



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

Special Item No. 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

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

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

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

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Contract Number: GS-35F-0559K

Period Covered by Contract: July 31, 2005 through July 30, 2010

General Services Administration

Federal Supply Service

Pricelist current through Modification # _____, dated _____.

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 micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage![™] on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage![™] and the Federal Supply Service Home Page (www.fss.gsa.gov) contains 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 micro-purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. Geographic Scope of Contract:

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

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

Offerors are requested to check one of the following boxes:

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

Note: The geographic scope of this contract includes the 48 contiguous United States and District of Columbia.

2. Contractor's Ordering Address and Payment Information:

Ordering and Payment Information

REMSA, Inc.
 124 West Queens Way
 Hampton, VA 23669
 Attn: IT Contracts

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will not be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

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

Telephone: (757) 722-0113

Ms. Rosetta Billups

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: 15067572
 Block 30: Type of Contractor – A. Small Disadvantaged Business
 Block 31: Woman-Owned Small Business - Yes
 Block 36: Contractor's Taxpayer Identification Number (TIN): 541366648

4a. CAGE Code: OD141

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

5. FOB Destination

6. DELIVERY SCHEDULE

a. TIME OF DELIVERY:

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

SPECIAL ITEM NUMBER**Delivery Time (Days ARO)**

132-51

As mutually agreed upon by the ordering activity and REMSA, Inc.

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

7. Discounts: Prices shown are NET Prices; Basic Discounts have been deducted.

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 applicable to this contract.

10. Small Requirements:

The minimum dollar value of orders to be issued is \$100.

11. Maximum Order:

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

a. The Maximum Order value for Special Item Number (SIN) 132-51 - Information Technology (IT) Professional Services is \$500,000.

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 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.

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

16. GSA Advantage!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

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

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

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

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: Not applicable to this contract.

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, de-installation, 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: www.remsainc.com. The EIT standard can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement: This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

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

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
 - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or

- (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

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

27. ADVANCE PAYMENTS

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

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

1. SCOPE

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

2. PERFORMANCE INCENTIVES

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

- a.** The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b.** The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c.** The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d.** Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

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

- (1)** Cancel the stop-work order; or

- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives,

directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (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

a. Description of IT Services

This section provides descriptions of the services provided by REMSA, Inc. for SIN No. 132-51, Information Technology Professional Services. IT professional services are provided by REMSA based on hourly rates for the labor categories outlined in section b below. The following FPDS codes are included under this SIN and the services provided are described below. These descriptions are not intended to be fully inclusive, but rather representative of the tasking and activities provided within the service code.

(1) IT Facility Operation and Maintenance: FPDS Code D301

REMSA provides a broad range of technical tasking in support of computer center operations. Data processing environments from mini-computer based to large-scale mainframe, client-server, and network operations are supported. Local and remote batch processing, real-time and time sharing data processing requirements can be satisfied according to the customer's requirement scale. Computer equipment operation, set-up and maintenance of auxiliary equipment and preparation of operation center manuals are accomplished with skill. Support activities including system usage scheduling, development of operations center procedures and maintenance guidelines, preventative maintenance and emergency response and repair are also provided.

Routine activities may include the following:

- Operation of computer equipment
- Providing system setup and preliminary operation preventative maintenance
- Insuring the security of equipment, data, and data storage media within the center
- Loading card readers, loading/unloading magnetic tape and disc media, cleaning peripheral equipment, changing printer ribbons, and operating decollators.
- Loading, modifying where appropriate, and installing system and application software

- Identifying network connectivity and communication capabilities
- Maintaining operation center schedules and reports
- Providing equipment and system utilization metrics
- Insuring data and file backup as appropriate
- Scheduling and coordinating user requirements for equipment and system time
- Working with hardware maintenance personnel to anticipate and identify obsolescence of aging equipment
- Coordinating with system engineering staff for the enhancement of processing capability and hardware/software upgrading
- Providing comprehensive operation center oversight to insure that all systems run smoothly and any required repairs are quickly addressed

(2) IT Systems Development Services: FPDS Code D302

This code encompasses the activities and tasking used to define, design, implement, test and validate a system from concept inception to and through delivery and final acceptance. REMSA imbeds Continuous Process Improvement philosophies throughout each phase of its system developmental process. The IT professional staff at REMSA works closely with the customer in the establishment and definition of the requirements and selecting a developmental model most appropriate to the customer's needs. Design and development activities employ the latest technology for analysis through the use of case tools and other software tools and processes to insure design suitability. Reverse engineering capability through the use of tools provides added reliability. REMSA professionals embrace and employ the concepts of Total Quality Management throughout all steps of the developmental process.

Routine activities may include the following:

Systems Analysis and Design

- Requirements analysis
- Mission needs analysis and definition
- COTS/NDE trade-off studies and analysis
- Cost/benefit analysis
- Reliability engineering studies
- Perform interoperability studies
- Concept inception and development support
- Baseline definition
- Contract design development
- Analysis and selection of developmental model (Rapid Prototype, Waterfall, etc.)
- Engineering change development and implementation
- Human factor engineering analyses
- System definition and requirements allocation
- System, subsystem and component design definition
- System interface design definition

Systems development

- Developing system specifications (Mil-Std 498 etc. and DoD compliant as appropriate)
- Developing software development plans
- Developing systems specifications, database definition and specifications
- Developing system interface specifications
- Updating requirements documents
- Updating design documents
- Employing Continuous Process Improvement policy and procedures
- Following selected software developmental model in software engineering
- Establishing and employing Configuration Management procedures
- Defining, integrating and employing corporate software development processes
- Establishing and employing Software Quality Assurance activities
- Developing system test plans

- Developing system acceptance specifications
- Developing program and system source code
- Developing program software documentation
- Providing customer technical interchange meeting support on a regular basis
-

Systems installation and Integration

- System transition analysis
- Removal and eradication of obsolete equipment
- Site preparation and certification
- Equipment receipt, unpacking, inventory, test
- Equipment installation and integration
- System assembly of components or subsystems
- Conduct system validation testing and support
- Develop and provide as-built engineering specifications and illustrations
- Develop and conduct user orientation and training
- Complete system installation sign off and acceptance

Programming services

- Performing data requirements and analysis
- Defining data relationships and modeling
- Validating interface software, subsystem and component
- Establishing software baseline
- Developing source code
- Developing source code documentation
- Managing source code through configuration management activities
- Optimizing software design and code
- Performing Web design and Internet script development
- Developing specialized interfaces and communication protocols
- Software code migration activities
- Legacy system conversion and back fit activities
- Software build testing
- Software life-cycle maintenance
- Developing and implementing platform portability
- Debugging, and reverse engineering as appropriate
- Employing case tools
- Updating software baseline through approved configuration management processes
- Conducting unit test, integration test, and system test activities IAW defined procedures
- Delivering software as specified
- Providing user orientation and training as appropriate
- Conducting final test and acceptance

System Development Coordination and Communication

- Establishing and distributing system development schedule
- Conducting regularly scheduled status meetings
- Performing and documenting periodic in-process reviews (IPRs)
- Performing and documenting technical interchange meetings (TIMs)
- Performing and documenting formal design reviews (FDRs)
- Insuring technical support throughout the entire development process

System Documentation

- Generating and providing standards-compliant system documentation
- Delivering documentation IAW system development schedule and authorized Configuration Management procedures
- Providing draft and final copies of reports, analyses, studies, white papers and other information as appropriate
- Developing interagency agreements, memoranda of understanding and agreements
- Providing miscellaneous project relevant documentation

Project Management

- Providing overall management support for new and active programs
- Providing comprehensive oversight activities for ongoing projects
- Developing project control, scheduling and tracking guidelines
- Defining project baseline data for initiating follow-on support projects
- Conducting required management interface
- Developing and implementing inter-agency partnering agreements
- Organizing, directing and coordinating all planning and production of contract support activities and processes
- Performing as authorized project single point of contact with the authorized Contracting Officer's Technical Representative (COTR), and appropriate government personnel
- Managing all contract support activities
- Applying industry best practices where practicable
- Performing cost accounting throughout entire process
- Providing post-contract follow-up performance and quality assessment activities

(3) Systems Analysis Services: FPDS Code D306

This service code includes those activities primarily focused in the business process analysis and reengineering areas. The Systems Analysis activities for software development are listed above in section 2. Many of the activities and processes employed for general systems analysis are also employed for software systems analysis. These preliminary analytical efforts generally result in recommendations that include hardware and or software solutions.

Routine activities may include the following:

- Initiating preliminary investigative and feasibility studies
- Determining automation applicability
- Conducting trade-off studies for COTS/GOTS/NDE versus custom build
- Conducting business process analysis for mission, policies, practices, procedures and institutionalized culture
- Identifying and analyzing regulatory, legislative, policy and other impacts
- Identifying and analyzing quality and productivity issues
- Identifying and analyzing cost accounting and operations effectiveness
- Assessing and reporting performance
- Identifying areas for business process reengineering and modernization
- Identifying and analyzing work flow interfaces and target areas for simplification
- Identifying and analyzing communication pathways between organizational units
- Identifying and collecting workflow metrics and process variables
- Identifying and determining end-user and interim training requirements
- Providing engineering analyses for COTS/GOTS/NDE component integration

(4) Automated Information Services Systems Design and Integration Services: FPDS Code D307

The activities and processes employed by REMSA to accomplish automated information systems design and integration encompass many of those mentioned above under the systems development code of services. Systems design entails those activities that result in an approved methodology for the finalization

of the design phase. System integration activities provide for the joining of new functionality to an existing design. It may also include the removal of obsolescent system components or software elements. This section will highlight those activities which focus on this class of service.

Routine activities may include the following:

- Evaluating and baselining current system functionality
- Providing requirements analysis and definition for desired functionality
- Assessing and collecting system performance data
- Identifying and updating as appropriate existing system specifications
- Modifying system documentation, adding, deleting, revising as appropriate
- Defining and generating system integration and implementation plans
- Developing system test plans
- Providing for and conducting unit integration testing
- Conducting unit, component, subsystem compatibility testing
- Conducting system test and acceptance
- Generating updated users' manuals, procedure guides, maintenance handbooks and other system manuals
- Employ approved Configuration Management procedures throughout integration phases
- Performing user training and orientation

(5) Programming Services: FPDS Code D308

The REMSA professional staff provides a comprehensive array of software engineering services. Programming services support both the development of new custom applications and the modification of existing software. Utilizing current and emergent technologies, the REMSA team can provide specialized programming supporting the full range of the developmental cycle, from concept inception to and through final test and acceptance. The principles of the Software Engineering Institute's (SEI) Capability Maturity Model (CMM) for software development are employed throughout the software life cycle.

Routine activities may include the following:

- Defining the software performance requirements
- Selecting a developmental model
- Defining and institutionalizing the approved developmental processes
- Generating Mil-std 498 compliant documentation as appropriate
- Employing industry best practices for software design
- Writing program source code
- Managing program source code through approved Configuration Management procedures
- Defining system, subsystem and constituent component elements
- Defining system interface requirements
- Defining system user interface requirements such as Graphical User Interface (GUI)
- Performing cost to benefit studies for COTS/GOTS/NDE
- Performing interoperability, portability and migration studies
- Defining system security requirements
- Generating and validating user documentation
- Generating and validating system documentation
- Developing software IAW appropriate government and industry standards
- Investigating requirements for International Standards Organization (ISO) standards applicability
- Providing unit, integration and system testing and acceptance
- Providing system and programming life cycle maintenance

b. Labor Categories

IT services provided by REMSA are based on the hourly rates as shown for the categories listed below. These rates are based on REMSA's customary business practices. Personnel resumes and other information as required will be provided upon request.

Commercial Job Title: Program Manager II

Minimum/General Experience: Eight years of IT experience. The equivalency of two years directly related IT experience may be substituted per each year of degree-level education.

Functional Responsibility: Manages and staffs projects and serves as the primary point of contact with the authorized government Contracting Officer's Technical Representative (COTR), government management personnel and agency representatives. Organizes, coordinates, directs, and oversees all aspects of the program. Provides plans and schedules and insures effective communications both verbal and written to all levels of management and to the production staff. Assigns overall tasking, reviews discrepancies, determines and enforces standards and ensures the inclusion of a quality assurance methodology. Communicates clearly the project goals and objectives and the organization's policies to subordinate personnel. Insures delivery order performance and provides regular and interim project status reporting.

Minimum Education: Master's Degree.

Commercial Job Title: Program Manager I

Minimum/General Experience: Six years of related IT experience. The equivalency of two years related experience may be substituted per each year of degree-level education.

Functional Responsibility: Manages and staffs projects and serves as the primary point of contact with the authorized government Contracting Officer's Technical Representative (COTR), government management personnel and agency representatives. Organizes, coordinates, directs, and oversees all aspects of the program. Provides plans and schedules and insures effective communications both verbal and written to all levels of management and to the production staff. Assigns overall tasking, reviews discrepancies, determines and enforces standards and ensures the inclusion of a quality assurance methodology. Communicates clearly the project goals and objectives and the organization's policies to subordinate personnel. Insures delivery order performance and provides regular and interim project status reporting.

Minimum Education: Bachelor's Degree.

Commercial Job Title: Project Leader II

Minimum/General Experience: Five years of IT experience. The equivalency of two years related IT experience may be substituted per each year of degree-level education.

Functional Responsibility: Reports directly to and assists the program manager as a team leader. Supervises the technical tasking of the production staff members. Insures that specific tasking objectives are being met and works closely with the production staff members. Devises and recommends technical solutions and resolves technical issues. Provides regular status reporting to the program manager. Provides support and leadership to the software staff and interfaces with other project leaders. Insures that the program's quality assurance policies and procedures are employed at the technical level. Provides interfacing with the CM staff on issues of software baselining, updating, and life-cycle maintenance. Anticipates problem areas and resolves issues of a technical nature.

Minimum Education: Bachelor's Degree

Commercial Job Title: Project Leader I

Minimum/General Experience: Three years of IT experience. The equivalency of two years related IT experience may be substituted per each year of degree-level education

Functional Responsibility: Reports directly to and assists the program manager as a team leader. Supervises the technical tasking of the production staff members. Insures that specific tasking objectives are being met and works closely with the production staff members. Devises and recommends technical solutions and resolves technical issues. Provides regular status reporting to the program manager. Provides support and leadership to the software staff and interfaces with other project leaders. Insures that the program's quality assurance policies and procedures are employed at the technical level. Provides interfacing with the CM staff on issues of software baselining, updating, and life-cycle maintenance. Anticipates problem areas and resolves issues of a technical nature.

Minimum Education: Bachelor's Degree

Commercial Job Title: Facility Operations Manager I

Minimum/General Experience: Three years of IT experience. The equivalency of two years related IT experience may be substituted per each year of degree-level education.

Functional Responsibility: Oversees the computer system operations and resources for the operations facility. Insures that scheduling objectives are met and is responsible for the overall use and management of the facility resources. Coordinates system usage with user community and resolves production and usage issues. Supervises the operations staff, providing scheduling, resource allocation, procurement and disposition of facility supplies, and coordinating the preventive and corrective maintenance with the engineering staff. Insures the system functionality and reports regularly to management regarding utilization rates and overall facility issues.

Minimum Education: Bachelor's Degree

Commercial Job Title: Systems Administrator II

Minimum/General Experience: Four years of IT experience. The equivalency of two years related IT experience may be substituted per each year of degree-level education.

Functional Responsibility: Administers the daily operations of computer based business systems and provides troubleshooting of system components. Installs software and hardware components as required and communicates with maintenance and engineering staff regarding system discrepancies. Performs database administration functions, system back up and recovery as required. Works with the user community to insure system access and usability.

Minimum Education: Bachelor's Degree

Commercial Job Title: Systems Engineer II

Minimum/General Experience: Six years of engineering, computer science or IT experience. The equivalency of two years related IT engineering experience may be substituted per each year of degree-level education.

Functional Responsibility: Provides advanced, state-of-the-art IT skills and utilizes current and emergent technology as applicable for the inception of technology based solutions. Provides concept analysis, design, development, and modeling. Determines applicable system standards and insures compliance and relevancy. Provides for the integration of COTS/GOTS/NDE software and hardware elements into the existing system structure. Insures design compliance with government-specified standards for form, fit and function and other requirements including interoperability. Insures the application of corporate quality assurance procedures and policies. Performs independent systems engineering activities and may function on a consultant basis as well.

Minimum Education: Master's Degree

Commercial Job Title: Systems Analyst II

Minimum/General Experience: Six years of IT experience. The equivalency of two years related IT experience may be substituted per each year of degree-level education.

Functional Responsibility: Functions as lead analyst in guiding requirements definition, feasibility analysis and trade-off studies. Develops primary system specifications and systems integration requirements. Defines system performance objectives and provides COTS/GOTS/NDE element solutions and component substitution alternatives. Insures design adherence to the project's approved standards and software developmental model. Monitors and insures compliance with schedules and resolves user interface issues. Generates reports and supporting communications and may provide briefings and presentations to customers and management. Insures compliance with approved corporate quality assurance procedures and policies. Provides guidance and supervision to supporting staff members.

Minimum Education: Bachelor's Degree

Commercial Job Title: Database Analyst II

Minimum/General Experience: Six years of database IT experience. The equivalency of two years related IT experience may be substituted per each year of degree-level education.

Functional Responsibility: Provides advanced technical expertise in the design, implementation and maintenance of database management systems and solutions. Works with other technical staff members to insure that system data requirements are met for data access, access methodologies, data access timing, data validation, and data security. Devises procedures for database operation and maintenance. Insures that corporate quality assurance procedures and policies are followed to insure database integrity. Generates database documentation including data element specifications, database design documents, and data dictionaries.

Minimum Education: Bachelor's Degree

Commercial Job Title: Database Analyst I

Minimum/General Experience: The equivalency of two years related IT experience may be substituted per each year of degree-level education.

Functional Responsibility: Provides technical assistance in the design, implementation and maintenance of database management systems and solutions. Works with other technical staff members to insure that system data requirements are met for data access, access methodologies, data access timing, data validation, and data security. Follows corporate quality assurance procedures and policies to insure database integrity. Generates database documentation as required.

Minimum Education: Bachelor's Degree

Commercial Job Title: Programmer II

Minimum/General Experience: Eight years of computer programming experience. The equivalency of two years related IT experience may be substituted per each year of degree-level education.

Functional Responsibility: Provides advanced design, coding and development of complex software IAW approved system specifications. Performs analysis of defined system requirements and prepares logic flow charts, diagrams and other illustrations as relevant to portray the proposed software approach. Codes system level software to meet the system specifications and insures compliance with the intent of the SEI CMM for software design principles. Implements COTS software packages as needed and may include ORACLE, INFORMIX, and SYBASE for database design and implementation. Implements the use of case tools for software reverse engineering and back fit activities. Provides software element integration into existing software suites. Designs and analyzes software compatibility and operability issues to insure that customer requirements are met. May serve as lead senior technical authority on software design and implementation issues and directs junior level programmers.

Minimum Education: Bachelor's Degree

Commercial Job Title: Programmer I

Minimum/General Experience: Two years of programming experience. The equivalency of two years programming experience may be substituted per each year of degree-level education.

Functional Responsibility: Provides assistance to senior programmers in coding applications level software. Generates and prepares associated software documentation such as unit design documents, process flow charts, input/output data element tables, database design documents and unit test procedures as appropriate. Debugs applications level software elements and components. Supports senior programming staff members as directed in software development and life cycle maintenance activities. Employs the principles of the SEI CMM for software development and the approved corporate quality assurance procedures and policies in all software programming activities.

Minimum Education: Bachelor's Degree

Commercial Job Title: Network Specialist I

Minimum/General Experience: The equivalency of two years of network related experience may be substituted per each year of degree-level education.

Functional Responsibility: Provides assistance to senior staff in monitoring and adjusting network operational parameters as needed. Installs and maintains LANs and configures users and peripheral devices. Provides initial troubleshooting and network diagnosis. Generates supporting documentation for user community and maintenance support staff. Insures that approved corporate quality assurance procedures and policies are followed for all network technical activities.

Minimum Education: Bachelor's Degree

Commercial Job Title: Web Developer II

Minimum/General Experience: Two years of Web design and site development. The equivalency of two years of Web related experience may be substituted per each year of degree-level education.

Functional Responsibility: Conceives, designs, develops and implements Web-based applications for use in Internet and Intranet sites. Provides Web site design, development, support and maintenance. Designs and develops front-end applications for database management and design. Insures that approved corporate quality assurance procedures and policies are followed as appropriate. Serves as senior technical authority on Web design, support and implementation issues.

Minimum Education: Bachelor's Degree

Commercial Job Title: Web Developer I

Minimum/General Experience: Two years of related Web design and development experience may be substituted per each year of degree-level education.

Functional Responsibility: Develops Web-based applications for use in Internet and Intranet sites. Provides Web site design, development, support and maintenance. Develops front-end applications for database management and design. Follows approved corporate quality assurance procedures and policies. Assists senior staff on design, support and implementation issues.

Minimum Education: Associates Degree

Commercial Job Title: Subject Matter Expert II

Minimum/General Experience: Eight years of subject field experience. Two years of relevant subject field experience may be substituted per each year of degree-level education.

Functional Responsibility: Provides senior and executive-level managers with recommendations regarding business process realignment and business process reengineering to achieve corporate strategic IT goals. Works very closely with the customer to identify and define requirements and develop a recommended plan of action. Generates strategic acquisition, development and implementation plans. Stays abreast of current and emergent technologies and political and legislative movements that may impact the strategic objectives. Provides briefings, presentations and other communications to high-level decision-makers. Insures the inclusion of approved corporate quality assurance procedures and policies and industry best practices to the greatest extent possible in all recommendations. Serves as the expert technical authority for the subject field.

Minimum Education: Master's Degree

Commercial Job Title: Subject Matter Expert I

Minimum/General Experience: Five years experience in subject field. Two years of relevant subject field experience may be substituted per each year of degree-level education.

Functional Responsibility: Provides senior and executive-level managers with recommendations regarding business process realignment and business process reengineering to achieve corporate strategic IT goals. Works very closely with the customer to identify and define IT objectives and generate a recommended strategic approach. Provides strategic acquisition, development, and implementation plans. Maintains awareness of current and emergent technologies and political and regulatory movements that may impact the realization of the strategic goals. Provides briefings, presentations and other communications to high-level decision-makers. Insures the inclusion of approved corporate quality assurance procedures and policies and industry best practices to the greatest extent possible in all recommendations. Serves as the expert technical authority for the subject field.

Minimum Education: Bachelor's Degree

Commercial Job Title: CAD Specialist II

Minimum/General Experience: Eight years related CAD experience. Two years of related CAD experience may be substituted per each year of degree-level education.

Functional Responsibility: Provides advanced engineering drawings, illustrations and drafting support utilizing Computer Aided Design (CAD) tools and methodologies. Generates hardware and network schematics, site plans and electrical interconnects and wiring drawings. Develops technical drawings and schematics IAW approved specifications and standards. Performs acceptance testing and develops maintenance procedures. Insures the integration of corporate quality assurance provisions as appropriated to any designs or processes.

Minimum Education: Bachelor's Degree

Commercial Job Title: CAD Specialist I

Minimum/General Experience: Four years related CAD experience. Two years of related CAD related experience may be substituted per each year of degree-level education.

Functional Responsibility: Provides engineering drawings, illustrations and drafting support utilizing Computer Aided Design (CAD) tools and methodologies. Generates hardware and network schematics, site plans and electrical interconnects and wiring drawings. Develops technical drawings and schematics IAW approved specifications and standards. Performs acceptance testing and develops maintenance procedures. Insures the integration of corporate quality assurance provisions as appropriated to any designs or processes.

Minimum Education: Bachelor's Degree

Commercial Job Title: Geographic Information Systems (GIS) Specialist II

Minimum/General Experience: Four years related GIS experience. Two years of related GIS systems support related experience in Cartography, Geography, Hydrology or Computer Science may be substituted per each year of degree-level education.

Functional Responsibility: Provides advanced cartographic skills and expertise in the use or creation of maps and mapping information that may be interpolated with existing or new databases or systems. Uses GIS relational databases to perform information identification and retrieval, topographical modeling, layering, overlaying and interleaving of GIS inter-modal information to provide complex analytical capability. Designs, develops, and maintains specified GIS programs and databases or systems to enhance, correlate, analyze and model information for use in map making, site selection, environmental planning, emergency response planning and simulation of specified environmental impacts. Provides operation and use of peripheral equipment including plotters, scanners, digitizers, and other GIS equipment. Complies with corporate quality assurance provisions and procedures.

Minimum Education: Master's Degree

Commercial Job Title: Geographic Information Systems (GIS) Specialist I

Minimum/General Experience: Two years of related GIS systems support related experience may be substituted per each year of degree-level education.

Functional Responsibility: Provides cartographic skills and expertise in the use or creation of maps and mapping information that may be interpolated with existing or new databases or systems. Uses GIS relational databases to perform information identification and retrieval, topographical modeling, layering, overlaying and interleaving of GIS inter-modal information to provide complex analytical capability. Designs, develops, and maintains specified GIS programs and databases or systems to enhance, correlate, analyze and model information for use in map making, site selection, environmental planning, emergency response planning and simulation of specified environmental impacts. Provides operation and use of peripheral equipment including plotters, scanners, digitizers, and other GIS equipment. Complies with corporate quality assurance provisions and procedures.

Minimum Education: Bachelor's degree in Cartography, Geography, Hydrology, or Computer Science.

Commercial Job Title: Technical Support Specialist II

Minimum/General Experience: Five years of IT experience. Two years of general IT experience may be substituted per each year of degree-level education.

Functional Responsibility: Performs high-level technical support to user community. Provides software and hardware support services of a general nature. May install software, hardware and firmware component elements as needed into existing systems. Performs document management and document imaging activities. Assists the engineering, developmental, and maintenance activities as appropriate. Adheres to the corporate and site quality assurance procedures and policies.

Minimum Education: Associate's degree

Commercial Job Title: Technical Support Specialist I

Minimum/General Experience: Two years of general IT experience may be substituted per each year of degree-level education.

Functional Responsibility: Performs varied technical support capability to user community. Provides software and hardware support services of a general nature. May install software, hardware and firmware component elements as needed into existing systems. Performs document management and document imaging activities. Assists the engineering, developmental, and maintenance activities as appropriate. Adheres to the corporate and site quality assurance procedures and policies.

Minimum Education: Associate's degree.

Commercial Job Title: Technical Writer/Editor II

Minimum/General Experience: Five years IT experience. Two years of IT experience may be substituted per each year of degree-level education.

Functional Responsibility: Writes, edits, and researches information for technical publications, briefings, reports, presentations, proposals, training materials, procedure manuals, and software and hardware documentation. Works closely with technical staff members in obtaining relevant technical information and guidance. Independently secures needed data from a variety of sources including in-house, Internet, and other referenced materials. Edits for grammatical integrity, structure and ease of readability. Revises text where appropriate to insure writing style and format is consistent and uniform throughout the complete documentation set. Insures compliance with corporate quality assurance procedures and policies and adherence to approved documentation standards.

Minimum Education: Bachelor's Degree in English

Commercial Job Title: Technical Writer/Editor I

Minimum/General Experience: Two years of related IT experience may be substituted per each year of degree-level education.

Functional Responsibility: Write, edits and researches information for technical publications, briefings, reports, presentations, proposals, training materials, procedure manuals and software and hardware documentation. Works closely with technical staff members in obtaining relevant technical information and guidance. Independently secures needed data from a variety of sources including in-house, Internet, and other referenced materials. Edits for grammatical integrity, structure and ease of readability. Revises text where appropriate to insure writing style and format is consistent and uniform throughout the complete documentation set. Insures compliance with corporate quality assurance procedures and policies and adherence to approved documentation standards.

Minimum Education: Bachelor's degree in English.

Commercial Job Title: Data Entry II

Minimum/General Experience: Two years of IT experience may be substituted per each year of degree-level education.

Functional Responsibility: Provides senior level data entry capability either in-house or remote site. Functions as leader of data entry team and supervises as appropriate junior data entry staff members. Insures that daily data entry objectives are met and notifies management for scheduling modifications. Enters data into system and maintains logs and production status. Insures compliance with corporate quality assurance procedures and policies.

Minimum Education: Associate's degree.

Commercial Job Title: Data Entry I

Minimum/General Experience: Experience/familiarity with computer systems.

Functional Responsibility: Provides data entry support activities either in-house or remote site. Follows daily tasking directives and works to satisfy scheduling objectives for data entry production. Provides status to task leader. Complies with corporate quality assurance procedures and policies.

Minimum Education: High School Diploma

Commercial Job Title: Administrative Support Specialist II

Minimum/General Experience: Two years of IT experience may be substituted per each year of degree-level education.

Functional Responsibility: Performs advanced administrative support functions of a general nature. Works closely with both management and the technical staff to insure the achievement of tasking objectives. May include documentation management activities, periodic and interim technical project assistance, and assignment to unanticipated short term and emergency tasking. Works to insure that immediate tasking shortfalls are addressed. Complies with corporate quality assurance procedures and policies.

Minimum Education: Bachelor's degree.

Commercial Job Title: Administrative Support Specialist I

Minimum/General Experience: Two years of IT experience may be substituted per each year of degree-level education.

Functional Responsibility: Performs administrative support functions of a general nature. Works closely with both management and the technical staff to insure the achievement of tasking objectives. May include document management activities, periodic and interim technical project assistance and assignment to unanticipated short term and emergency tasking. Works to insure that immediate tasking shortfalls are addressed. Complies with corporate quality assurance procedures and policies.

Minimum Education: Associate's degree.

Commercial Job Title: Quality Assurance/Configuration Management (QA/CM) Specialist II

Minimum/General Experience: Eight years IT QA/CM experience. Two years of QA/CM experience may be substituted per each year of degree-level education.

Functional Responsibility: Develops, implements and maintains quality assurance and configuration management programs. Establishes quality procedures and policies and a Configuration Control Board (CCB) as appropriate. Supports software, hardware, firmware and other developmental activities. Provides guidance and determination on project standards for software development, hardware integration and performance, adherence to developmental models, software baseline control, software version updates and releases, and documentation standards. Insures completion of software documentation sets and provides tailoring under the auspices of the CCB. Serves as the decision authority on matters regarding quality control and software delivery issues. Generates procedure manuals, instructions and training materials for program-wide distribution. Conducts both formal and informal reviews and audits scheduled and unscheduled to insure adherence to applicable government standards, directives and guidelines. Reports directly to program management regarding all program quality issues.

Minimum Education: Bachelor's degree

SIN132-51 Information Technology Professional Services

ON-SITE					
GSA Rates for 2nd Five Year Option Period					
Labor Category	Yr.1	Yr. 2	Yr. 3	Yr. 4	Yr. 5
	July 31, 2005	July 31, 2006	July 31, 2007	July 31, 2008	July 31, 2009
	To	To	To	To	To
	July 30, 2006	July 30, 2007	July 30, 2008	July 30, 2009	July 30, 2010
Program Manager II	\$ 104.11	\$ 107.76	\$ 111.53	\$ 115.43	\$ 119.47
Program Manager I	\$ 82.87	\$ 85.77	\$ 88.77	\$ 91.88	\$ 95.09
Project Leader II	\$ 78.55	\$ 81.30	\$ 84.14	\$ 87.09	\$ 90.14
Project Leader I	\$ 62.67	\$ 64.87	\$ 67.14	\$ 69.49	\$ 71.92
Facility Operations Mgr. I	\$ 57.46	\$ 59.47	\$ 61.55	\$ 63.70	\$ 65.93
Systems Administrator II	\$ 64.16	\$ 66.40	\$ 68.73	\$ 71.13	\$ 73.62
Systems Engineer II	\$ 76.02	\$ 78.68	\$ 81.44	\$ 84.29	\$ 87.24
Systems Analyst II	\$ 70.30	\$ 72.76	\$ 75.31	\$ 77.94	\$ 80.67
Database Analyst II	\$ 58.94	\$ 61.00	\$ 63.14	\$ 65.35	\$ 67.64
Database Analyst I	\$ 47.52	\$ 49.19	\$ 50.91	\$ 52.69	\$ 54.53
Programmer II	\$ 70.45	\$ 72.92	\$ 75.47	\$ 78.11	\$ 80.85
Programmer I	\$ 50.47	\$ 52.24	\$ 54.07	\$ 55.96	\$ 57.92
Subject Matter Expert II	\$ 140.99	\$ 145.92	\$ 151.03	\$ 156.32	\$ 161.79
Subject Matter Expert I	\$ 113.16	\$ 117.12	\$ 121.22	\$ 125.46	\$ 129.85
Technical Support Specialist II	\$ 43.00	\$ 44.50	\$ 46.06	\$ 47.67	\$ 49.34
Technical Support Specialist I	\$ 34.69	\$ 35.90	\$ 37.16	\$ 38.46	\$ 39.81
Technical Writer/Editor II	\$ 53.54	\$ 55.41	\$ 57.35	\$ 59.36	\$ 61.43
Technical Writer/Editor I	\$ 43.21	\$ 44.72	\$ 46.28	\$ 47.90	\$ 49.58
Data Entry II	\$ 34.56	\$ 35.77	\$ 37.02	\$ 38.32	\$ 39.66
Data Entry I	\$ 28.02	\$ 29.00	\$ 30.02	\$ 31.07	\$ 32.15
Web Developer II	\$ 53.83	\$ 55.71	\$ 57.66	\$ 59.68	\$ 61.77
Web Developer I	\$ 43.42	\$ 44.94	\$ 46.51	\$ 48.14	\$ 49.82
Network Specialist I	\$ 43.52	\$ 45.04	\$ 46.62	\$ 48.25	\$ 49.94
CAD Specialist II	\$ 49.73	\$ 51.47	\$ 53.28	\$ 55.14	\$ 57.07
CAD Specialist I	\$ 37.22	\$ 38.52	\$ 39.87	\$ 41.26	\$ 42.71
Administrative Support II	\$ 36.58	\$ 37.86	\$ 39.19	\$ 40.56	\$ 41.98
Administrative Support I	\$ 29.63	\$ 30.67	\$ 31.75	\$ 32.86	\$ 34.01
GIS Specialist II	\$ 51.93	\$ 53.75	\$ 55.63	\$ 57.58	\$ 59.59
GIS Specialist I	\$ 41.52	\$ 42.97	\$ 44.48	\$ 46.04	\$ 47.65
QA/CM Specialist II	\$ 59.30	\$ 61.38	\$ 63.53	\$ 65.75	\$ 68.05

SIN132-51 Information Technology Professional Services

OFF-SITE

GSA Rates for 2nd Five Year Option Period

Labor Category	GSA Rates for 2nd Five Year Option Period				
	Yr.1	Yr. 2	Yr. 3	Yr. 4	Yr. 5
	July 31, 2005 To July 30, 2006	July 31, 2006 To July 30, 2007	July 31, 2007 To July 30, 2008	July 31, 2008 To July 30, 2009	July 31, 2009 To July 30, 2010
Program Manager II	\$ 112.63	\$ 116.57	\$ 120.65	\$ 124.88	\$ 129.25
Program Manager I	\$ 89.64	\$ 92.78	\$ 96.03	\$ 99.39	\$ 102.87
Project Leader II	\$ 84.98	\$ 87.95	\$ 91.03	\$ 94.22	\$ 97.52
Project Leader I	\$ 67.80	\$ 70.17	\$ 72.62	\$ 75.17	\$ 77.80
Facility Operations Mgr. I	\$ 62.15	\$ 64.33	\$ 66.58	\$ 68.91	\$ 71.32
Systems Administrator II	\$ 69.41	\$ 71.84	\$ 74.36	\$ 76.96	\$ 79.65
Systems Engineer II	\$ 82.25	\$ 85.13	\$ 88.11	\$ 91.19	\$ 94.38
Systems Analyst II	\$ 76.06	\$ 78.72	\$ 81.47	\$ 84.33	\$ 87.28
Database Analyst II	\$ 63.77	\$ 66.00	\$ 68.31	\$ 70.70	\$ 73.17
Database Analyst I	\$ 51.41	\$ 53.21	\$ 55.07	\$ 57.00	\$ 58.99
Programmer II	\$ 76.22	\$ 78.88	\$ 81.64	\$ 84.50	\$ 87.46
Programmer I	\$ 54.60	\$ 56.51	\$ 58.48	\$ 60.53	\$ 62.65
Subject Matter Expert II	\$ 152.53	\$ 157.87	\$ 163.39	\$ 169.11	\$ 175.03
Subject Matter Expert I	\$ 122.42	\$ 126.70	\$ 131.14	\$ 135.73	\$ 140.48
Technical Support Specialist II	\$ 46.52	\$ 48.14	\$ 49.83	\$ 51.57	\$ 53.38
Technical Support Specialist I	\$ 37.53	\$ 38.84	\$ 40.20	\$ 41.61	\$ 43.06
Technical Writer/Editor II	\$ 57.92	\$ 59.95	\$ 62.04	\$ 64.21	\$ 66.46
Technical Writer/Editor I	\$ 46.74	\$ 48.38	\$ 50.07	\$ 51.82	\$ 53.64
Data Entry II	\$ 37.39	\$ 38.70	\$ 40.05	\$ 41.45	\$ 42.90
Data Entry I	\$ 30.31	\$ 31.37	\$ 32.47	\$ 33.61	\$ 34.78
Web Developer II	\$ 58.24	\$ 60.27	\$ 62.38	\$ 64.57	\$ 66.83
Web Developer I	\$ 46.97	\$ 48.61	\$ 50.32	\$ 52.08	\$ 53.90
Network Specialist I	\$ 47.08	\$ 48.73	\$ 50.44	\$ 52.20	\$ 54.03
CAD Specialist II	\$ 53.80	\$ 55.68	\$ 57.63	\$ 59.65	\$ 61.73
CAD Specialist I	\$ 40.26	\$ 41.67	\$ 43.12	\$ 44.63	\$ 46.20
Administrative Support II	\$ 39.57	\$ 40.96	\$ 42.39	\$ 43.88	\$ 45.41
Administrative Support I	\$ 32.06	\$ 33.19	\$ 34.35	\$ 35.55	\$ 36.79
GIS Specialist II	\$ 56.19	\$ 58.15	\$ 60.19	\$ 62.30	\$ 64.48
GIS Specialist I	\$ 44.92	\$ 46.49	\$ 48.12	\$ 49.81	\$ 51.55
QA/CM Specialist II	\$ 64.15	\$ 66.40	\$ 68.72	\$ 71.13	\$ 73.62

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

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Rosetta C. Billups, (757)722-0113 x17, rcbillups@remsainc.com, fax (757)722-4571.

BPA NUMBER _____

(CUSTOMER NAME)
 BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number GS-35F-0559K Blanket Purchase Agreement, 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:

LABOR CATEGORY	*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 of 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.