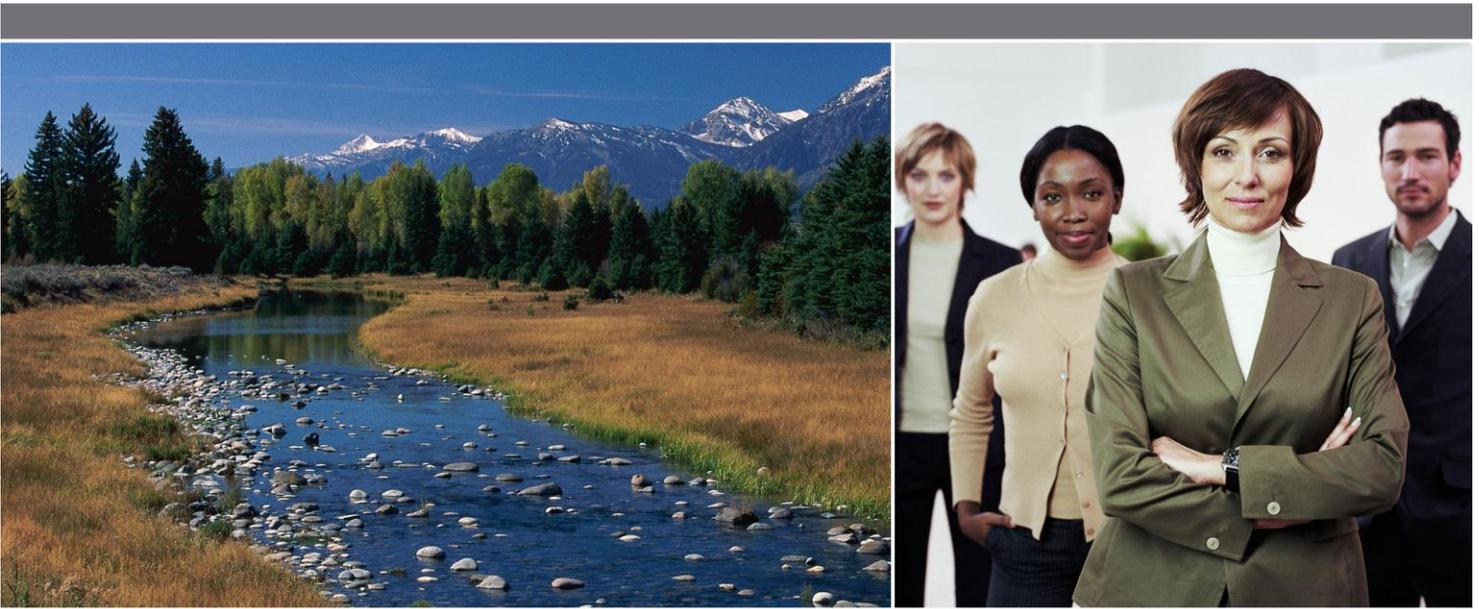




DRT Strategies, Inc.
4245 North Fairfax Dr., Suite 800
Arlington, Virginia 22203

Office - 571.482.2500
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Federal Supply Service Information Technology Schedule 70 Authorized FSS Schedule Pricelist

February 3, 2012

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

Special Item Numbers

Special Item Number 132-51: Information Technology Professional Services

- FPDS Code D301 IT Facility Operation and Maintenance*
- FPDS Code D302 IT Systems Development Services*
- FPDS Code D306 IT Systems Analysis Services*
- FPDS Code D307 Automated Information Systems Design and Integration Services*
- FPDS Code D308 Programming Services*
- FPDS Code D310 IT Backup and Security Services*
- FPDS Code D311 IT Data Conversion Services*
- FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services*
- FPDS Code D316 IT Network Management Services*
- FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)*
- FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified*

Contractor Information

DRT Strategies, Inc.

4245 North Fairfax Dr., Suite 800
Arlington, VA 22203
(571) 482-2500
www.drtstrategies.com

Contract Number: GS-35F-0553T

General Services Administration
Federal Supply Service

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!TM on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!TM 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:

The Geographic scope of this contract will be domestic delivery only.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Ordering Address is:

DRT Strategies, Inc.
4245 North Fairfax Dr., Suite 800
Arlington, Virginia 22203
[O] 571.482.2501
[C] 703.869.6902
[F] 703.528.4080
FEIN: 200526356

Payment Address:

DRT Strategies, Inc.
Attn: Ms. Susan Kidd, CEO
4245 North Fairfax Dr., Suite 800
Arlington, Virginia 22203
[O] 571.482.2501
[C] 703.869.6902
[F] 703.528.4080
FEIN: 200526356

DRT Strategies accepts credit cards for payments equal to or less than the micro-purchase threshold (under \$2,600) for written delivery orders. Credit cards **will not** be acceptable for payment above micropurchase threshold. In addition, bank information for wire transfer payment will be shown on the invoice.

Below are telephone numbers that can be used by ordering agencies to obtain technical and/or ordering assistance. (571) 482-2500 (*office*) or (703) 869-6902 (*mobile*)

3. LIABILITY FOR INJURY OR DAMAGE

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

4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: 142428783
Block 30: Type of Contractor - _____

A. Small Disadvantaged Business

Block 31: Woman-Owned Small Business - Yes
Block 36: Contractor's Taxpayer Identification Number (TIN): 200526356

- 4a. CAGE Code: 3PZT2
4b. Contractor **has** registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
SIN 132-51	30 Days

b. URGENT REQUIREMENTS:

DRT Strategies is prepared to respond to the government's urgent needs. Delivery arrangements for urgent requirements will be handled on a case by case basis

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: none

8. TRADE AGREEMENTS ACT OF 1979, as amended:

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

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

Export packing is not available

10. SMALL REQUIREMENTS

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

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

Special Item 132-51 Information Technology Professional Services has a maximum dollar value of orders to be issued is \$500,000 for all information technology services

12. 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.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS

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

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):

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

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

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

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

- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions 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.

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

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

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

- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage

determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

23. 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:

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 the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:

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

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

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
 - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
 - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY

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

27. ADVANCE PAYMENTS

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

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

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services and Special Item Number 132-52 Electronic Commerce Services apply exclusively to IT/EC Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT/EC 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

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

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 (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/EC Services.

9. INDEPENDENT CONTRACTOR

All IT/EC 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/EC 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 52.232-7 (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 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/EC SERVICES AND PRICING

Commercial Job Title	Functional Responsibilities	Minimum/General Experience	Minimum Education Experience
Administrative Support 1	Provides administrative support to the project. Supports the production of project deliverables and performs clerical and administrative functions required to complete work related to the project.	None	High School Diploma
Administrative Support 2	Provides administrative support to the project. Supports the production of project deliverables and performs clerical and administrative functions required to complete work related to the project.	Minimum 1 year experience, or BS/BA	AS/AA or equivalent experience

Commercial Job Title	Functional Responsibilities	Minimum/General Experience	Minimum Education Experience
Documentation Specialist	Gathers, analyzes, and composes 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.	None	AS/AA or equivalent experience
Financial Analyst 1	Supports the defining of financial business practices for integration into the customer's financial business system. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives.	Minimum 1 years experience	BS/BA or equivalent experience
Financial Analyst 2	Supports the defining of financial business practices for integration into the customer's financial business system. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives.	Minimum 3 years experience, of which at least 1 year must be specialized	BS/BA or equivalent experience
Financial Analyst 3	Defines financial business practices for integration into the customer's financial business system. Identifies potential problems and solutions through analysis identifying recommended solutions. Applies state-of-the-art applications that will effectively automate financial applications. Supervises Financial Analyst 1 and 2.	Minimum 5 years experience, of which at least 3 years must be specialized	BS/BA or equivalent experience
Financial Analyst 4	Leads group of financial analysts. Assesses products and procedures for compliance. Grasps interrelationships between financial management requirements and automation solutions. Coordinates all aspects of complex financial application automation, requesting guidance only in extremely difficult situations. Completes objectives independently within the negotiated budget.	Minimum 7 years experience, of which at least 5 years must be specialized	MS/MA or equivalent experience
Help Desk Manager	Provides daily supervision and direction to staff responsible for telephone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and other network services. Manages personnel who serve as the first point of contact for troubleshooting hardware and software PC and printer problems.	Minimum 3 years experience, of which at least 1 year must be specialized	AS/AA or equivalent experience
Help Desk Specialist	Provides telephone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors. Serves as the initial point of contact for troubleshooting network applications and hardware and software PC and printer problems.	None	AS/AA or equivalent experience

Commercial Job Title	Functional Responsibilities	Minimum/General Experience	Minimum Education Experience
Program Administration Specialist 1	Assists in the preparation of management plans and various customer reports. Coordinates schedules to facilitate the completion of task order and change proposals, contract deliverables, task order reviews, briefings and presentations, and in-progress review (IPR) preparation.	None	AS/AA or equivalent experience
Program Administration Specialist 2	Performs analysis, development, and review of program administrative operating plans and procedures. Assists in the preparation of management plans and various customer reports. Coordinates schedules to facilitate the completion of deliverables.	Minimum 3 years experience	AS/AA or equivalent experience
Program Administration Specialist 3	Manages the preparation of management plans and various customer reports. Develops and presents results to program and executive management and provides direction to other administrative personnel. Performs analysis, development, and review of program administrative operating plans and procedures. Supervises Program Administration Specialists.	Minimum 4 years experience	AS/AA or equivalent experience
Project Control Specialist 1	Supports in the monitoring of financial and/or administrative aspects of assigned contracts and deliverables. Updates task reports with funding information and prepares revenue projections for all active contract task orders.	Minimum 1 year experience	AS/AA or equivalent experience
Project Control Specialist 2	Monitors financial and/or administrative aspects of assigned contracts and deliverables. Tracks and validates all client financial information, establishes and maintains master contract files, prepares and monitors status of all deliverables, tracks the value of contracts, and reports payment of fees.	Minimum 3 years experience	AS/AA or equivalent experience
Project Control Specialist 3	Supervises the financial and/or administrative aspects of assigned contracts and deliverables. Tracks and validates all client financial information, establishes and maintains master contract files, prepares and monitors status of all deliverables, tracks the value of contracts, and reports payment of fees.	Minimum 4 years experience	AS/AA or equivalent experience
Technical Typist	Types at least 60 words per minute with a less than 1 percent error rate. Prepares final-form technical documents. Familiar with IT terminology and able to use various PC word processing software products (e.g., Word for Windows, WordPerfect, Project Management, and Excel).	None	AS/AA or equivalent experience

Commercial Job Title	Functional Responsibilities	Minimum/General Experience	Minimum Education Experience
Technical Writer/Editor	Assists in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user manuals, special reports, and any other customer deliverables and documents. Assists in performing financial and administrative functions. Ability to work independently or under only general direction.	Minimum 1 year experience, which must be specialized	AS/AA or equivalent experience
Trainer 1	Documents and delivers training courses to a wide range of audiences. Participates in user-support related tasks.	None	AS/AA or equivalent experience
Trainer 2	Designs, develops, documents, and delivers training courses to a wide range of audiences. Provides professional guidance to managers, analysts, specialists, and programmers in the use of the software. Participates in user-support related tasks. Leads efforts in the areas of training plan development, training material preparation, curricula definition and training course delivery.	Minimum 3 years experience, of which at least 1 year must be specialized	AS/AA or equivalent experience
Engagement Manager	Senior member of management with ability to commit the firm and with extensive experience in systems development. Responsible for highest-level client liaison. Ability to secure necessary professional resources within the firm to meet requirements of project.	Minimum 12 years experience, of which at least 10 years must be specialized	Doctorate or equivalent experience
Program Manager	Supervises or directly manages and coordinates several projects within an engagement. Responsible for making sure project managers conduct projects in a timely manner, ensuring the quality of work products, maintaining financial soundness of the projects, managing interactions, and reporting progress and issues. Has significant expertise in managing systems projects. Responsible for client liaison.	Minimum 8 years experience, of which at least 5 years must be specialized	MS/MA or equivalent experience
Project Director	Supervises several engagements. Responsible for project oversight and direction for Program Managers. Ensures conformance with work standards; interprets policies, procedures, and goals and objectives of the organization. Ensures appropriate resources are applied to the project.	Minimum 10 years experience, of which at least 8 years must be specialized	MS/MA or equivalent experience
Project Manager 1	Manages and coordinates project through all phases of the systems development life cycle. Responsible for conducting the project in a timely manner, ensuring the quality of work products, maintaining financial soundness of the project, managing interactions, and reporting progress and issues. Reviews work products. Has team leadership experience	Minimum 5 years experience, of which at least 3 years must be specialized	BS/BA or equivalent experience

Commercial Job Title	Functional Responsibilities	Minimum/General Experience	Minimum Education Experience
Project Manager 2	Directly manages and coordinates several projects through all phases of the systems development life cycle. Responsible for conducting the project in a timely manner, ensuring the quality of work products, maintaining financial soundness of the project, managing interactions and reporting progress and issues. Reviews work products. Has some expertise in managing systems projects.	Minimum 7 years experience, of which at least 5 years must be specialized	BS/BA or equivalent experience
Project Manager 3	Supervises project through all phases of the systems development life cycle. Responsible for conducting the project in a timely manner, ensuring the quality of work products, maintaining financial soundness of the project, managing interactions, and reporting progress and issues. Reviews work products. Has significant expertise in managing systems projects. Responsible for client liaison.	Minimum 7 years experience, of which at least 5 years must be specialized	MS/MA or equivalent experience
Team Leader	Directly manages and coordinates team within a project through all phases of the systems development life cycle. Responsible for conducting team activities in a timely manner, ensuring the quality of work products, managing interactions, and reporting progress and issues. Reviews work products. Reports to Project Manager.	Minimum 3 years experience, of which at least 1 year must be specialized	BS/BA or equivalent experience
BPR Specialist 1	Supports the application of process improvement and re-engineering methodologies and principles to conduct process modernization projects. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer.	Minimum 3 years experience, of which at least 1 year must be specialized	BS/BA or equivalent experience
BPR Specialist 2	Applies process improvement and re-engineering methodologies and principles to conduct process modernization projects. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. May be under the supervision and direction of a BPR Specialist 3 or may work independently.	Minimum 5 years experience, of which at least 3 years must be specialized	BS/BA or equivalent experience
BPR Specialist 3	Supervises the application of process improvement and re-engineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of re-engineering efforts.	Minimum 7 years experience, of which at least 5 years must be specialized	MS/MA or equivalent experience

Commercial Job Title	Functional Responsibilities	Minimum/General Experience	Minimum Education Experience
Business Systems Analyst 1	Performs functional and technical analysis, assessment, and development tasks. Participates in requirements analyses, data gathering, interviews, and facilitated sessions. Contributes to deliverables.	None	BS/BA or equivalent experience
Business Systems Analyst 2	Performs functional and technical analysis, assessment, and development tasks. Participates in requirements analyses, data gathering, interviews, and facilitated sessions. Provides analytical skills in design, testing, training, and implementation activities. Contributes to deliverables.	Minimum 5 years experience, of which at least 3 years must be specialized	BS/BA or equivalent experience
Business Systems Analyst 3	Provides leadership or analytical expertise to analysts. Operates with substantial independence and initiative. Undertakes analyses and user consultation tasks at all phases of design and implementation of an application. Has experience in systems analyses.	Minimum 7 years experience, of which at least 5 years must be specialized	MS/MA or equivalent experience
Computer Security Systems Specialist 1	Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the security arena.	Minimum 3 years experience, of which at least 1 year must be specialized	BS/BA or equivalent experience
Computer Security Systems Specialist 2	Analyzes and defines security requirements for issues. Designs, develops, engineers, and implements solutions to security requirements. Performs risk analyses, which include risk assessment.	Minimum 5 years experience, of which at least 3 years must be specialized	BS/BA or equivalent experience
Computer Security Systems Specialist 3	Analyzes and defines security requirements for issues. Designs, develops, engineers, and implements solutions to requirements. Responsible for the implementation and development of security systems. Performs risk analyses, which include risk assessment. Provides daily supervision of, and direction to staff.	Minimum 7 years experience, of which at least 5 years must be specialized	MS/MA or equivalent experience
Consultant 1	Serves as a consulting team member with an IT background. Collects data in accordance with plans developed by others. Verifies and analyzes data to identify trends and relationships as well as current and potential technical and management problems. Drafts reports of findings along with related documentation.	Minimum 1 year experience	BS/BA or equivalent experience
Consultant 2	Serves as a consulting team member with an IT background. Collects data in accordance with plans developed by others. Verifies and analyzes data to identify trends and relationships as well as current and potential technical and management problems. Drafts reports of findings along with related documentation.	Minimum 3 years experience, of which at least 1 year must be specialized	BS/BA or equivalent experience

Commercial Job Title	Functional Responsibilities	Minimum/General Experience	Minimum Education Experience
Consultant 3	Serves as a consulting team member with an IT background. Collects data in accordance with plans developed by others. Verifies and analyzes data to identify trends and relationships as well as current and potential technical and management problems. Drafts reports of findings along with related documentation.	Minimum 6 years experience, of which at least 3 years must be specialized	BS/BA or equivalent experience
Consultant 4	Serves as a senior member of consulting teams as a task manager or as a project leader on projects of limited scope and complexity. As a consulting team member, collects, analyzes, and interprets data in one or more information technology specialties. Develops, or participates in the development of, assignment methodology.	Minimum 8 years experience, of which at least 5 years must be specialized	MS/MA or equivalent experience
Design & Development Engineer 1	Understands fundamental concepts, processes, practices, and procedures of the specific professional or technical assignment or in specialty area. Performs tasks that are routine and learns to apply training to practice. Uses established procedures and works under close supervision in support of assigned projects.	Minimum 3 years experience	BS/BA or equivalent experience
Design & Development Engineer 2	Prepares approach strategies approaches and manages project objectives. Develops, plans, and leads technical segments of a project. Evaluates results and recommends changes in development and implementation of project phases and meeting schedules. Operates across multiple tasks and works independently, contributes to deliverables and performance metrics.	Minimum 5 years experience, of which at least 2 years must be specialized	BS/BA or equivalent experience
Design & Development Engineer 3	Leads and establishes practice goals, plans, methods, techniques, and policies for obtaining results and meeting project objectives. May have domain knowledge. Ensures budgets, schedules, and performance requirements meet technical requirements. Interactions involve client negotiations and interfacing with senior management.	Minimum 7 years experience, of which at least 5 years must be specialized	MS/MA or equivalent experience
Facilitator 1	Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision making. Provides support for task teams involved in quality and process improvement projects.	Minimum 3 years experience, of which at least 1 year must be specialized	BS/BA or equivalent experience
Facilitator 2	Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision making. Provides support for task teams involved in quality and process improvement projects.	Minimum 7 years experience, of which at least 5 years must be specialized	MS/MA or equivalent experience

Commercial Job Title	Functional Responsibilities	Minimum/General Experience	Minimum Education Experience
Facilitator 3	Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision making. Provides support for task teams involved in quality and process improvement projects. Facilitates daily project activities between multiple teams.	Minimum 10 years experience, of which at least 8 years must be specialized	MS/MA or equivalent experience
Functional Expert 1	Provides business and analytical expertise in support of a project. May prepare overall designs and detailed specifications for system components. Offers knowledge, experience, and insight in a particular area, such as facilitation.	Minimum 3 years experience, of which at least 1 year must be specialized	BS/BA or equivalent experience
Functional Expert 2	Provides business and analytical expertise in support of a project. Provides an understanding of the client's objectives and has extensive knowledge of typical core processes. May prepare overall designs and detailed specifications for system components. Offers knowledge, experience, and insight in a particular area, such as facilitation.	Minimum 5 years experience, of which at least 3 years must be specialized	BS/BA or equivalent experience
Functional Expert 3	Has substantial business and analytical expertise in a specific functional area. May direct analyses of requirements for information systems. May direct the design of adaptations to software. Offers significant knowledge, experience, and insight in a particular area.	Minimum 7 years experience, of which at least 5 years must be specialized	MS/MA or equivalent experience
Subject Matter Expert 1	Develops requirements from a project's inception to its conclusion in the subject matter area for simple to moderately complex systems. Assists other senior consultants with analysis and evaluation and with the preparation of recommendations for project or engagement-wide matters.	Minimum 7 years experience, of which at least 5 years must be specialized	MS/MA or equivalent experience
Subject Matter Expert 2	Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately complex to complex systems. Coordinates and manages the preparation of recommendations for engagement-wide matters.	Minimum 10 years experience, of which at least 5 years must be specialized	MS/MA or equivalent experience
Subject Matter Expert 3	Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for complex to extremely complex systems in the subject matter area. Makes recommendations and advises on organizational-wide matters.	Minimum 12 years experience, of which at least 10 years must be specialized	Doctorate or equivalent experience
Technical Specialist 1	Undertakes analyses of complex hardware, software, and telecommunications issues.	Minimum 3 years experience, of which at least 1 year must be specialized	BS/BA or equivalent experience

Commercial Job Title	Functional Responsibilities	Minimum/General Experience	Minimum Education Experience
Technical Specialist 2	Provides expertise in application and systems software. Performs performance tuning. Undertakes analyses of complex hardware, software, and telecommunications issues. Possesses a high degree of technical experience and performance.	Minimum 6 years experience, of which at least 3 years must be specialized	BS/BA or equivalent experience
Technical Specialist 3	Has substantial expertise in design and operation of computer systems. Provides senior guidance on analysis and resolution of hardware, software, and telecommunications issues. Possesses a high degree of technical experience.	Minimum 7 years experience, of which at least 5 years must be specialized	MS/MA or equivalent experience
Applications Developer 1	Translates application requirements into web-based solutions using available technology. Applies new and emerging technologies to the software development process. Prepares reports, studies, and documentation, delivers presentations, and participates in meetings. Prepares system documents or specifications.	None	BS/BA or equivalent experience
Applications Developer 2	Translates application requirements into web-based solutions using available technology. Applies new and emerging technologies to the software development process. Reviews system documents or specifications. May supervise Applications Developer 1.	Minimum 3 years experience, of which at least 1 years must be specialized	BS/BA or equivalent experience
Applications Developer 3	Translates application requirements into web-based solutions using available technology. Provides technical direction to personnel performing systems analyses and system development tasks. Coordinates and performs logical and physical systems designs. Reviews system documents or specifications.	Minimum 5 years experience, of which at least 3 years must be specialized	BS/BA or equivalent experience
Computer Systems Analyst 1	Assists Senior Computer Systems Analyst in preparing input and test data for the proposed system. Supports in the development of requirements for information systems from a project's inception to its conclusion. Supports in the development of required specifications for simple to moderately complex systems. Prepares milestone status reports.	None	AS/AA or equivalent experience
Computer Systems Analyst 2	Analyzes and develops computer software possessing a wide range of capabilities. Analyzes the problem and the information to be processed. Defines the problem and develops system requirements and program specifications from which programmers prepare detailed flowcharts, programs, and tests.	Minimum 3 years experience	BS/BA or equivalent experience

Commercial Job Title	Functional Responsibilities	Minimum/General Experience	Minimum Education Experience
Computer Systems Analyst 3	Provides technical and administrative direction for personnel performing software development tasks. Coordinates with the Program Manager to ensure user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Provides deliveries and presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.	Minimum 5 years experience, of which at least 2 years must be specialized	BS/BA or equivalent experience
Database Specialist	Provides highly technical expertise and support in the use of DBMSs. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications. Develops, implements, and maintains database backup and recovery procedures.	Minimum 3 years experience	BS/BA or equivalent experience
Information Engineer 1	Supports in the planning and analysis efforts. Applies reverse engineering and reengineering disciplines to develop migration strategic and planning documents.	None	BS/BA or equivalent experience
Information Engineer 2	Supports in the planning and analysis efforts. Applies reverse engineering and reengineering disciplines to develop migration strategic and planning documents.	Minimum 3 years experience, of which at least 1 years must be specialized	BS/BA or equivalent experience
Information Engineer 3	Performs process and data modeling in support of the planning and analysis efforts. Applies, as appropriate, activity and data modeling transaction flow analysis, internal control and risk analysis; modern business methods, and performance measurement techniques. Assists in establishing standards for information system procedures.	Minimum 5 years experience, of which at least 3 years must be specialized	BS/BA or equivalent experience
Information Engineer 4	Supervises the application of disciplines for planning, analyzing, designing, and constructing information systems. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise-wide strategic system planning, information planning, business, and analysis. Provides technical guidance or in software engineering techniques and automated support tools.	Minimum 7 years experience, of which at least 5 years must be specialized	MS/MA or equivalent experience
Information Technology Consultant 1	Collects IT data in accordance with plans developed by others. Drafts reports of findings along with related documentation.	None	BS/BA or equivalent experience
Information Technology Consultant 2	Verifies and analyzes data to identify trends and relationships as well as current and potential technical and management problems.	Minimum 3 years experience	BS/BA or equivalent experience
Information Technology Consultant 3	Manages the collection, analysis, and verification of IT data, to identify trends and relationships as well as current and potential technical and management problems.	Minimum 5 years experience, of which at least 3 years must be specialized	BS/BA or equivalent experience

Commercial Job Title	Functional Responsibilities	Minimum/General Experience	Minimum Education Experience
Internet Design Specialist	Experienced in the design of web sites and web pages. Creates and optimizes graphic images and logos, provides visual structure and incorporates interactive applications into web pages.	Minimum 3 years experience, of which at least 1 year must be specialized	BS/BA or equivalent experience
Internet/Intranet Developer 1	Supports web page development. Applies new and emerging technologies to the page development process.	None	BS/BA or equivalent experience
Internet/Intranet Developer 2	Translates application requirements into web pages to serve either as stand-alone site elements or as the front end to web-based applications. Applies new and emerging technologies to the page development process.	Minimum 1 year experience, which must be specialized	BS/BA or equivalent experience
Internet/Intranet Developer 3	Supervises the translation of application requirements into the design of complex web sites, including integrating web pages and applications to serve either as standalone sites or as the front end to web-based applications. Applies new and emerging technologies to the site development process.	Minimum 3 years experience, of which at least 1 year must be specialized	BS/BA or equivalent experience
Jr. Systems Programmer 1	Codes and tests software. Performs software troubleshooting and corrects errors in software and operating procedures. Conducts system analysis and programming tasks. Prepares test data, and tests programs. Prepares documentation of programs and user procedures. Assists in installing and operating system.	None	BS/BA or equivalent experience
Jr. Systems Programmer 2	Codes and tests software. Performs software troubleshooting and corrects errors in software and operating procedures. Conducts system analysis and programming tasks. Prepares test data, and tests and debugs programs. Prepares documentation of programs and user procedures. Assists in installing and operating system.	Minimum 3 years experience	BS/BA or equivalent experience
Microsoft Engineer	Certified Microsoft Engineer (MCSE) who designs and implements Microsoft Solutions.	Minimum 5 years experience, of which at least 2 years must be specialized	BS/BA or equivalent experience
Quality Assurance Manager	Maintains and establishes a process for evaluating software and associated documentation. Determines the resources required for IT quality control. Maintains the level of quality throughout the software lifecycle. Develops software quality assurance plans. Conducts formal and informal reviews at predetermined points throughout the development lifecycle.	Minimum 3 years experience, of which at least 1 year must be specialized	BS/BA or equivalent experience

Commercial Job Title	Functional Responsibilities	Minimum/General Experience	Minimum Education Experience
Quality Assurance Specialist	Evaluates software and associated documentation. Participates in formal and informal reviews to determine information technology quality and in the development of software quality assurance plans. Examines and evaluates the SQA process and recommends enhancements and modifications. Develops information technology quality standards.	Minimum 3 years experience	BS/BA or equivalent experience
Research Analyst	Analyzes existing and potential product and service information and prospective customers and markets. Collates information into meaningful reports and presentation material. Maintains any technical information in a systems library.	None	AS/AA or equivalent experience
Senior Oracle Developer	Specializes in the development of applications in a relational database environment with emphasis on Oracle. Supports the Project Manager in the development and analysis of applications using Oracle.	Minimum 7 years experience, of which at least 5 years must be specialized	MS/MA or equivalent experience
Sr Internet Technical Specialist	Experienced in the building, deploying and maintaining large web site structures or internet applications developed in complex mainframe or client/server environments. May act as task leader on web development tasks.	Minimum 3 years experience, of which at least 1 year must be specialized	BS/BA or equivalent experience
Systems Engineer 1	Gathers information technology requirements. Supports senior members in the evaluation of IT system problems. Supports senior members in the development of appropriate corrective actions.	Minimum 3 years experience, of which at least 1 year must be specialized	BS/BA or equivalent experience
Systems Engineer 2	Analyzes information technology requirements. Evaluates IT system problems of workflow, organization, and planning. Develops appropriate corrective action.	Minimum 5 years experience, of which at least 2 years must be specialized	BS/BA or equivalent experience
Systems Engineer 3	Supervises the analysis of information requirements. Evaluates problems in work flow, organization, and planning. Develops appropriate corrective action. Provides daily supervision and direction to staff.	Minimum 7 years experience, of which at least 5 years must be specialized	MS/MA or equivalent experience
Systems Programmer 1	Designs and codes software. Performs software troubleshooting and corrects errors in software and operating procedures. Conducts system analysis and programming tasks. Prepares test data, and tests and debugs programs. Prepares documentation of programs and user procedures. Assists in installing and operating system.	Minimum 3 years experience, of which at least 1 year must be specialized	BS/BA or equivalent experience
Systems Programmer 2	Analyzes system requirements and design specifications. Develops block diagrams, logic flow charts, and coding structures. Translates detailed design into computer program coded instructions; tests, debugs, and refines the computer program to produce the product required by the written specifications. Documents procedures used throughout the program.	Minimum 5 years experience, of which at least 3 years must be specialized	BS/BA or equivalent experience

Commercial Job Title	Functional Responsibilities	Minimum/General Experience	Minimum Education Experience
Systems Programmer 3	Supervises the analysis of system requirements and design specifications. Collaborates with technical and analytical personnel, and designs detailed programs, flow charts, and diagrams. Verifies accuracy and validity of programs by preparing sample data and testing. Reviews and/or prepares system documents and specifications.	Minimum 7 years experience, of which at least 5 years must be specialized	MS/MA or equivalent experience
Telecommunications Network Engineer 1	Supports in the development of telecommunications networks supporting a wide range of capabilities. Closely coordinates with other information system professionals to ensure proper implementation of network services. Prepares milestone status reports.	None	BS/BA or equivalent experience
Telecommunications Network Engineer 2	Analyzes and develops telecommunications networks. Develops, designs, and plans for installation and maintenance of telecommunications systems. Closely coordinates with other information system professionals to ensure proper implementation of network services. In conjunction with functional users, develops alternative solutions and backup plans.	Minimum 3 years experience	BS/BA or equivalent experience
Telecommunications Network Engineer 3	Provides technical and administrative direction for personnel responsible for telecommunications tasks. Makes recommendations for approval of major network installations. Prepares deliveries/presentations on network progress. Provides daily supervision and direction to support staff.	Minimum 5 years experience, of which at least 2 years must be specialized	BS/BA or equivalent experience
Testing Manager	Provides daily supervision and direction to staff responsible for designing and executing IT software tests and evaluating results to ensure compliance with applicable regulations. Reviews test scripts, test documentation, test data, and test results. Analyzes internal security within systems.	Minimum 3 years experience, of which at least 1 year must be specialized	BS/BA or equivalent experience
Testing Specialist	Designs and executes IT software tests and evaluating results to ensure compliance with applicable regulations. Prepares test scripts, test documentation, and test data.	Minimum 3 years experience	BS/BA or equivalent experience
Web Content Spec 1	Experienced with the coding, testing, and acceptance of web content. Tests web pages to ensure content of web page is in accordance with client requirements and 508 compliance.	None	AS/AA or equivalent experience
Web Content Spec 2	Experienced with the analysis, design, coding, testing, and acceptance of web content. May perform internet administration tasks for several projects. Develops and ensures content of web page is in accordance with client requirements and 508 compliance.	Minimum 1 year experience, which must be specialized	AS/AA or equivalent experience

DRT Strategies, Inc.
GSA Schedule 70
Authorized FSS Schedule Pricelist

Labor Category	IT SIN Offered	Hourly Rates	
	SIN 132-51	On Site	Off Site
Administrative Support 1	X	\$36.44	\$41.40
Administrative Support 2	X	\$41.95	\$47.67
Documentation Specialist	X	\$53.00	\$60.23
Financial Analyst 1	X	\$72.88	\$82.82
Financial Analyst 2	X	\$88.34	\$100.38
Financial Analyst 3	X	\$100.48	\$114.19
Financial Analyst 4	X	\$121.46	\$138.03
Help Desk Manager	X	\$83.92	\$95.37
Help Desk Specialist	X	\$55.21	\$62.74
Program Administration Specialist 1	X	\$48.03	\$54.58
Program Administration Specialist 2	X	\$65.14	\$74.03
Program Administration Specialist 3	X	\$75.08	\$85.32
Project Control Specialist 1	X	\$49.69	\$56.47
Project Control Specialist 2	X	\$68.46	\$77.80
Project Control Specialist 3	X	\$77.30	\$87.83
Technical Typist	X	\$43.61	\$49.57
Technical Writer/Editor	X	\$59.63	\$67.75
Trainer 1	X	\$58.53	\$66.50
Trainer 2	X	\$77.30	\$87.83
Engagement Manager	X	\$165.63	\$188.22
Program Manager	X	\$143.54	\$163.12
Project Director	X	\$154.59	\$175.66
Project Manager 1	X	\$110.42	\$125.47
Project Manager 2	X	\$132.50	\$150.57
Project Manager 3	X	\$138.03	\$156.85
Team Leader	X	\$101.20	\$115.01
BPR Specialist 1	X	\$82.82	\$94.11
BPR Specialist 2	X	\$101.59	\$115.45
BPR Specialist 3	X	\$119.25	\$135.52
Business Systems Analyst 1	X	\$66.25	\$75.29
Business Systems Analyst 2	X	\$93.85	\$106.65
Business Systems Analyst 3	X	\$115.94	\$131.74
Computer Security Systems Specialist 1	X	\$77.30	\$87.83
Computer Security Systems Specialist 2	X	\$99.37	\$112.92
Computer Security Systems Specialist 3	X	\$115.94	\$131.74
Consultant 1	X	\$73.98	\$84.07
Consultant 2	X	\$90.54	\$102.89
Consultant 3	X	\$115.94	\$131.74
Consultant 4	X	\$149.07	\$169.39
Design & Development Engineer 1	X	\$88.34	\$100.38
Design & Development Engineer 2	X	\$110.42	\$125.47
Design & Development Engineer 3	X	\$143.54	\$163.12
Facilitator 1	X	\$104.40	\$118.63
Facilitator 2	X	\$132.50	\$150.57
Facilitator 3	X	\$159.79	\$181.58

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Labor Category	IT SIN Offered	Hourly Rates	
	SIN 132-51	On Site	Off Site
Functional Expert 1	X	\$99.37	\$112.92
Functional Expert 2	X	\$110.78	\$125.89
Functional Expert 3	X	\$143.82	\$163.43
Subject Matter Expert 1	X	\$129.19	\$146.81
Subject Matter Expert 2	X	\$155.69	\$176.93
Subject Matter Expert 3	X	\$176.67	\$200.77
Technical Specialist 1	X	\$93.85	\$106.65
Technical Specialist 2	X	\$115.94	\$131.74
Technical Specialist 3	X	\$139.01	\$157.97
Applications Developer 1	X	\$69.06	\$78.48
Applications Developer 2	X	\$92.20	\$104.78
Applications Developer 3	X	\$108.76	\$123.59
Computer Systems Analyst 1	X	\$59.63	\$67.75
Computer Systems Analyst 2	X	\$73.43	\$83.45
Computer Systems Analyst 3	X	\$93.31	\$106.03
Database Specialist	X	\$71.77	\$81.57
Information Engineer 1	X	\$66.80	\$75.92
Information Engineer 2	X	\$86.68	\$98.50
Information Engineer 3	X	\$106.01	\$120.45
Information Engineer 4	X	\$128.64	\$146.18
Information Technology Consultant 1	X	\$60.73	\$69.01
Information Technology Consultant 2	X	\$82.82	\$94.11
Information Technology Consultant 3	X	\$110.42	\$125.47
Internet Design Specialist	X	\$90.54	\$102.89
Internet/Intranet Developer 1	X	\$51.90	\$58.98
Internet/Intranet Developer 2	X	\$71.77	\$81.57
Internet/Intranet Developer 3	X	\$88.34	\$100.38
Jr. Systems Programmer 1	X	\$53.00	\$60.23
Jr. Systems Programmer 2	X	\$75.08	\$85.32
Microsoft Engineer	X	\$97.17	\$110.42
Quality Assurance Manager	X	\$88.34	\$100.38
Quality Assurance Specialist	X	\$66.25	\$75.29
Research Analyst	X	\$47.48	\$53.96
Senior Oracle Developer	X	\$121.46	\$138.03
Sr Internet Technical Specialist	X	\$97.17	\$110.42
Systems Engineer 1	X	\$83.92	\$95.37
Systems Engineer 2	X	\$100.48	\$114.19
Systems Engineer 3	X	\$126.98	\$144.30
Systems Programmer 1	X	\$88.34	\$100.38
Systems Programmer 2	X	\$106.01	\$120.45
Systems Programmer 3	X	\$123.67	\$140.54
Telecommunications Network Engineer 1	X	\$53.00	\$60.23
Telecommunications Network Engineer 2	X	\$66.25	\$75.29
Telecommunications Network Engineer 3	X	\$103.24	\$117.32
Testing Manager	X	\$82.82	\$94.11

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Labor Category	IT SIN Offered	Hourly Rates	
	SIN 132-51	On Site	Off Site
Testing Specialist	X	\$71.77	\$81.57
Web Content Spec 1	X	\$51.90	\$58.98
Web Content Spec 2	X	\$60.73	\$69.01

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

DRT Strategies 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 Susan Kidd, CEO of DRT Strategies at (571) 482-2501 (office), skidd@drstrategies.com (email), (703) 528-4080 (fax).

BPA NUMBER _____

(CUSTOMER NAME)

BLANKET PURCHASE AGREEMENT

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

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

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

- (4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

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

- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

**BASIC GUIDELINES FOR USING
"CONTRACTOR TEAM ARRANGEMENTS"**

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

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

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

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

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

Here is a general outline on how it works:

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