

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

SPECIAL ITEM NO.: 132-51 Information Technology Professional Services

<u>Item</u>	<u>Category</u>
SIN 132-51 INFORMATION TECHNOLOGY PROFESSIONAL SERVICES	S
FPDS Class D301 IT Facility Operation & Maintenance	
FPDS Class D302 IT Systems Development Services	
FPDS Class D306 IT Systems Analysis Services	
FPDS Class D316 IT Network Management Services	
FPDS Class D399 Other Information Technology Services, NEC	

Prepared by:

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**INSYS, Incorporated
9417 Wing Foot Court
Potomac, MD 20854
Phone: (301) 641-1916
Fax: (301) 560-6555
Website: www.insys-inc.com**

**Contract No.: GS-35F-0577K
Option Period Covered by Contract: Aug 9th 2005 Aug 8th 2015
General Services Administration
Federal Supply Service**

Price List - 09 February 2010 MOD#25

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

**Federal Supply Service
Authorized Information Technology Schedule Price List**

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INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

Offerors are requested to check one of the following boxes:

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

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

For Electronic Ordering: gsaorders@insys-inc.com

For Fax Ordering: (301) 560-6555

For Mail Ordering and Payment Address:

For Mail Ordering & Payment:

INSYS, Incorporated
9417 Wing Foot Court

or Electronic Payment:

BB&T Bank
9812 Falls Road
Potomac, MD 20854
Tel. 301-299-1256
Acct #: 5154535081

ATTN: GSA Receivables

Routing #: 055003308

Potomac, MD 20854
Phone: (301) 641-1916
Fax: (301) 560-6555

Please reference GSA Schedule No.: GS-35F-0577K and Delivery Order No.: _____ on remittance.

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 be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

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

Mr. Daney Xavier, CEO Phone: (301) 641-1916, Fax: (301) 560-6555, Email: dxavier@insys-inc.com
Autumn Germroth, GSA Program Manager, Phone: (803) 543.9908, Fax: (301) 560-6555, Email: autumn@insys-inc.com

3. LIABILITY FOR INJURY OR DAMAGE:

INSYS 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 *INSYS*, unless such injury or damage is due to the fault or negligence of *INSYS*.

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: 937985323

Block 30: Type of Contractor A Small Disadvantaged Business

Block 31: Woman-Owned Small Business - No

Block 36: Contractor's Taxpayer Identification Number (TIN): 52-1890407

4a. CAGE CODE: 1KRG1

4b. *INSYS* HAS REGISTERED WITH THE CENTRAL CONTRACTOR REGISTRATION DATABASE

5. FOB DESTINATION

6. DELIVERY SCHEDULE:

a. TIME OF DELIVERY: *INSYS* 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 Negotiated in each order

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 *INSYS* for the purpose of obtaining accelerated delivery. *INSYS* shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If *INSYS* offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. DISCOUNTS:

Prices shown are net prices; basic discounts have been deducted.

- a. Prompt Payment: 0.5% - 10 days from receipt of invoice or date of acceptance, whichever is later. Prompt payment does not apply to orders using the Government Purchase Card.
- b. Quantity: None
- c. Dollar Volume: None
- d. Government Educational Institutions are offered the same discounts as all other government customers.
- e. Other: *INSYS* will negotiate a spot reduction discount with the ordering activities placing orders that exceed the maximum order value.

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:

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):

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

12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS. IN ACCORDANCE WITH FAR 8.404:

[NOTE: Special ordering procedures have been established for Special Item Numbers (SINs) 132-51 IT Professional Services and 132-52 EC Services; refer to the terms and conditions for those SINs.]

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

- a. Orders placed at or below the micro-purchase threshold. ordering activities can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering activities should consider reasonably available information about the supply or service offered under MAS contracts by using the GSA Advantage! on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and

other options available under the schedule that meets the ordering activity's needs. In selecting the supply or service representing the best value, the ordering activity may consider--

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

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

Review additional Schedule Contractors

- (1) catalogs/pricelists or use the GSA Advantage! on-line shopping service;
- (2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
- (3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering activity determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, **INSYS** may:

- (1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
- (2) Offer the lowest price available under the contract; or
- (3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

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

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

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

g. Documentation. Orders should be documented, at a minimum, by identifying **INSYS**, the item was purchased from, the item purchased, and the amount paid. If an ordering activity requirement, in excess of the micro-purchase threshold, is defined so as to require a particular brand name, product, or feature of a product

peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering activity shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the ordering activity's needs.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:

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

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: *INSYS* 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: *INSYS* may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, *INSYS* 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, *INSYS* 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: *INSYS* 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, *INSYS* participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: *INSYS* 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.gsaadvantage.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 at open market purchases. Ordering Activities procuring open market items must follow FAR 8.401(d).

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 *INSYS*.

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

19. OVERSEAS ACTIVITIES:

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

No Exceptions.

Upon request of *INSYS*, the ordering activity may provide *INSYS* 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 *INSYS* technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs):

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) as a simplified method of filling anticipated repetitive needs for supplies or services by establishing charge accounts with qualified sources of supply. The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows:

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

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

21. CONTRACTOR TEAM ARRANGEMENTS:

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, 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 receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

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

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.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 **INSYS** 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) **INSYS** 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, **INSYS** 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 **INSYS** gives written notice to the Contracting Officer, whichever period is longer.

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

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

1. SCOPE:

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

2. PERFORMANCE INCENTIVES:

- a. Performance incentives may be agreed upon between INSYS 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 INSYS 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 INSYS. Incentives shall be based on objectively measurable tasks.

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

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

When ordering services over \$100,000, Department of Defense (DOD) ordering offices and non-DOD agencies placing orders on behalf of the DOD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence. GSA has determined that the prices for services contained in INSYS price list applicable to this Schedule are fair and reasonable. However, the ordering activity using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(a) When ordering services, ordering activities shall

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

- (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
- (ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of

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

- (iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.
- (iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

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

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

- (i) The request should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.
- (ii) For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the ordering activity's needs.
- (iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.
- (iv) Ordering activities should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

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

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

- (b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering activity the opportunity to secure volume discounts. When establishing BPAs, ordering activities shall
- (1) Inform contractors in the request (based on the ordering activity's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.
 - (i) **SINGLE BPA:** Generally, a single BPA should be established when the ordering activity can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)
 - (ii) **MULTIPLE BPAs:** When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing the BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the Schedule contractor that represents the best value.
 - (2) **Review BPAs Periodically:** Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)
- (c) The ordering activity should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
- (d) When the ordering activity's requirement involves both products as well as executive, administrative and/or professional services, the ordering activity should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)
- (e) The ordering activity, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For ordering activity requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

4. ORDER:

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

5. PERFORMANCE OF SERVICES:

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

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

- (a) The Contracting Officer may, at any time, by written order to INSYS, require INSYS 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 INSYS, 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, INSYS 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 INSYS, 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, INSYS 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 INSYS's cost properly allocable to, the performance of any part of this contract; and
 - (2) INSYS 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.

7. 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.

8. RESPONSIBILITIES OF INSYS:

INSYS 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.

9. RESPONSIBILITIES OF THE ORDERING ACTIVITY:

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

10. INDEPENDENT CONTRACTOR:

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

11. 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 INSYS, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving INSYS, any entity into or with which INSYS subsequently merges or affiliates, or any other success or assignee of INSYS.

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

12. INVOICES:

INSYS, 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.

13. PAYMENTS:

For firm-fixed price orders the ordering activity shall pay INSYS, 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.

14. RESUMES:

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

15. 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.

16. APPROVAL OF SUBCONTRACTS:

The ordering activity may require that INSYS 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.

17. DESCRIPTION OF IT SERVICES AND PRICING :

- a. INSYS shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 and 132-52. IT Services should be presented in the same manner as INSYS sells to its commercial and other ordering activity customers. If INSYS is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- b. Pricing for all IT Services shall be in accordance with INSYS customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.



SPECIAL ITEM NO. 132-51 INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

FPDS Class D301 IT Facility Operation and Maintenance

INSYS, INC. provides a variety of Information Technology Professional Services. These services include, but are not limited to:

IT Facility Operation and Maintenance

- Develop, modify, enhance, and maintain software tools, existing programs, system software models, and systems configuration management.
- Maintain COTS packages including applying vendor patches.
- Perform / document preventive and corrective maintenance on IT systems.
- Provide scheduling and operation coordination services for IT facilities.
- Provide administrative and management support to IT facilities.
- Provide software Installation and site specified configuration services.
- Operate and maintain computer configuration management system(s), particular software packages, local network, databases and maintain program resource tracking systems.
- Operate and maintain software, test systems and interfaces to enable test execution, data collection, data analysis, and data distribution.

FPDS Class D302 IT Systems Development Services

- Design, develop, test and document IT systems.
- Develop test plans and procedures for IT systems.
- Design and develop custom enhancements for COTS products.
- Provide systems integration engineering services for introduction of new state of the art systems into existing IT architecture.
- Integrate COTS and custom software and hardware components into IT systems.
- Develop custom software to interface IT systems, or to replace out-of-production software components or obsolete, unsupported technology.
- Develop software requirements, design, and development documents.
- Design, develop document and deliver complete systems, devices and facilities for systems development, data analysis, or training purposes.
- Perform file maintenance, system backup, and data verification and input for data analysis systems and databases.
- Analyze, examine, document, and maintain software configuration control.
- Perform software installation for upgrade, modified and new software applications. Design and develop IT systems architectures for information management systems.
- Provide rapid prototyping services for software development and implementation.

FPDS Class D306 IT Systems Analysis Services

- Investigate, evaluate and propose new systems, and/or modifications to existing resources which would increase capabilities, efficiency, reliability and cost savings.
- Develop plans for integrating systems to include implementation, scheduling, costing, and resource requirements.
- Conduct technical studies to establish and update requirements, data rates, data capture, data reduction, processing, storage, analysis, and presentation systems to meet requirements.
- Design, develop and integrate components into existing systems.
- Develop detailed requirements, interface specifications, and perform trade-off studies to support the acquisition of new, or upgrades to, IT and computer-intensive electronic systems.
- Provide requirements analysis services to track requirements from operational requirements, specifications and statements of work throughout program design documents.
- Test & Evaluate Master Plans and other project documents to ensure that all requirements are identified and addressed in program execution.
- Perform GAP analysis on COTS products against business requirements.

FPDS Class D316 IT Network Management Services

- Provide design, integration, installation, operation, maintenance, and documentation of complex IT Network Systems
- Maintain trouble report procedures and log, schedule repair and upgrade services.

FPDS Class D399 Other Information Technology Services, Not Elsewhere Classified

- Provide test coordination services during planning, test execution, and shut down stages. These services include coordination with government and non-government activities for the scheduling of remote support facilities, communications, data handling services, security, scheduling, budgeting, and reports preparation.
- Provide financial analysis and management services for IT activities, including budget preparation, expenditures tracking, variance analysis, preparation of periodic financial reports, spreadsheets, graphics and other financial analysis media and analysis tools.
- Review specifications, engineering change proposals, production schedules, pricing, and project management plans provided to the government by vendors. Conduct risk analysis and trade-off analysis related to IT and computer-intensive electronic systems options.
- Provide Program Management support services, including project planning, requirements analysis, preparation of acquisition documentation, review and analysis of proposals, design reviews, schedule and budget preparation, Test & Evaluation planning, execution, and reporting, system initial installation, operation and maintenance.
- Provide program support such as scheduling events, program planning, cost, schedule and performance coordination.
- Develop and maintain data bases. These data bases shall include: test data, reliability data, financial profiles, and other information related to life cycle support. Provide engineering and test program support services including Contract Data Requirements List (CDRL) tracking, software/hardware documentation maintenance, technical and engineering coordination/control, library operations, and computer network operation and maintenance.
- Provide long term planning for technical and engineering support requirements and test capabilities development.

**INSYS, INCORPORATED
COMMERCIAL LABOR
CATEGORY DESCRIPTIONS
AND PRICES**

18. *INSYS* COMMERCIAL LABOR CATEGORIES AND GUARANTEES:

INSYS offers only the personnel who meet or exceed the minimum qualification requirements stated in the Commercial Labor Category Descriptions provided herein. *INSYS* does allow experience to substitute for education requirements. *INSYS* criteria for minimum experience substitution by educational degree is as follows.

Education: A college degree or BA/BS will equal 4 years of experience. A master s degree will equal 6 years of experience. A doctorate will equal 8 years of experience.

Experience: Every year of specific field experience, the person shall be credited with one half year of degree qualifications toward the values stated in the labor category descriptions.

GSA and/or the ordering activities may have access to any *INSYS* employee resume (by request) before, during or after assignment of any GSA order. If for some extenuating reason a person assigned to an order must be replaced or substituted, the ordering activity will be notified in advance, in writing, and the substituting personnel will have equal or greater qualifications than specified in the labor category description of the departing employee.

COMMERCIAL JOB TITLE DESCRIPTIONS

Commercial Job Title: **Program Manager, IT-01**

Minimum/General Experience: Minimum of 10 years general experience in delivering Information Technology Solutions. Minimum of 3 years specific experience directly related to the performing of functional responsibilities of this labor category. Position requires related or equivalent experience with one of the following databases: ORACLE, VAX/Rdb, SYSDATABASE, DB2, MS-ACCESS, MS-SQLSERVER, INFORMIX, or AS/400.

Functional Responsibilities: Planning and directing technological improvements and project management implementation. Manage a diverse group of functional activities, subordinate groups of technical and administrative personnel. Program areas typically represent functional areas that may include systems analysis and design, quality control, administration, etc. Duties include but are not limited to contract management and customer interface.

Minimum Education: Bachelor s degree in Computer Science or related field. Certification, Professional Training in OEM Certified Courses in programming languages and integrated applications programs may substitute for a non technical degree and/or two years of general experience.

Commercial Job Title: **Project Manager, IT-02**

Minimum/General Experience: Minimum of 8 years general experience in delivering Information Technology Solutions. Minimum of 3 years specific experience directly related to the performing of functional responsibilities of this labor category. Position requires related or equivalent experience with one of the following databases: ORACLE, VAX/Rdb, SYSDATABASE, DB2, MS-ACCESS, MS-SQLSERVER, INFORMIX, or AS/400.

Functional Responsibilities: Manage projects, within budget and within scope. Directs daily activities of project team. Communicate status to client and senior management. Reviews/approves schedules, estimates, plans, and change orders. Plans designs, implementation and manages project utilizing client method. Possess an operational and functional understanding of clients needs.

Minimum Education: Bachelor s degree in Computer Science or related field. Certification, Professional Training in OEM Certified Courses in programming languages and integrated applications programs may substitute for a non technical degree and/or two years of general experience.

Commercial Job Title: **Functional Analyst I, IT-10**

Minimum/General Experience: Minimum of 3 years general experience in delivering Information Technology Solutions.

Minimum Education: Bachelor s degree in Computer Science or related field. Certification, Professional Training in OEM Certified Courses in programming languages and integrated applications programs may substitute for a non technical degree and/or two years of general experience.

Commercial Job Title: **Functional Analyst II, IT-11**

Minimum/General Experience: Minimum of 5 years general experience in delivering Information Technology Solutions. Minimum of 1 year specific experience directly related to the performing the functional responsibilities of this labor category. Experience working with software products (third or fourth generation languages) in the design and development of database management systems, or functional experience performing business systems analysis working with software application products. Demonstrated ability to work independently under minimal supervision.

Functional Responsibilities: Analyzes and studies complex information systems requirements. Provides support using formal specifications, data-flow diagrams, and other accepted design techniques.

Minimum Education: Bachelor s degree in Computer Science or related field. Certification, Professional Training in OEM Certified Courses in programming languages and integrated applications programs may substitute for a non technical degree and/or two years of general experience.

Commercial Job Title:	Functional Analyst III, IT-12
Minimum/General Experience:	Minimum of 8 years general experience in delivering Information Technology Solutions. Minimum of 3 years specific experience directly related to the performing of functional responsibilities of this labor category. Should possess specific industry experience. Solid ability to perform analysis and design. Experience managing project teams.
Functional Responsibilities:	Develops organization-wide information models for use in designing and building integrated, shared software and database management systems. Applies to design, develop, and test the packaged goods application. Integrates applications. Ensures that the project tasks are completed thoroughly and on time with the highest quality standards. Serves as project team leader. Converts specifications into design and converts design into deliverables on schedule. Performs quality assurance on all deliverables.
Minimum Education:	Bachelor's degree in Computer Science or related field. Certification, Professional Training in OEM Certified Courses in programming languages and integrated applications programs may substitute for a non technical degree and/or two years of general experience.
Commercial Job Title:	Systems Analyst I, IT-20
Minimum/General Experience:	Minimum of 3 years general experience in delivering Information Technology Solutions. Competent to work at the highest technical level of all phases of applications systems analysis activities. Position requires related or equivalent experience with one of the following databases: ORACLE, VAX/Rdb, SYBASE, DB2, MS-ACCESS, MS-SQLSERVER, INFORMIX, or AS/400.
Functional Responsibilities:	Under general direction, formulates/defines system scope and objectives based on user needs. Prepares detailed specifications from which programs are written. Analyzes and revises existing system logic difficulties and documentation as necessary.
Minimum Education:	Bachelor's degree in Computer Science or related field. Certification, Professional Training in OEM Certified Courses in programming languages and integrated applications programs may substitute for a non technical degree and/or two years of general experience.

Commercial Job Title:	Systems Analysts III, IT-22
Minimum/General Experience:	Minimum of 8 years general experience in delivering Information Technology Solutions. Minimum of 3 years specific experience directly related to the performing of functional responsibilities of this labor category. Position requires related or equivalent experience with one of the following databases: ORACLE, VAX/Rdb, SYSDATABASE, DB2, MS-ACCESS, MS-SQLSERVER, INFORMIX, or AS/400.
Functional Responsibilities:	Possesses and applies comprehensive knowledge to provide technical guidance to programmers. Responsible for overall administration and maintenance of client Database and provides support to the Lead Database Administrator. In particular, the responsibilities of this position will include: identification and resolution of problems encountered by the users of the system, analysis and implementation of enhancements, performance of daily functions such as backups, and responsible for the operation and maintenance of databases.
Minimum Education:	Bachelor s degree in Computer Science or related field. Certification, Professional Training in OEM Certified Courses in programming languages and integrated applications programs may substitute for a non technical degree and/or two years of general experience.
Commercial Job Title:	Software Developer I, IT-30
Minimum/General Experience:	Minimum of 3 years general experience in delivering Information Technology Solutions. Position requires related or equivalent experience with one of the following databases: ORACLE, VAX/Rdb, SYSDATABASE, DB2, MS-ACCESS, MS-SQLSERVER, INFORMIX, or AS/400.
Functional Responsibilities:	General direction, performs maintenance on existing software products. Assists in coding, testing, and debugging new software or making enhancements to existing software. May use CASE tools. Makes suggestions for problem solutions or software enhancements. May assist in development of user manuals. Works with technical staff to learn and understand problems with software.
Minimum Education:	Bachelor s degree in Computer Science or related field. Certification, Professional Training in OEM Certified Courses in programming languages and integrated applications programs may substitute for a non technical degree and/or two years of general experience.

Commercial Job Title:	Software Developer II, IT-31
Minimum/General Experience:	Minimum of 5 years general experience in delivering Information Technology Solutions. Minimum of 1 year specific experience directly related to the performing the functional responsibilities of this labor category. Position requires related or equivalent experience with one of the following databases: ORACLE, VAX/Rdb, SYSDATABASE, DB2, MS-ACCESS, MS-SQLSERVER, INFORMIX, or AS/400.
Functional Responsibilities:	General supervision, performs, develops, codes, tests, and debugs new software or enhancements to existing software. Has good understanding of client s business applications. Works with technical staff to understand problems with software and is responsible for resolving them. Resolves customer complaints with software and responds to suggestions for improvements and enhancements. May assist in development of software user manuals. Demonstrates software.
Minimum Education:	Bachelor s degree in Computer Science or related field. Certification, Professional Training in OEM Certified Courses in programming languages and integrated applications programs may substitute for a non technical degree and/or two years of general experience.
Commercial Job Title:	Software Developer III, IT-32
Minimum/General Experience:	Minimum of 8 years general experience in delivering Information Technology Solutions. Minimum of 3 years specific experience directly related to the performing of functional responsibilities of this labor category. Position requires related or equivalent experience with one of the following databases: ORACLE, VAX/Rdb, SYSDATABASE, DB2, MS-ACCESS, MS-SQLSERVER, INFORMIX, or AS/400.
Functional Responsibilities:	General direction, has full technical knowledge and thorough understanding of business applications of the project. Also has duties to instruct, assign, direct, and check the work of other software developers on an assigned development team. Assists in scheduling and coordinating projects. May be involved in the design phase of a project as well. Works with customers and technical staff to resolve problems with software and responds to suggestions for improvements and enhancements. Acts as team leader on projects. Participates in development of software user manuals.
Minimum Education:	Bachelor s degree in Computer Science or related field. Certification, Professional Training in OEM Certified Courses in programming languages and integrated applications programs may substitute for a non technical degree and/or two years of general experience.

Commercial Job Title: **Programmer I, IT-48**

Minimum/General Experience: Minimum of 3 years general experience in delivering Information Technology Solutions. Position requires related or equivalent experience with one of the following databases: ORACLE, VAX/Rdb, SYSDATABASE, DB2, MS-ACCESS, MS-SQLSERVER, INFORMIX, or AS/400.

Functional Responsibilities: The position may provide support to the system administration functions, performing duties to maintain the operation and function of the system. Assists the support of the maintenance and operating efficiency of a major system.

Minimum Education: Bachelor s degree in Computer Science or related field. Certification, Professional Training in OEM Certified Courses in programming languages and integrated applications programs may substitute for a non technical degree and/or two years of general experience.

Commercial Job Title: **Programmer II, IT-41**

Minimum/General Experience: Minimum of 5 years general experience in delivering Information Technology Solutions. Minimum of 1 year specific experience directly related to the performing the functional responsibilities of this labor category. Position requires related or equivalent experience with one of the following databases: ORACLE, VAX/Rdb, SYSDATABASE, DB2, MS-ACCESS, MS-SQLSERVER, INFORMIX, or AS/400.

Functional Responsibilities: This position supports the Database Administration functions. Performs design and implementation of modifications or enhancements to forms, menus, and reports. Works under supervision to support the activities of a Sr. Programmer Analyst.

Minimum Education: Bachelor s degree in Computer Science or related field. Certification, Professional Training in OEM Certified Courses in programming languages and integrated applications programs may substitute for a non technical degree and/or two years of general experience.

Commercial Job Title:	Programmer III, IT-42
Minimum/General Experience:	Minimum of 8 years general experience in delivering Information Technology Solutions. Minimum of 3 years specific experience directly related to the performing of functional responsibilities of this labor category. Position requires related or equivalent experience with one of the following databases: ORACLE, VAX/Rdb, SYSDATABASE, DB2, MS-ACCESS, MS-SQLSERVER, INFORMIX, or AS/400.
Functional Responsibilities:	Possesses and applies broad knowledge of concepts practices and procedures. Writes specifications, work statements and proposals. Designs and develops documentation for data requirements. Provides methodologies for evaluating moderately complex tasks. Designs system to meet objectives. Broad assignments allow for considerable latitude to determine appropriate methods of completing assignments. Works independently, with management review of end results. Provides general programming support to implement corrections or enhancements to application software. In particular, provides programming support as required to implement changes or enhancements to the system. Has prime accountability for the maintenance and operating efficiency of a major subsystem, such as the teleprocessing network, database management systems, etc.
Minimum Education:	Bachelor's degree in Computer Science or related field. Certification, Professional Training in OEM Certified Courses in programming languages and integrated applications programs may substitute for a non technical degree and/or two years of general experience.
Commercial Job Title:	Database Programmer I, IT-80
Minimum/General Experience:	Minimum of 3 years general experience in delivering Information Technology Solutions.
Functional Responsibilities:	Writes functional specifications and prepares implementation schedules for smaller applications and subsystems to major applications. Monitors existing systems making recommendations for improved performance and service to the applications users.
Minimum Education:	Bachelor's degree in Computer Science or related field. Certification, Professional Training in OEM Certified Courses in programming languages and integrated applications programs may substitute for a non technical degree and/or two years of general experience.

Commercial Job Title: **Database Programmer II, IT-81**

Minimum/General Experience: Minimum of 5 years general experience in delivering Information Technology Solutions. Minimum of 1 year specific experience directly related to the performing the functional responsibilities of this labor category.

Functional Responsibilities: Writes functional specifications and prepares implementation schedules for smaller applications and subsystems to major applications. Monitors existing systems making recommendations for improved performance and service to the applications user.

Minimum Education: Bachelor s degree in Computer Science or related field. Certification, Professional Training in OEM Certified Courses in programming languages and integrated applications programs may substitute for a non technical degree and/or two years of general experience.

Commercial Job Title: **Database Programmer III, IT-82**

Minimum/General Experience: Minimum of 8 years general experience in delivering Information Technology Solutions. Minimum of 3 years specific experience directly related to the performing of functional responsibilities of this labor category.

Functional Responsibilities: Performs logical and physical database design. Reviews logical and/or physical designs of existing data base(s), and makes recommendations to assure maximum operating efficiency. Provides guidance and expertise in the use of data base languages. Performs data analysis, database design, development activities, and implementation, as required. Performs database restructuring activities. Works with users and information systems development staff to determine data storage and access requirements.

Minimum Education: Bachelor s degree in Computer Science or related field. Certification, Professional Training in OEM Certified Courses in programming languages and integrated applications programs may substitute for a non technical degree and/or two years of general experience.

Commercial Job Title: **Test Engineer I, IT-90**

Minimum/General Experience: Minimum of 3 years general experience in delivering Information Technology Solutions.

Functional Responsibilities: Duties include but are not limited to designing, developing, and testing proposed solutions to business problems and client requirements prior to implementation. Testing new versions of applications and systems software prior to development.

Minimum Education: Bachelor s degree in Computer Science or related field. Certification, Professional Training in OEM Certified Courses in programming languages and integrated applications programs may substitute for a non technical degree and/or two years of general experience.

Commercial Job Title: Test Engineer II, IT-91

Minimum/General Experience: Minimum of 5 years general experience in delivering Information Technology Solutions. Minimum of 1 year specific experience directly related to the performing the functional responsibilities of this labor category.

Functional Responsibilities: Duties include but are not limited to advising technical personnel on the conceptualization, development, and implementation of broad range of information systems issues.

Minimum Education: Bachelor s degree in Computer Science or related field. Certification, Professional Training in OEM Certified Courses in programming languages and integrated applications programs may substitute for a non technical degree and/or two years of general experience.

**INSYS, INCORPORATED
GOVERNMENT SITE RATES**

<i>INSYS, Incorporated</i> Government Site Rates		
LC#	Title	Hourly Rates
IT-01	Program Manager	\$145.86
IT-02	Project Manager	\$135.00
IT-10	Functional Analyst I	\$87.00
IT-11	Functional Analyst II	\$125.00
IT-12	Functional Analyst III	\$134.18
IT-20	Systems Analyst I	\$78.60
IT-22	Systems Analyst III	\$128.35
IT-30	Software Developer I	\$64.18
IT-31	Software Developer II	\$87.51
IT-32	Software Developer III	\$134.18
IT-40	Programmer I	\$55.57
IT-41	Programmer II	\$81.68
IT-42	Programmer III	\$89.26
IT-80	Database Admin. I	\$93.35
IT-81	Database Admin. II	\$97.12
IT-82	Database Admin. III	\$137.10
IT-90	Test Engineer I	\$64.18
IT-91	Test Engineer II	\$81.68

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

(Name of Company) 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-prot g 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 **Daney Xavier, Chief Executive Officer, Phone: (301) 641-1916, Fax: (301) 560-6555, Email: dxavier@insys-inc.com** .

**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (Ordering Activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the Government that works better and costs less.

Signatures

Ordering Activity	Contractor
Date	Date

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 Agency):

(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 Government 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;

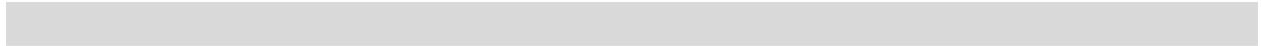
(f) Date of Purchase;

(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 customer's 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.