basis. Advance degree(s) in relevant field may substitute for two (2) years of experience. Technical certification or training maybe substituted for one (1) year of experience

NTC009

Job Title: **Help Desk Support Services Specialist**

Minimum/General Experience: Requires three (3) years of experience in Help Desk operations.

Functional Responsibility: Provides support to end users for either PC, server, or mainframe applications and hardware. May interact with network services, systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Typically involves use of problem management database and help desk system.

Education Requirements: Associates Degree in an information systems discipline; two (2) years additional relevant experience may be substituted for degree. Completed years of coursework towards a relevant degree may be substituted for experience on a one to one basis. Advance degree(s) in relevant field may substitute for two (2) years of experience. Technical certification or training maybe substituted for one (1) year of experience.

NTC011

Job Title: **Senior Graphics Designer**

Minimum/General Experience: Requires five (5) year of experience in graphics design. Must be competent in the use, operation, and setup of computer graphics systems.

Functional Responsibility: Responsible for graphics design and use, operation, and setup of computer graphic systems for business communications. Executes graphic projects and assists in coordination of all graphic production scheduling. Coordinates production support with outside vendors, as needed. Ensures that graphic projects are completed on time, within budget, and to user's satisfaction. Interfaces with users to determine scope of project and best graphic medium. Trains other personnel in proper use of computer graphic equipment. May design and build web pages using a variety of graphics software applications, techniques, and tools. Designs and develops user interface features, site animation, and special effects elements. May use animation tools to create interactive web pages.

Education Requirements: Bachelors Degree in graphics design or art discipline; four (4) years additional relevant experience may be substituted for degree. Completed years of coursework towards a relevant degree may be substituted for experience on a one to one basis. Advance degree(s) in relevant field may substitute for two (2) years of experience. Technical certification or training maybe substituted for one (1) year of experience.

NTC012

Job Title: **Quality Assurance Specialist**

Minimum/General Experience: Required three (3) years of experience in quality assurance and testing. Requires knowledge of test script and plan development, as well as test result documentation.

Functional Responsibility: Carries out procedures to ensure that complex information systems, products and services meet organization standards and end-user requirements. Performs and leads tests of software to ensure proper operation and freedom from defects. May draft test plans/scripts/procedures and create test data for applications. Documents and works to resolve all complex problems. Reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations. Acts as information resource about assigned areas to technical writers and other Quality Assurance Analysts. Performs complex workflow analysis and recommends quality improvements. May lead a test team and perform verification of test defects.

Education Requirements: Bachelors Degree in an information systems or technical discipline; four (4) years additional relevant experience may be substituted for degree. Completed years of coursework towards a relevant degree may be substituted for experience on a one to one basis. Advance degree(s) in relevant field may substitute for two (2) years of experience. Technical certification or training maybe substituted for one (1) year of experience.

NTC016

Job Title: **Administrative Specialist**

Minimum/General Experience: Requires one (1) year of experience. Must have ability to handle administrative tasks including word processing, office automation operation, and phone attendance. Must possess familiarity with electronic mail and Windows based office applications.

Functional Responsibility: Provides general-purpose administrative and clerical support for project tasks. May include secretarial, word-processing, data entry, basic graphic development, desktop publishing, editing and coordination.

Education Requirements: No specific requirement.

Ordering Requirement: This category can only be purchased in conjunction with one or more of the following categories:

- Program Manager
- Project Manager
- Senior Software Architect
- Senior Network Engineer
- Senior Graphics Specialist
- Senior Consultant
- Senior Info Systems Training Specialist

Experience & Degree Substitution Equivalencies

Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

<u>Equivalent Degree</u>	<u>Experience</u>
Associate's	2 years relevant experience
Bachelor's	Associate's degree + 2 years relevant experience or 4 years relevant experience
Master's	Bachelor's plus 2 years relevant experience or Associate's degree + 4 years relevant experience or 6 years relevant experience
PhD	Master's + 2 years relevant experience, or Bachelor's + 4 years relevant experience or 8 years relevant experience