

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

SIN 132-51 / 132-51STLOC / 132-51RC - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

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Business Size/Status: Large

Contract Number: GS-35F-0623K



Period Covered by Contract: 08/31/2000 – 8/30/2016

**GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE**

Pricelist current through Modification TBD

Products and ordering information in this Authorized FAS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Acquisition Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

Products and Services Offered/Schedule of Items

SIN 132-51 / 132-51STLOC / 132-51RC - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D302 IT Systems Development Services
FPDS Code D306 IT Systems Analysis Services
FPDS Code D307 Automated Information Systems Design and Integration Services
FPDS Code D308 Programming Services
FPDS Code D311 IT Data Conversion Services
FPDS Code D316 IT Network Management Services
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

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

Note 2: Contractors 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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**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 Acquisition Service. 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.fss.gsa.gov). The catalogs/pricelists, GSA Advantage! and the Federal Acquisition 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.

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

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION

CONTRACTOR'S ORDERING ADDRESS: CSS-Dynamac
Attn: Dixie K. Harvey
10301 Democracy Lane, Suite 300
Fairfax, VA 22030-2545

CONTRACTOR'S PAYMENT ADDRESS: CSS-Dynamac
Attn: Accounts Payable / GSA Orders
10301 Democracy Lane, Suite 300
Fairfax, VA 22030-2545

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:

(703) 691-4612 or (800) 888-4612

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 - **604863704**
Block 30: Type of Contractor - **C. Large Business**
Block 31: Woman-Owned Small Business - **No**
Block 36: Contractor's Taxpayer Identification Number (TIN) - **54-1480935**

- 4a. CAGE Code: **1CJU6**
- 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 / 132-51STLOC / 132-51RC	30 Days ARO

SPECIAL ITEM NUMBER	EXPEDITED DELIVERY TIME (Days ARO)
132-51 / 132-51STLOC / 132-51RC	To be negotiated with ordering agency

SPECIAL ITEM NUMBER	OVERNIGHT & 2- DAY DELIVERY TIME (Days ARO)
132-51 / 132-51STLOC / 132-51RC	Standard commercial rates for overnight or two (2) day delivery will be charged.

- 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.

- a. Prompt Payment: **0% - 30 days** from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: **None**
- c. Dollar Volume: **None**
- d. Government Educational Institutions: **Offered the same discounts as all other Government customers**
- e. Other: **None**

8. TRADE AGREEMENTS ACT OF MARCH 2009, 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 March 2009, as amended.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING

To be negotiated with ordering agency per individual task order.

10. SMALL REQUIREMENTS

The minimum dollar value of orders to be issued is **\$500.00.**

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

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$1000,000:
Special Item No. 132-51 / 132-51STLOC / 132-51RC - Information Technology Professional Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:

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

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

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

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)

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

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 52.212-4)

16. GSA ADVANTAGE!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

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

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

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:

None

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

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 apply.

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 / 132-8STLOC.

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.consolidatedsafetv.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.

Contractors 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

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

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 / 132-51STLOC / 132-51RC 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 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. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- (b) The contractor must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The contractor must specify whether the fixed hourly rate for each labor category applies to labor performed by—
 - (1) The contractor;
 - (2) Subcontractors; and/or
 - (3) Divisions, subsidiaries, or affiliates of the contractor under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT SERVICES AND PRICING

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

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

PREAMBLE

Consolidated Safefy Services, 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

Dixie K. Harvey, VP-Contracts

Phone: (703) 691-4612

[E-mail:dharvey@css-dynamac.com](mailto:dharvey@css-dynamac.com)

Fax: (703) 691-4615

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

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and Consolidated Safety Services, Inc. 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) GS-35F-0623K.

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 ordering activity that works better and costs less.

Signatures

Ordering Activity

Date

Contractor

Date

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) GS-35F-0623K, Blanket Purchase Agreements, Consolidated Safety Services, Inc. agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

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

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

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

GSA LABOR CATEGORY DESCRIPTIONS

CSS-Dynamac provides a variety of levels of expertise, experience, and services such as computer programmers, network system analyst, project managers, and related support services. The following chart provides a description of all of the labor categories offered by CSS-Dynamac. An increase in the level of experience required and complexity of work performed is associated with an increase in labor category level.

In all cases, one year of experience may be substituted for one year of education. Professional and technical certification programs may be substituted for years of education, based on credit hour equivalents. An Associate's degree is considered to require two years of higher education, a Bachelor's degree requires four years of higher education, a Master's degree requires six years of higher education, and a Ph.D. requires eight years of higher education.

The Labor Category Description table is listed in alphabetical order.

1. Administrative Assistant I	
Education: High school equivalent.	Experience: Minimum two (2) years of relevant experience.
<ul style="list-style-type: none"> • Performs some or all of the Administrative Assistant Functional Responsibilities below. 	
2. Administrative Assistant II	
Education: High school equivalent.	Experience: Minimum four (4) years relevant experience.
<ul style="list-style-type: none"> • Performs some or all of the Administrative Assistant Functional Responsibilities below. 	
3. Administrative Assistant III	
Education: Associate's degree or equivalent.	Experience: Minimum six (6) years of relevant experience of which two (2) years should include supervisory experience.
<ul style="list-style-type: none"> • Performs some or all of the Administrative Assistant Functional Responsibilities below. 	
Administrative Assistant Functional Responsibilities	
<ul style="list-style-type: none"> • Provides non-technical support to project staff. • Provides a broad spectrum of administrative support including copying, collating, organizing materials, ordering supplies, conducting mailings, and providing on-site support such as registration and information desk services. • Prepares routine correspondence, proofreads, and edits non-technical reports. • Collates information into meaningful reports and presentation materials. • Highly proficient in word processing, spreadsheets, presentation, and other administrative software products. 	

4. Computer Graphics Artist/Designer I	
Education: Bachelor's degree or equivalent.	Experience: Minimum two (2) years relevant experience.
<ul style="list-style-type: none"> Performs some or all of the General Computer Graphics Artist/Designer Functional Responsibilities below. 	
5. Computer Graphics Artist/Designer II	
Education: Bachelor's degree or equivalent.	Experience: Minimum four (4) years relevant experience.
<ul style="list-style-type: none"> Performs some or all of the Computer Graphics Artist/Designer Functional Responsibilities below. 	
6. Computer Graphics Artist/Designer III	
Education: Bachelor's degree or equivalent.	Experience: Minimum six (6) years relevant experience of which two (2) years should include supervisory experience.
<ul style="list-style-type: none"> Performs some or all of the Computer Graphics Artist/Designer Functional Responsibilities below. 	
Computer Graphics Artist/Designer Functional Responsibilities	
<ul style="list-style-type: none"> Coordinates all contracts and work with third-party printing companies on mass-production or high-end graphics pieces. Creates special effects, animation, or other visual images using film, video, computers, or other electronic tools and media, such as computer games, movies, and videos, for use in training aids and other products or creations. Designs or creates graphics to meet a client's specific needs, such as presentations, packaging, displays, or logos. Designs web pages, coordinating site construction with programmers and analysts. Evaluates all graphic-related software and makes recommendations regarding procurement. Formats typescript and graphic elements using computer software to produce publication-ready material. May use a variety of mediums to achieve artistic or decorative effects. Prepares designs or creates graphics to meet a client's specific needs, such as presentations, packaging, displays, or logos. Works with clients on concept, design, and draft review of all graphics needs. Works with technical staff to facilitate incorporation of graphics into technical documents. Prepares reports and supervises lower level staff. Responsible for overall graphics design, quality control, and functionality. 	

7. Computer Programmer I	
Education: Bachelor's degree or equivalent.	Experience: Minimum two (2) years of relevant experience.
<ul style="list-style-type: none"> Performs some or all of the Computer Programmer Functional Responsibilities below. 	
8. Computer Programmer II	
Education: Bachelor's degree or equivalent.	Experience: Minimum four (4) years of experience.
<ul style="list-style-type: none"> Performs some or all of the Computer Programmer Functional Responsibilities below. 	
9. Computer Programmer III	
Education: Bachelor's degree or equivalent.	Experience: Minimum six (6) years of experience required of which two (2) years should include supervisory experience.
<ul style="list-style-type: none"> Performs some or all of the Computer Programmer Functional Responsibilities below. 	
10. Computer Programmer IV	
Education: Bachelor's degree or equivalent.	Experience: Minimum ten (10) years of relevant experience of which four (4) years should include supervisory experience.
<ul style="list-style-type: none"> Performs some or all of the Computer Programmer Functional Responsibilities below. 	
Computer Programmer Functional Responsibilities	
<ul style="list-style-type: none"> Coordinates and monitors all activities concerning database and/or software design, development, implementation, and day-to-day operation. Coordinates physical changes to computer databases and codes, tests, and implements the database applying knowledge of database management systems. Designs development process and documentation requirements. Designs, develops, and modifies database systems, and software. Maintains systems and responds to users to coordinate, troubleshoot, and update user-mediated changes. May design logical and physical databases and coordinate database development as part of a project team or for integration into web pages. Provides programming support in developing applications. Revises existing programs to improve existing functionality. Supervises lower level staff. For some tasks, these responsibilities may be applied to internet/web-based systems. Maintains database back-up and recovery procedures for the processing environments. Prepares reports and database documentation. 	

11. Computer Support Specialist I	
Education: Bachelor's degree or equivalent.	Experience: Minimum two (2) years of relevant experience.
<ul style="list-style-type: none"> Performs some or all of the Computer Support Specialist Functional Responsibilities below. 	
12. Computer Support Specialist II	
Education: Bachelor's degree or equivalent.	Experience: Minimum four (4) years of relevant experience.
<ul style="list-style-type: none"> Performs some or all of the Computer Support Specialist Functional Responsibilities below. 	
13. Computer Support Specialist III	
Education: Bachelor's degree or equivalent. Post-graduate education and/or certifications preferred.	Experience: Minimum of six (6) years of relevant experience of which two (2) years include supervisory experience.
<ul style="list-style-type: none"> Performs some or all of the Computer Support Specialist Functional Responsibilities below. 	
Computer Support Specialist Functional Responsibilities	
<ul style="list-style-type: none"> Answers clients' inquiries in person and via telephone or electronically concerning the use of computer hardware and software, to include printing, word processing, common applications, electronic mail, and operating systems. Formulates specifications for computer programmers to use in coding, testing, and debugging of computer programs. Designs and maintains record of daily data communication transactions, problems and remedial action taken, and installation activities. Develops training materials and procedures, and conducts training programs. Gathers information from users, defines work problems, and, if feasible, designs a system of computer programs and procedures to resolve the problems. Installs and performs minor repairs to hardware, software, and peripheral equipment, following design or installation specifications. Investigates and resolves computer software and hardware problems for users. Prepares evaluations of software and hardware, and submits recommendations to management for review. Provides technical assistance and training to computer system users. Provides configuration management to control and monitor the configuration of systems under development or modification. Provides quality control to ensure that established life cycle development procedures are followed by project personnel. Tests and monitors software, hardware, and peripheral equipment to evaluate use, effectiveness, and adequacy of product for user. For some tasks, these responsibilities may be applied to Internet/web-based systems. May also provide some aspects of database and network administration support. 	

14. Database Administrator I	
Education: Bachelor's degree or equivalent.	Experience: Minimum two (2) years of relevant experience.
<ul style="list-style-type: none"> Performs some or all of the Database Administrator Functional Responsibilities below. 	
15. Database Administrator II	
Education: Bachelor's degree or equivalent.	Experience: Minimum four (4) years of relevant experience.
<ul style="list-style-type: none"> Performs some or all of the Database Administrator Functional Responsibilities below. 	
16. Database Administrator III	
Education: Bachelor's degree or equivalent. Post-graduate education and/or certifications preferred.	Experience: Minimum six (6) years of relevant experience of which two (2) years include supervisory experience.
<ul style="list-style-type: none"> Performs some or all of the Database Administrator Functional Responsibilities below. 	
17. Database Administrator IV	
Education: Master's degree or equivalent.	Experience: Minimum of ten (10) years of relevant experience of which four (4) years include supervisory experience.
<ul style="list-style-type: none"> Performs some or all of the Database Administrator Functional Responsibilities below. 	
Database Administrator Functional Responsibilities	
<ul style="list-style-type: none"> Coordinates and monitors all activities concerning database design, development, implementation, and day-to-day operation. Works with Computer Programmers to design, develop, and modify data systems. Coordinates physical changes to computer databases and codes, tests, and implements the database applying knowledge of database management systems. Maintains system and responds to users to coordinate, troubleshoot, and update user-mediated changes. May design logical and physical databases and coordinate database development as part of a project team. Supervises Junior Database Administrators and prepares reports and database documentation. For some tasks, these responsibilities may be applied to internet/web-based systems. 	

18. Data Keyers/Word Processor	
Education: High school equivalent.	Experience: Minimum two (2) years of work-related experience using a computer.
Data Keyers/Word Processor Functional Responsibilities	
<ul style="list-style-type: none"> • Uses word processor/computer or typewriter to type letters, reports, forms, or other material from rough draft, corrected copy, or voice recording. • Inputs data and text; may require the use of data verification programs. • Enters commands, using computer terminal, and activates controls on computer and peripheral equipment to integrate and operate equipment. • Loads peripheral equipment with selected materials for operating runs, or oversees loading of peripheral equipment by peripheral equipment operators. • Clears equipment at end of operating run and reviews schedule to determine next assignment. • Records information, such as computer operating time and problems which occurred, such as down time, and actions taken. • Notifies supervisor of errors or equipment stoppage. • May perform other clerical duties as assigned. 	
19. Help Desk Specialist	
Education: Associate's degree or equivalent.	Experience: Minimum one (1) year of relevant experience.
Help Desk Specialist Functional Responsibilities	
<ul style="list-style-type: none"> • Provides phone and in person support to computer end-users regarding automated software such as e-mail, word processors, and spreadsheets. • Provides basic support for operating system issues and standard operating system applications. • Includes problem recognition, research, isolation, and resolution steps. • May involve use of problem management database and help desk systems. 	
20. Informatics Specialist I	
Education: Bachelor's degree or equivalent.	Experience: Minimum two (2) years of relevant experience.
<ul style="list-style-type: none"> • Performs some or all of the Informatics Specialist Functional Responsibilities below. 	
21. Informatics Specialist II	
Education: Bachelor's degree or equivalent.	Experience: Minimum four (4) years of general experience. Two (2) years specialized experience in information search, retrieval, and synthesis.
<ul style="list-style-type: none"> • Performs some or all of the Informatics Specialist Functional Responsibilities below. 	

22. Informatics Specialist III	
Education: Bachelor's degree or equivalent. Advanced degree preferred.	Experience: Minimum six (6) years of relevant experience. Two (2) years specialized experience in information search, retrieval, and synthesis.
<ul style="list-style-type: none"> Performs some or all of the Informatics Specialist Functional Responsibilities below. 	
Informatics Specialist Functional Responsibilities	
<ul style="list-style-type: none"> Designs and/or creates subject matter vocabulary hierarchies or similar data for database systems designed to assist data retrieval effectiveness in subject matter settings. Develops tools to help identify and organize information for the purpose of solving problems. Enters information into appropriate database formats for storage and retrieval. Identifies, defines, and classifies subject matter terminology based on knowledge of professionally accepted standards. Integrates subject matter informatics and bioinformatics topics where applicable. 	
23. Network System Analyst and Administrator I	
Education: Associate's degree or equivalent.	Experience: Minimum two (2) years system experience with at least one (1) year as a network administrator, preferably in both local and wide area networking. One (1) year experience supporting network applications with a good understanding of standard desktop applications.
<ul style="list-style-type: none"> Performs some or all of the Network System Analyst and Administrator Functional Responsibilities below. 	
24. Network System Analyst and Administrator II	
Education: Bachelor's degree or equivalent experience in a related field.	Experience: Minimum four (4) years system experience including three (3) years as a network administrator, preferably in both local and wide area networking and one (1) year of supervisory experience. One (1) year experience supporting a broad base of standard desktop applications.
<ul style="list-style-type: none"> Performs some or all of the Network System Analyst and Administrator Functional Responsibilities below. 	
25. Network System Analyst and Administrator III	
Education: Bachelor's degree in computer-related field and/or certification in Network Administration.	Experience: Minimum four (4) years of work-related experience in network systems analysis and network administration, two (2) years in a supervisory capacity. A bachelor's degree AND certification in Network Administration is equivalent to two (2) years experience.
<ul style="list-style-type: none"> Performs some or all of the Network System Analyst and Administrator Functional Responsibilities below. 	

Network System Analyst and Administrator Functional Responsibilities	
<ul style="list-style-type: none"> • Design, install, and support an organization’s LAN (local-area network), WAN (wide-area network), network segment, Internet, or intranet system. • Maintain network hardware and software, analyze problems, and monitor the network to ensure its availability to system users. • Implement and maintain network security measures, and disaster recovery procedures. • Monitor and adjust performance of existing networks and continually survey the current computer site to determine future network needs. • Troubleshoot problems as reported by users and automated network monitoring systems. • Make recommendations for improvements in the implementation of future servers and networks. • May also provide some aspects of DBA support and Computer Support Specialist functions. 	
26. Project Manager I	
Education: A Bachelor’s degree, though advanced degree preferred.	Experience: Minimum four (4) years of relevant experience including a minimum of two (2) years supervisory experience, and management of small, multi-task projects.
<ul style="list-style-type: none"> • Performs some or all of the Project Manager Functional Responsibilities below. 	
27. Project Manager II	
Education: Bachelor’s degree or equivalent.	Experience: Minimum six (6) years of supervisory and project management experience including two (2) years management of complex, multi-task projects.
<ul style="list-style-type: none"> • Performs some or all of the Project Manager Functional Responsibilities below. 	
28. Project Manager III	
Education: Bachelor's degree, though advanced degree preferred.	Experience: Minimum eight (8) years or more of experience on the job experience in Project Management including a minimum of four (4) years supervisory experience, and management of complex, multi-task projects.
<ul style="list-style-type: none"> • Performs some or all of the Project Manager Functional Responsibilities below. 	
Project Manager Functional Responsibilities	

- Overall responsibility for project management and project performance.
- Acts as the focal point for communication between the contractor staff and the client.
- Chairs staff meetings; provides guidance to staff; ensures that all deliverables are met; prepares and maintains the schedule of all contract activities; coordinates any training requirements; and maintains an updated working knowledge of the activities of each project staff member.
- Conducts evaluations of existing staff, recruiting new staff and handling all related personnel actions.
- Coordinates any training requirements.
- Designs and enforces quality control programs.
- Determines program objectives and requirements, performance indicators and quality control activities.
- Develops monthly technical and financial reports.
- Develops Work Plans, Management Plans, and Cost Estimates.
- Establishes and alters (as necessary) project management structure to direct effective contract support activities.
- Has authority and responsibility to identify and commit resources required to support effort.
- May serve as Senior Technical Specialist or Subject Matter Expert.
- Monitors and approves subcontractor activities and expenditures.
- Monitors expenditures, reviews and approves all costs associated with project activities.
- Organizes, directs, and coordinates the planning and production of all contract support activities.
- Oversees the project staff and closely monitors the progress of the services performed.
- Performs day-to-day management of overall contract support operations.
- Resolves problems in a timely manner.

29. Quality Assurance Specialist

Education: Bachelor's degree or equivalent.

Experience: Minimum four (4) years of relevant experience.

Quality Assurance Specialist Functional Responsibilities

- Assists in the development of Quality Assurance (QA) plans and standards.
- Conducts Quality Assurance audits to evaluate products and procedures and recommends enhancements and modifications.
- Determines the resources needed for Quality Assurance.
- May act as a consultant for standards and quality.
- Prepares technical reports, interfaces and coordinates with project staff including project management, systems engineers, developers, and testers.

30. Statistician I

Education: Bachelor's degree or equivalent.

Experience: Minimum four (4) years of relevant experience.

- Performs some or all of the Statistician Functional Responsibilities below.

31. Statistician II

Education: Master's degree or equivalent.

Experience: Minimum eight (8) years of relevant experience.

- Performs some or all of the Statistician Functional Responsibilities below.

Statistician Functional Responsibilities	
<ul style="list-style-type: none"> • Assists in developing models, goals, and statistical analysis plans. • Conducts data analysis and prepares data summaries and interpretations. • Designs and tests statistical models and statistical analysis plans. • May supervise lower level Statisticians. • Performs data validation, tests for bias, evaluates data, and makes judgments for addressing missing or outlying data. • Works directly with client to identify models, goals, and expected management outcomes. 	
32. Subject Matter Expert I	
Education: Bachelor's degree or equivalent.	Experience: Minimum four (4) years of relevant experience. Expertise and experience in analyzing subject-specific literature, data, and innovations.
<ul style="list-style-type: none"> • Performs some or all of the Subject Matter Expert Functional Responsibilities below. 	
33. Subject Matter Expert II	
Education: Master's degree or equivalent.	Experience: Minimum six (6) years of relevant experience. Expertise and experience in analyzing subject-specific literature, data, and innovations.
<ul style="list-style-type: none"> • Performs some or all of the Subject Matter Expert Functional Responsibilities below. 	
34. Subject Matter Expert III	
Education: Master's degree or equivalent.	Experience: Minimum eight (8) years of relevant experience. Extensive expertise and experience in analyzing subject-specific literature, data, and innovations.
<ul style="list-style-type: none"> • Performs some or all of the Subject Matter Expert Functional Responsibilities below. 	
35. Subject Matter Expert IV	
Education: Ph.D., MD, or other post-graduate or professional degree.	Experience: Minimum ten (10) years of relevant experience. Extensive publication record in peer-review publications.
<ul style="list-style-type: none"> • Performs some or all of the Subject Matter Expert Functional Responsibilities below. 	
Subject Matter Expert Functional Responsibilities	

- Provides technical expertise, information, and recommendations in a specific technical area.
- Translates technical information into clear, readable documents to be used by technical and non-technical personnel.
- Conducts data analysis and prepares data summaries and interpretations.
- Provides technical and management skills for managing technical projects.
- Provides technical review, technical writing, and generates summaries, reports and presentations, such as technology assessments and program audits.
- Responsible for quality control of technical reports generated by lower level Subject Matter Experts.
- Responsible for quality control of technical reports.
- May serve as primary editor and copy proofreader.
- May work independently, directly with client management staff.
- Writes or edits technical materials, such as experimental design protocols, survey questions, equipment manuals, web pages, appendices, and operating and maintenance instructions.

36. Technical Writer/Editor I

Education: Bachelor’s degree or equivalent.

Experience: Minimum two (2) years of experience in writing and editing; experience may include educational training programs.

- Performs some or all of the Technical Writer/Editor Functional Responsibilities below.

37. Technical Writer/Editor II

Education: Bachelor’s degree; may also require post-graduate degree in specific subject matter.

Experience: Minimum two (2) years of experience in writing and editing; may require published work in peer-reviewed and/or lay publications.

- Performs some or all of the Technical Writer/Editor Functional Responsibilities below.

38. Technical Writer/Editor III

Education: Bachelor’s degree; may also require post-graduate degree in specific subject matter.

Experience: Minimum five (5) years of experience in writing and editing, may require published work in peer-reviewed and/or lay publications.

- Performs some or all of the Technical Writer/Editor Functional Responsibilities below.

39. Technical Writer/Editor IV

Education: Ph.D., MD or other professional degree.

Experience: Minimum ten (10) years of professional writing and editing; extensive publication record.

- Performs some or all of the Technical Writer/Editor Functional Responsibilities below.

Technical Writer/Editor Functional Responsibilities

- Edits, standardizes, or makes changes to material prepared by other writers or establishment personnel.
- Integrates knowledge of technology with programmatic issues to develop white papers, program assessments, testimony, and other policy documents.
- Oversees preparation of illustrations, photographs, diagrams, and charts; assists in layout work.
- Observes production, developmental, and experimental activities to determine operating procedure and detail.
- Organizes material and completes writing assignments and ensures overall presentation of documents according to set standards regarding order, clarity, conciseness, style, and terminology.
- Performs final edits of technical documents.
- Performs literature reviews and reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding.
- Provides quality control of documents produced by lower level Technical Writer/Editors.
- Recommends and selects photographs, drawings, sketches, diagrams, and charts to illustrate material. Assists in laying out material for publication.
- Reviews and approves data analysis and interpretation and concept of graphical display of data and/or statistics.
- Studies drawings, specifications, mock ups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail.
- Writes or edits technical materials, such as equipment manuals, web pages, appendices, and operating and maintenance instructions.

40. Training Developer/Coordinator

Education: Bachelor’s degree or equivalent.

Experience: Minimum two (2) years of relevant experience.

- Performs some or all of the Training Developer/Coordinator Functional Responsibilities below.

41. Training Developer/Coordinator – Senior

Education: Master’s degree or equivalent.

Experience: Minimum five (5) years of related experience

- Performs some or all of the Training Developer/Coordinator Functional Responsibilities below.

Training Developer/Coordinator Functional Responsibilities

- Conducts the research necessary to develop and revise training courses and prepares appropriate training materials.
- Makes decisions on presentation venue including classroom, remote access, web-based or other media.
- Prepares instructor and student materials (course outline, background material, training aids, course manuals, workbooks, handouts, completion certificates, and course evaluation forms).
- Conducts formal classroom courses, workshops, and seminars in a variety of settings ranging from traditional classroom to web-based training.
- Works directly with client to identify training goals, and expected management outcomes.

42. Web Developer I	
Education: Education or training specific to web development.	Experience: Minimum two (2) years of relevant experience.
<ul style="list-style-type: none"> Performs some or all of the Web Developer Functional Responsibilities below. 	
43. Web Developer II	
Education: Bachelor's degree or equivalent and advanced training or coursework in web development.	Experience: Minimum four (4) years of experience in web design, layout, coding and database integration.
<ul style="list-style-type: none"> Performs some or all of the Web Developer Functional Responsibilities below. 	
44. Web Developer III	
Education: Bachelor's degree or equivalent. Advanced degree preferred.	Experience: Minimum eight (8) years of relevant experience.
<ul style="list-style-type: none"> Performs some or all of the Web Developer Functional Responsibilities below. 	
Web Developer Functional Responsibilities	
<ul style="list-style-type: none"> Creates special effects, animation, or other visual images using film, video, computers, or other electronic tools and media, such as computer games, movies, and videos, for use in training aids and other products or creations. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Designs web pages, coordinating site construction with programmers, technical writers, subject matter experts and others. Develops format, styles and coding for web pages and integrates databases with websites. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI), and International Standards Organization (ISO) reference models, and profiles of standard such as: Institute of Electrical and Electronic Engineers (IEEE), Open Systems Environment (OSE) reference model, and across the application program interface (API). Establishes system information requirements, using analysis of the information exchange technologies, in the development of enterprise-wide or large-scale information systems. Has working knowledge of a variety of commonly used web development software. Works with clients on concept, design, and draft review of all web needs including content, databases, security, and graphics. 	

GSA LABOR RATES – SIN 132-51 / 132-51STLOC / 132-51RC

	GSA Rate: Off-Site (Company Site)	8/31/2015 - 8/30/2016	8/31/2016 - 8/30/2017	8/31/2017 - 8/30/2018	8/31/2018 - 8/30/2019	8/31/2019 - 8/30/2020
1	Administrative Assistant I	\$ 49.38	\$ 50.37	\$ 51.37	\$ 52.40	\$ 53.45
2	Administrative Assistant II	\$ 66.74	\$ 68.07	\$ 69.43	\$ 70.82	\$ 72.24
3	Administrative Assistant III	\$ 84.08	\$ 85.76	\$ 87.48	\$ 89.22	\$ 91.01
4	Computer Graphics Artist /Designer I	\$ 60.11	\$ 61.31	\$ 62.54	\$ 63.79	\$ 65.06
5	Computer Graphics Artist /Designer II	\$ 93.41	\$ 95.28	\$ 97.19	\$ 99.13	\$ 101.11
6	Computer Graphics Artist /Designer II	\$ 138.02	\$ 140.78	\$ 143.59	\$ 146.46	\$ 149.39
7	Computer Programmer I	\$ 86.75	\$ 88.49	\$ 90.26	\$ 92.06	\$ 93.90
8	Computer Programmer II	\$ 105.19	\$ 107.30	\$ 109.44	\$ 111.63	\$ 113.86
9	Computer Programmer III	\$ 116.11	\$ 118.43	\$ 120.80	\$ 123.21	\$ 125.68
10	Computer Programmer IV	\$ 136.12	\$ 138.84	\$ 141.62	\$ 144.45	\$ 147.34
11	Computer Support Specialist I	\$ 60.11	\$ 61.31	\$ 62.54	\$ 63.79	\$ 65.06
12	Computer Support Specialist II	\$ 66.74	\$ 68.07	\$ 69.43	\$ 70.82	\$ 72.24
13	Computer Support Specialist III	\$ 94.42	\$ 96.31	\$ 98.24	\$ 100.20	\$ 102.20
14	Database Administrator I	\$ 86.75	\$ 88.49	\$ 90.26	\$ 92.06	\$ 93.90
15	Database Administrator II	\$ 105.19	\$ 107.30	\$ 109.44	\$ 111.63	\$ 113.86
16	Database Administrator III	\$ 116.11	\$ 118.43	\$ 120.80	\$ 123.21	\$ 125.68
17	Database Administrator IV	\$ 136.12	\$ 138.84	\$ 141.62	\$ 144.45	\$ 147.34
18	Data Keyers / Word Processor	\$ 36.15	\$ 36.87	\$ 37.61	\$ 38.36	\$ 39.13
19	Help Desk Specialist	\$ 64.73	\$ 66.02	\$ 67.34	\$ 68.69	\$ 70.06
20	Informatics Specialist I	\$ 91.08	\$ 92.90	\$ 94.76	\$ 96.65	\$ 98.58
21	Informatics Specialist II	\$ 111.77	\$ 114.01	\$ 116.29	\$ 118.61	\$ 120.99
22	Informatics Specialist III	\$ 133.46	\$ 136.13	\$ 138.85	\$ 141.63	\$ 144.46
23	Network Systems Analyst / Administrator I	\$ 64.73	\$ 66.02	\$ 67.34	\$ 68.69	\$ 70.06
24	Network Systems Analyst / Administrator II	\$ 84.08	\$ 85.76	\$ 87.48	\$ 89.22	\$ 91.01
25	Network Systems Analyst / Administrator III	\$ 110.69	\$ 112.90	\$ 115.16	\$ 117.47	\$ 119.81
26	Project Manager I	\$ 117.44	\$ 119.79	\$ 122.19	\$ 124.63	\$ 127.12
27	Project Manager II	\$ 160.15	\$ 163.35	\$ 166.62	\$ 169.95	\$ 173.35
28	Project Manager III	\$ 221.71	\$ 226.14	\$ 230.66	\$ 235.28	\$ 239.98
29	Quality Assurance Specialist	\$ 106.76	\$ 108.90	\$ 111.08	\$ 113.30	\$ 115.56
30	Statistician I	\$ 89.41	\$ 91.20	\$ 93.03	\$ 94.89	\$ 96.78
31	Statistician II	\$ 184.17	\$ 187.85	\$ 191.61	\$ 195.44	\$ 199.35
32	Subject Matter Expert I	\$ 83.66	\$ 85.33	\$ 87.04	\$ 88.78	\$ 90.56
33	Subject Matter Expert II	\$ 113.44	\$ 115.71	\$ 118.03	\$ 120.39	\$ 122.80
34	Subject Matter Expert III	\$ 154.81	\$ 157.90	\$ 161.06	\$ 164.28	\$ 167.57
35	Subject Matter Expert IV	\$ 208.18	\$ 212.35	\$ 216.59	\$ 220.92	\$ 225.34
36	Technical Writer / Editor I	\$ 63.47	\$ 64.74	\$ 66.04	\$ 67.36	\$ 68.71
37	Technical Writer / Editor II	\$ 94.12	\$ 96.00	\$ 97.92	\$ 99.88	\$ 101.87
38	Technical Writer / Editor III	\$ 128.11	\$ 130.67	\$ 133.29	\$ 135.95	\$ 138.67
39	Technical Writer / Editor IV	\$ 180.16	\$ 183.77	\$ 187.44	\$ 191.19	\$ 195.01
40	Training Developer / Coordinator	\$ 94.42	\$ 96.31	\$ 98.24	\$ 100.20	\$ 102.20
41	Training Developer / Coordinator - Sr	\$ 142.79	\$ 145.65	\$ 148.56	\$ 151.53	\$ 154.56
42	Web Developer I	\$ 66.74	\$ 68.07	\$ 69.43	\$ 70.82	\$ 72.24
43	Web Developer II	\$ 94.42	\$ 96.31	\$ 98.24	\$ 100.20	\$ 102.20
44	Web Developer III	\$ 126.79	\$ 129.32	\$ 131.91	\$ 134.55	\$ 137.24
	Prices are inclusive of the Industrial Funding Fee of 0.75%					

GSA LABOR RATES – SIN 132-51 / 132-51STLOC / 132-51RC (CONTINUED)

	GSA Rate: On-Site (Client Site)	8/31/2015 - 8/30/2016	8/31/2016 - 8/30/2017	8/31/2017 - 8/30/2018	8/31/2018 - 8/30/2019	8/31/2019 - 8/30/2020
1	Administrative Assistant I	\$ 40.71	\$ 41.52	\$ 42.35	\$ 43.20	\$ 44.06
2	Administrative Assistant II	\$ 55.05	\$ 56.15	\$ 57.27	\$ 58.42	\$ 59.59
3	Administrative Assistant III	\$ 69.39	\$ 70.78	\$ 72.19	\$ 73.64	\$ 75.11
4	Computer Graphics Artist /Designer I	\$ 43.65	\$ 44.52	\$ 45.41	\$ 46.32	\$ 47.24
5	Computer Graphics Artist /Designer II	\$ 85.40	\$ 87.11	\$ 88.85	\$ 90.63	\$ 92.44
6	Computer Graphics Artist /Designer II	\$ 100.94	\$ 102.96	\$ 105.02	\$ 107.12	\$ 109.26
7	Computer Programmer I	\$ 73.40	\$ 74.87	\$ 76.36	\$ 77.89	\$ 79.45
8	Computer Programmer II	\$ 82.01	\$ 83.65	\$ 85.32	\$ 87.03	\$ 88.77
9	Computer Programmer III	\$ 100.09	\$ 102.09	\$ 104.14	\$ 106.22	\$ 108.34
10	Computer Programmer IV	\$ 124.11	\$ 126.60	\$ 129.13	\$ 131.71	\$ 134.34
11	Computer Support Specialist I	\$ 43.65	\$ 44.52	\$ 45.41	\$ 46.32	\$ 47.24
12	Computer Support Specialist II	\$ 60.38	\$ 61.59	\$ 62.82	\$ 64.08	\$ 65.36
13	Computer Support Specialist III	\$ 84.57	\$ 86.26	\$ 87.98	\$ 89.74	\$ 91.54
14	Database Administrator I	\$ 73.40	\$ 74.87	\$ 76.36	\$ 77.89	\$ 79.45
15	Database Administrator II	\$ 82.01	\$ 83.65	\$ 85.32	\$ 87.03	\$ 88.77
16	Database Administrator III	\$ 100.09	\$ 102.09	\$ 104.14	\$ 106.22	\$ 108.34
17	Database Administrator IV	\$ 124.11	\$ 126.60	\$ 129.13	\$ 131.71	\$ 134.34
18	Data Keyers / Word Processor	\$ 26.22	\$ 26.75	\$ 27.28	\$ 27.83	\$ 28.39
19	Help Desk Specialist	\$ 58.47	\$ 59.64	\$ 60.83	\$ 62.05	\$ 63.29
20	Informatics Specialist I	\$ 82.61	\$ 84.26	\$ 85.95	\$ 87.67	\$ 89.42
21	Informatics Specialist II	\$ 101.42	\$ 103.45	\$ 105.52	\$ 107.63	\$ 109.78
22	Informatics Specialist III	\$ 121.45	\$ 123.88	\$ 126.36	\$ 128.89	\$ 131.46
23	Network Systems Analyst / Administrator I	\$ 58.47	\$ 59.64	\$ 60.83	\$ 62.05	\$ 63.29
24	Network Systems Analyst / Administrator II	\$ 69.71	\$ 71.10	\$ 72.52	\$ 73.97	\$ 75.45
25	Network Systems Analyst / Administrator III	\$ 80.38	\$ 81.98	\$ 83.62	\$ 85.30	\$ 87.00
26	Project Manager I	\$ 85.28	\$ 86.99	\$ 88.73	\$ 90.50	\$ 92.31
27	Project Manager II	\$ 137.46	\$ 140.20	\$ 143.01	\$ 145.87	\$ 148.79
28	Project Manager III	\$ 163.75	\$ 167.03	\$ 170.37	\$ 173.77	\$ 177.25
29	Quality Assurance Specialist	\$ 97.42	\$ 99.37	\$ 101.36	\$ 103.38	\$ 105.45
30	Statistician I	\$ 74.13	\$ 75.62	\$ 77.13	\$ 78.67	\$ 80.24
31	Statistician II	\$ 153.79	\$ 156.86	\$ 160.00	\$ 163.20	\$ 166.46
32	Subject Matter Expert I	\$ 69.71	\$ 71.10	\$ 72.52	\$ 73.97	\$ 75.45
33	Subject Matter Expert II	\$ 94.04	\$ 95.92	\$ 97.84	\$ 99.80	\$ 101.80
34	Subject Matter Expert III	\$ 128.36	\$ 130.92	\$ 133.54	\$ 136.21	\$ 138.94
35	Subject Matter Expert IV	\$ 172.61	\$ 176.07	\$ 179.59	\$ 183.18	\$ 186.84
36	Technical Writer / Editor I	\$ 46.10	\$ 47.03	\$ 47.97	\$ 48.93	\$ 49.90
37	Technical Writer / Editor II	\$ 84.75	\$ 86.45	\$ 88.18	\$ 89.94	\$ 91.74
38	Technical Writer / Editor III	\$ 114.77	\$ 117.07	\$ 119.41	\$ 121.80	\$ 124.23
39	Technical Writer / Editor IV	\$ 160.15	\$ 163.35	\$ 166.62	\$ 169.95	\$ 173.35
40	Training Developer / Coordinator	\$ 85.66	\$ 87.37	\$ 89.12	\$ 90.90	\$ 92.72
41	Training Developer / Coordinator - Senior	\$ 118.38	\$ 120.75	\$ 123.16	\$ 125.63	\$ 128.14
42	Web Developer I	\$ 60.52	\$ 61.73	\$ 62.96	\$ 64.22	\$ 65.51
43	Web Developer II	\$ 85.66	\$ 87.37	\$ 89.12	\$ 90.90	\$ 92.72
44	Web Developer III	\$ 115.78	\$ 118.10	\$ 120.46	\$ 122.87	\$ 125.32

Prices are inclusive of the Industrial Funding Fee of 0.75%

GSA Schedule contracts

GSA has facilitated the acquisition of commercial services by establishing GSA Schedule Contracts. Under the Federal Supply Schedule program, GSA enters into government-wide contracts with commercial firms to provide products and services at pre-approved prices and for a given period of time. This streamlined procurement approach significantly reduces the time required to obtain services because GSA has reviewed firm capabilities, negotiated rates, and pre-qualified firms to provide services.

The advantages of the Schedules program include:

- Reduction in time required to obtain services (usually a few weeks).
- Commerce Business Daily synopsis is not required.
- Competition requirements have been met (FAR 6.1023(d)(3)).
- Rates have been determined to be fair and reasonable.
- Can be used by all federal agencies and the District of Columbia.
- Agencies can order directly from the contracted firm – no transfer of funds to GSA.
- No maximum order limitations.
- BPAs can be used to customize your solution.

CSS-Dynamac Available GSA Schedule Contracts

Information on the available CSS-Dynamac GSA Schedule Contracts can be found at: <http://www.css-dynamac.com>. CSS-Dynamac GSA Schedules Contracts include:

Advertising and Integrated Marketing Solutions (AIMS) Schedule

Contract No. GS-23F-0288P and Contract No. GS-23F-0289P

Environmental Services (ESS) Schedule

Contract No. GS-10F-0126L

Information Technology (IT) Schedule

Contract No. GS-35F-0623K

Management, Organizational and Business Improvement Services (MOBIS)

Contract No. GS-10F-0042R