

Authorized Federal Supply Service
Information Technology Schedule Pricelist
General Purpose Commercial Information Technology
Equipment, Software and Services

FSC Group 70

**SIN 132-51 INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES**

FPDS Code D302 IT Systems Development Services

FPDS Code D306 IT Systems Analysis Services

FPDS Code D3016 IT Network Management Services

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

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

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



ASTOR & SANDERS CORPORATION

9900 BELWARD CAMPUS DRIVE, SUITE 275, ROCKVILLE, MARYLAND 20850

Telephone: (301) 838-3420 Fax: (301) 838-3421 Internet: www.astor-sanders.com

Contract Number: **GS-35F-0672R**

Contract Period: 6/17/2010 to 6/16/2020

Modification **PO-0018** - Effective **8-6-2015**

General Services Administration
Federal Supply Service

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



Table of Contents

Information for Ordering Activities Applicable to All Special Item Numbers	1
.....	
Special Notice to Agencies: Small Business Participation	1
1. Geographic Scope of Contract.....	1
2. Contractor's Ordering Address and Payment Information.....	1
3. Liability for Injury or Damage.....	2
4. Statistical Data for Government Ordering Office Completion of Standard Form 279.....	2
5. FOB.....	3
6. Delivery Schedule.....	3
7. Discounts.....	3
8. Trade Agreements Act of 1979, As Amended.....	3
9. Statement Concerning Availability of Export Packing.....	3
10. Small Requirements.....	3
11. Maximum Order.....	4
12. Use of Federal Supply Service Information Technology Schedule Contracts.....	4
13. Federal Information Technology / Telecommunications Standards Requirements.....	5
13.1 Federal Information Processing Standards Publications (FIPS PUBS).....	6
13.2 Federal Telecommunications Standards (FED-STDS).....	6
14. Contractor Tasks / Special Requirements (CS-FSS-370) (NOV 2001)	6
15. Contract Administration for Ordering Activities.....	7
16. GSA Advantage!.....	7
17. Purchase of Open Market Items.....	7
18. Contractor Commitments, Warranties, and Representations.....	8
19. Overseas Activities.....	8
20. Blanket Purchase Agreements (BPAs).....	8
21. Contractor Team Arrangements.....	9
22. Installation, De-installation, Reinstallation.....	9
23. Section 508 Compliance.....	9
24. Prime Contractor Ordering From Federal Supply Schedules	9
25. Insurance – Work on a Government Installation (JAN 1997) (FAR 52.228-5)	10
Terms and Conditions Applicable to Information Technology Professional Services (SIN 132-51)	11
1. Scope.....	11
2. Performance Incentives	11
3. Ordering Procedures for Services (Requiring a Statement of Work) (CG-FCI-920) (MAR 2003).....	11
4. Order.....	14
5. Performance of Services.....	14
6. Stop-Work Order (FAR 52.242-15) (AUG 1989).....	14
7. Inspection of Services.....	15
8. Responsibilities of Contractor	15
9. Responsibilities of the Ordering Activity	15
10. Independent Contractor.....	15



11. Organizational Conflicts of Interest.....	16
12. Invoices.....	16
13. Payments.....	16
14. Résumés.....	16
15. Incidental Support Costs.....	17
16. Approval of Subcontracts.....	17
17. Description of IT Services and Pricing.....	17
17.1 IT Professional Services at Hourly Rates.....	17
17.2 Commercial Job Titles (Labor Categories).....	18
17.3 Prices for IT Professional Services at Hourly Rates.....	29
USA Commitment to Promote Small Business Participation Procurement Programs.....	31
Best Value Blanket Purchase Agreement Federal Supply Schedule.....	32
Suggested Blanket Purchase Agreement (BPA).....	34
Basic Guidelines for Using “Contractor Team Arrangements”.....	35



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.fss.gsa.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 (i.e., the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories).

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION

Ordering Information:

- a. The following representative should be contacted for ordering information:

Sadhna Agrawal
Astor & Sanders Corporation
9900 Belward Campus Drive, Suite
275 Rockville, Maryland 20850
(301) 838-3420
[e-mail: sagrawal@astor-sanders.com](mailto:sagrawal@astor-sanders.com)



b. Address mailed orders as follows:

Astor & Sanders Corporation
9900 Belward Campus Drive, Suite
275 Rockville, Maryland 20850

Payment Address:

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.

Payment Via Credit Card:

Contact Ms. Sadhna Agrawal at (301) 838-3420 for instructions or assistance.

Payment via Check/U.S. Mail:

Astor & Sanders Corporation
Attn: Accounting
9900 Belward Campus Drive, Suite
275 Rockville, Maryland 20850

Payment via Wire Transfer:

Contact Ms. Sadhna Agrawal at (301) 838-3420 for instructions or assistance.

Below is the telephone number that can be used by ordering activities to obtain technical and/or ordering assistance.

Contact Ms. Sadhna Agrawal at (301) 838-3420.

3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to Government personnel or damage to Government 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: Contractor Establishment Code (DUNS) – 13-149-9316
Block 30: Type of Contractor - A. Small Disadvantaged Business
Block 31: Woman-Owned Small Business - Yes
Block 36: Contractor's Taxpayer Identification Number (TIN) – 52-2285248

4a. CAGE Code: 3GKL1



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.

Item or Groups of Items (SIN or Nomenclature)	Normal Delivery Time (Days ARO)
SIN 132-51	As negotiated between Astor & Sanders Corporation and the Ordering activity (normally 60 days)

b. URGENT REQUIREMENTS. When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within three 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: Net - 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity None
- c. Dollar Volume None
- d. Government Educational Institutions None
- e. Other None

8. TRADE AGREEMENTS ACT OF 1979, AS AMENDED:

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

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING

Not Applicable.

10. SMALL REQUIREMENTS



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

11. MAXIMUM ORDER

SIN 132-51 - Information Technology (IT) Professional Services	\$500,000 per order
--	---------------------

12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS.

In accordance with FAR 8404. Special ordering procedures have been established for each SIN. Refer to the applicable Terms and Conditions sections following in this Pricelist.

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8404, 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, the Contractor 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 8404. 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 the Contractor 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 the Contractor.



13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS)

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

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS)

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

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

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering



activities may require agency approval of additions or replacements to key personnel.

- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.249-1, 52.249-2, and 52.249-8, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

16. GSA ADVANTAGE!

GSA Advantage! is an online, 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 (e.g., NETSCAPE). The Internet address is <http://www.fss.gsa.gov/>.

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, non-contract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated 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 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)

Federal Acquisition Regulation (FAR) 13.201(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 13.202(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, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, 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 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.

23. SECTION 508 COMPLIANCE

If applicable, Section 508 compliance information on the services in this contract are available in Electronic and Information Technology (EIT) at the following: www.astor-sanders.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 a 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.



Terms and Conditions
Applicable to Information Technology
Professional Services (SIN 132-51)

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional 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 Government 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. 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 the contractor's 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)

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.



- Ø 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 52232-19 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. 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 of 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 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.

7. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) 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 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.

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 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.



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 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 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 Contractor, 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

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.

13. 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.

14. RÉSUMÉS

Résumés 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 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.

17. DESCRIPTION OF IT SERVICES AND PRICING

17.1 IT PROFESSIONAL SERVICES AT HOURLY RATES

Astor and Sanders Corporation (Astor) is a woman-owned, SBA-certified 8(a) SDB. Astor is a full service provider of enterprise computing solutions, including management, program control, and quality assurance support. Astor provides software engineering and development services as well as expertise with a variety of development tools, including the Advantage Gen CASE tool used for much of TRACS, for host-based, web-based, and client-server applications. Astor consultants have experience implementing and supporting all the leading enterprise computing applications, and are known for their ability to successfully implement best-practice-based solutions while minimizing disruption and maximizing ROI. Astor expertise includes:

- Commercial-off-the-shelf JFMIP-compliant financial software implementations
- Development and administration of applications
- Internet, intranet, extranet
- Quality assurance
- Database administration
- Security administration
- Upgrades, performance tuning, reporting, training
- Section 508-compliant solutions
- Expertise in eGovernment solutions
- WAN/LAN management
- Help Desk support



17.2 COMMERCIAL JOB TITLES (LABOR CATEGORIES)

Astor offers a range of labor categories which can provide the skill sets needed to perform the professional services offered at hourly rates.

Commercial Job Title: PROJECT MANAGER

Minimum/General Experience: Eight years of engineering and/or project management experience or the equivalent technical knowledge and 10 years' experience in a technical field. At least 4 years of experience in specialized ADP and telecommunications disciplines involving system interfaces, system integration and network development, and/or integration involving a wide range of network, hardware, and software solutions.

Functional Responsibility: Plans and conducts work requiring judgment in the independent evaluation, selection and substantial adaptation and modification of standard techniques. Prepares detailed and complex engineering packages including specifications, drawings, and other documents required for development and procurement of equipment and materials in support of the client. Involved in definition of project scope and development of novel concepts and approaches. Provides data to higher management to support commitments made and technical decisions reached that influence the scope and direction of projects. Develops engineering standards and procedures governing the installation of equipment, facilities and systems within the area of assigned responsibility. Plans, organizes, and supervises the work of project staff and other project-oriented personnel. Must be capable of performing enterprise-wide strategic systems planning, information planning, business, and analysis. Performs process and data modeling in support of the planning and analysis efforts using manual and automated tools.

Minimum Education: Bachelor's degree or higher in engineering, a technical science, business, or operations research. Associate's degree or certification in specialized computer training and five additional years of relevant experience in lieu of Bachelor's degree.

Commercial Job Title: SENIOR SYSTEMS ENGINEER

Minimum/General Experience: Six years of experience in systems engineering, including three years of experience in analytical problem solving of workflow, organization and planning.

Functional Responsibility: Utilizing specialized knowledge and operating independently, determines system design needs based on user requirements and available approaches. Develops general and detailed system design specifications. Leads task team in new system development. Determines and assigns tasks, assesses risks, develops project plans/schedules. Reviews defined system problems and identified approaches, and makes final decision on approach or modification to be implemented for solution. Determines testing requirements; reviews specialized testing procedures and adjusts as necessary; and ensures proper accomplishment and documentation of testing.



Minimum Education: Bachelor's degree in computer science, math, engineering, or operations research. Associate's degree or certification in specialized computer training and five additional years of relevant experience in lieu of Bachelor's degree.

Commercial Job Title: SENIOR NETWORK ENGINEER

Minimum/General Experience: Six years of experience analyzing, identifying, and resolving complex network hardware, circuit, and transmission logic problems. Must be familiar with the principles of assessing and analyzing network transmission application to resolve reported malfunctions.

Functional Responsibility: Analyzes problems for resolution through electronic data processing based network and telecommunications tools and methods. As a Lead Analyst, provides supervision and guidance to other network systems analysts. Plans Local Area Network systems software development and enhancements and approves systems enhancement documentation prior to installation. Assigns, instructs, and reviews the integration, test, and implementation work of other network analysts. Provides guidance in areas of formulating requirements, analyzing project proposals, recommending optimum approaches, and developing designs. Investigates availability and provides cost estimates of new equipment requested. Monitors task status, and provides recommendations to alleviate any discrepancies. Is familiar with baseband and broadband technologies, standards, transmission methods, and solutions.

Minimum Education: Bachelor's degree with an engineering or technical sciences major. Associate's degree or certification in specialized computer training and five additional years of relevant experience in lieu of Bachelor's degree.

Commercial Job Title: NETWORK ENGINEER

Minimum/General Experience: Four years of experience analyzing, identifying, and resolving complex network hardware, circuit, and transmission logic problems.

Functional Responsibility: Analyzes problems for resolution through electronic data processing based network and telecommunications tools and methods. Plans Local Area Network systems software development and enhancements and approves systems enhancement documentation prior to installation. Reviews the integration, test, and implementation work of other network analysts. Participates in formulating requirements, analyzing project proposals, recommending optimum approaches, and developing designs. Investigates availability and provides cost estimates of new equipment requested. Monitors task status, and provides recommendations to alleviate any discrepancies.

Minimum Education: Bachelor's degree with an engineering or technical sciences major. Associate's degree or certification in specialized computer training and four additional years of relevant experience in lieu of Bachelor's degree.



Commercial Job Title: NETWORK TECHNICIAN

Minimum/General Experience: Three years' experience associated with the design, installation, and maintenance of local area network systems.

Functional Responsibility: Analyzes, evaluates, and architects LAN application solutions to make the most of resources and technology available to meet business requirements. Installs, tests and optimizes LAN systems hardware such as repeaters, bridges, routers, gateways, firewalls, cabling, modems, controllers, servers, multiplexers and testing and monitoring equipment.

Minimum Education: Associate's degree in computer science or a related field, or certification of formal technical training.

Commercial Job Title: ANALYST MID

Minimum/General Experience: At least 3 years of experience with web software design methodologies including requirements definition, use cases, business rules, entity relationships, wireframes, and testing.

Functional Duties/Responsibility Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. May be expected to write documentation to describe program development, logic, coding, and corrections. Writes manuals for users to describe installation and operating procedures. Must have a working knowledge of relational databases and client-server concepts. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

Minimum Education: Bachelor's degree in Computer Science or other related field or four years of relevant experience in lieu of Bachelor's degree

Required/Supplemental Certifications:

Substitution Methodology: 4 years pertinent experience = Bachelor's Degree

Commercial Job Title: ANALYST SENIOR

Minimum/General Experience: At least 5 years of experience with web software design methodologies including requirements definition, use cases, business rules, entity relationships, wireframes, and testing.

Functional Duties/Responsibility: Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May provide consultation on complex projects and is considered to be the top level



contributor/specialist. Typically reports to a manager or head of a unit/department.

Minimum Education: Bachelor's degree in Computer Science or other related field or four years of relevant experience in lieu of Bachelor's degree

Required/Supplemental Certifications:

Substitution Methodology: 4 years pertinent experience = Bachelor's Degree

Commercial Job Title: **PROGRAMMER JUNIOR**

Minimum/General Experience: At least 1 year of experience with the development and maintenance of complex web-based applications.

Functional Duties/Responsibility: Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's business applications. Gathers requirements from users and creates specifications and develops code. Designs and writes codes to support existing application. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

Minimum Education: Associate's degree in Computer Science or other related field or two years of relevant experience in lieu of Associate's degree

Required/Supplemental Certifications:

Substitution Methodology: 2 years pertinent experience = Associate's Degree

Commercial Job Title: **PROGRAMMER MID**

Minimum/General Experience: At least 3 years of experience with the development and maintenance of complex web-based applications.

Functional Duties/Responsibility: Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's business applications. Gathers requirements from users and creates specifications and develops code. Designs and writes codes to support existing application. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

Minimum Education: Bachelor's degree in Computer Science or other related field or four years of relevant experience in lieu of Bachelor's degree

Required/Supplemental Certifications:

Substitution Methodology: 4 years pertinent experience = Bachelor's Degree



Commercial Job Title: PROGRAMMER SENIOR

Minimum/General Experience: At least 5 years of experience with the design, code, and maintenance of complex web-based applications.

Functional Duties/Responsibility: Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's business applications. Gathers requirements from users and creates specifications and develops code. Designs and writes codes to support existing application. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Minimum Education: Bachelor's degree in Computer Science or other related field or four years of relevant experience in lieu of Bachelor's degree

Required/Supplemental Certifications:

Substitution Methodology: 4 years pertinent experience = Bachelor's Degree

Commercial Job Title: WEB DEVELOPER

Minimum/General Experience: At least 3 years of experience designing robust, clear, and visually interesting interfaces for many types of web sites and applications: case management systems, collaborative workspaces, dashboards.

Functional Duties/Responsibility: Designs and constructs web pages/sites including incorporating graphic user interface (GUI) features and other techniques. Maintains and provides ongoing design of the website, promos and ad banners, seasonal content specials and custom chat launcher design for partners.

Minimum Education: Bachelor's degree in Computer Science or other related field or four years of relevant experience in lieu of Bachelor's degree

Required/Supplemental Certifications:

Substitution Methodology: 4 years pertinent experience = Bachelor's Degree

Commercial Job Title: DATABASE ADMINISTRATOR

Minimum/General Experience: At least 3 years of experience with database design methodologies, security model-building and object-oriented concepts.

Functional Duties/Responsibility: Designs and builds relational databases for data storage or processing. Develops strategies for warehouse implementation, data acquisition, and archive recovery. Cleans and maintains the database by removing and deleting old data. May evaluate new data sources for adherence to the organization's quality standards and ease of integration.

Minimum Education: Bachelor's degree in Computer Science or other related field or four years



of relevant experience in lieu of Bachelor's degree

Required/Supplemental Certifications:

Substitution Methodology: 4 years pertinent experience = Bachelor's Degree

Commercial Job Title: SOFTWARE ARCHITECT

Minimum/General Experience: At least 3 years of experience in a technically diverse environment. Demonstrated proficiency with architecting enterprise solutions spanning multiple lines of business and multiple functional domains. Demonstrated proficiency with Service Oriented Architecture (SOA) methods and implementation technologies.

Functional Duties/Responsibility: Responsible for designing and implementing information systems which will adequately support the enterprise infrastructure of the organization. Analyzes system requirements and ensures that systems will offer security and will be effectively integrated with current applications. Ensures that all systems are working at optimal levels and offers support to application development department regarding new technologies and system requirements.

Minimum Education: Bachelor's degree in Computer Science or other related field or four years of relevant experience in lieu of Bachelor's degree

Required/Supplemental Certifications:

Substitution Methodology: 4 years pertinent experience = Bachelor's Degree

Commercial Job Title: TECHNICAL WRITER

Minimum/General Experience At least 3 years of experience as a Technical Writer. Demonstrated experience working with end users and delivering end-user training. Demonstrated proficiency with Microsoft Word, Excel and PowerPoint.

Functional Duties/Responsibility: Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

Minimum Education: Bachelor's degree in Computer Science or other related field or four years of relevant experience in lieu of Bachelor's degree

Required/Supplemental Certifications:

Substitution Methodology: 4 years pertinent experience = Bachelor's Degree

Commercial Job Title: DATA ANALYST

Minimum/General Experience At least 3 years of experience with Microsoft Access and Excel

Functional Duties/Responsibility: Reviews, evaluates, designs, implements and maintains



company database(s). Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process. Writes codes for database access, modifications, and constructions including stored procedures.

Minimum Education: Bachelor's degree in Computer Science or other related field or four years of relevant experience in lieu of Bachelor's degree

Required/Supplemental Certifications:

Substitution Methodology: 4 years pertinent experience = Bachelor's Degree

Commercial Job Title: **HELPDESK TECHNICIAN**

Minimum/General Experience At least 1 year of experience working in a help desk capacity.

Functional Duties/Responsibility Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks and monitors the problem to ensure a timely resolution.

Minimum Education: Associate's degree in Computer Science or other related field or two years of relevant experience in lieu of Associate's degree

Required/Supplemental Certifications:

Substitution Methodology: 2 years pertinent experience = Associate's Degree

Commercial Job Title: **ADMINISTRATIVE ASSISTANT**

Minimum/General Experience: At least 1 year of experience working in an administrative capacity.

Functional Duties/Responsibility: Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. Assist with compiling and developing the annual budget.

Minimum Education: High School diploma or equivalent

Required/Supplemental Certifications:

Substitution Methodology:

Commercial Job Title: **PRODUCTION SUPPORT SPECIALIST**

Minimum/General Experience: At least 3 years of experience supporting large and complex production systems.

Functional Duties/Responsibility Responsible for the prompt resolution of requests, issues, or defects as they impact the production environment. Works closely with the other managers to ensure changes to the production environment are controlled, documented, and supportable. Must



have a strong background in supporting large and complex production systems.

Minimum Education: Bachelor's degree in Computer Science or other related field or four years of relevant experience in lieu of Bachelor's degree

Required/Supplemental Certifications:

Substitution Methodology: 4 years pertinent experience = Bachelor's Degree

Commercial Job Title: **SYSTEMS ADMINISTRATOR SENIOR**

Minimum/General Experience: At least 5 years of experience in field.

Functional Duties/Responsibility Installs new software releases and system upgrades, evaluates and installs patches, and resolves software related problems. Performs system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a project leader or manager.

Minimum Education: Bachelor's degree in Computer Science or other related field or four years of relevant experience in lieu of Bachelor's degree

Required/Supplemental Certifications:

Substitution Methodology: 4 years pertinent experience = Bachelor's Degree

Commercial Job Title: **SYSTEMS ADMINISTRATOR MID**

Minimum/General Experience: At least 3 years of experience in field.

Functional Duties/Responsibility: Installs new software releases and system upgrades, evaluates and installs patches, and resolves software related problems. Performs system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

Minimum Education: Bachelor's degree in Computer Science or other related field or four years of relevant experience in lieu of Bachelor's degree

Required/Supplemental Certifications:

Substitution Methodology: 4 years pertinent experience = Bachelor's Degree



LABOR CATEGORY DESCRIPTIONS
MOD # TBD; Effective TBD

1. Commercial Job Title: CONFIGURATION MANAGEMENT SPECIALIST

Minimum/General Experience: Four years of experience with structured development methodologies and processes. Has experience in any form of Configuration Management practices and principles. Hands on CM experience in any discipline of data base, or development, or documentation, or artifacts. Candidate should have strong verbal and written communication skills and must be organized and detail-oriented. Candidate must have a team player attitude and an ability to interact with all levels of an organization in a professional, diplomatic, and tactful manner.

Functional Responsibility: Would be responsible for Configuration Management related tasks and for implementing CM processes, policies, and/or procedures. Would plan or execute tasks for managing various artifacts utilizing CM practices. Continuous responsibility of setting up new product repositories (and importing code into it), helping the users set up workspaces, perform regular troubleshooting for users, training the users in using the CM technology, environment and processes. Responsible for the continuous building of the product release, ensuring the compiler versions are up-to-date, working with a build technology (either inside or outside of the CM technology), establishing a build process, and the ability to improve the build process. Provide direction and high level tactical assistance to other configuration managers. Ensure the CM process is being followed across all assigned projects.

Minimum Education: A Bachelor's degree in a business, management, technical, engineering or related field.

Additional Certifications: Certification in specialized computer training is preferred.

Substitution Methodology: 4 years' experience or Associate's degree +2 years' experience = Bachelor's Degree.

2. Commercial Job Title: CONSULTING ENGINEER (LEVEL I)

Minimum/General Experience: Eight years of experience and skills in the development or engineering solutions with evaluation of solutions in any one specific domain. Experience in architecting and solution design in any one of the key technology areas; Oracle, or Microsoft, or J2EE, or SOA, or ESB, or data architecture solutions etc. They should have strong presentation skills; communicating technology options and value to business stakeholders.

Functional Responsibility: Will be responsible for the overall design of the application and mapping the business requirements to systems/technical requirements. Will be responsible for translating business requirements and functional designs into appropriate solutions architecture. Review system specifications or Solution design and/or application interfaces and provide recommendations. Working with various projects, architecture models to ensure seamless integration into the enterprise architecture solution and ensuring compliance. Collaborate with business and technology representatives to specify optimum solution architecture for applications. Review and approving detailed technical designs to ensure compliance with the stated solution design. Where appropriate adapt the existing architecture to suit changing technology and business needs.



Minimum Education: A Bachelor's degree in a business, management, technical, engineering or related field.

Additional Certifications: Certification in any related technologies would be a plus.

Substitution Methodology: 4 years experience or Associate's degree plus two years of relevant experience = Bachelor's Degree

3. Commercial Job Title: **SOFTWARE TESTER**

Minimum/General Experience: Three years of experience in engineering or software testing in a process-oriented, software testing environment. They will be responsible for testing and evaluating software applications and systems. Experience in automated testing is a plus. Should have some experience with SQL, have strong verbal and written communication skills and must be organized and detail-oriented.

Functional Responsibility: Coordinate Software Testing Process activities, conduct Quality Assurance reviews. Work with development and testing project members and provide support for testing activities. Test and track all test cases, issues and priorities. Assist the team lead or Project Manager in setting priorities and meeting software testing schedules.

Minimum Education: A Bachelor's degree in a business, management, technical, engineering or related field.

Additional Certifications: Certification in specialized computer training is preferred.

Substitution Methodology: 4 years experience or Associate's degree plus two years of relevant experience = Bachelor's Degree.

4. Commercial Job Title: **REQUIREMENTS ANALYST - SENIOR**

Minimum/General Experience: Minimum of four years of experience working on engineering or software or services support. Primary responsibility will be to elicit, analyze, validate, specify, verify, and manage the real needs of the project stakeholders, including customers and end users. Demonstrated ability to identify business system requirements, including business process, functions and rules; define in written material; translate to systematic functions. They should possess excellent verbal and written communication skills and be able to effectively communicate with management, application users, programmers, and other technical staff. Strong documentation skills are required.

Functional Responsibility: Gathers business requirements and translates them into functional and technical requirements. They will serve as liaison between business and technical teams. Identifies and analyzes business processes, uses cases & functional requirements. They will also conduct interviews of technical and non-technical personnel as needed. They will be involved in communicating user requirements to technical project team and database developers.

Minimum Education: A Bachelor's degree in a business, management, technical, engineering or related field.

Additional Certifications: Certification in specialized computer training is preferred.

Substitution Methodology: 4 years experience or Associate's degree plus two years of relevant experience = Bachelor's Degree.



5. Commercial Job Title: PRODUCTION SUPPORT-LEVEL I

Minimum/General Experience: One year experience and knowledge of IT environments, OS, application platforms. They should have experience in application support or monitoring application. They must be a team player with keen eye for details.

Functional Responsibility: Responsible for support of multiple applications - monitoring, performance analysis, troubleshooting, resolving, escalating, and documenting problems. They should provide monitoring of daily system and application problems & activities, ensuring effective and timely resolution and communications to the customer. Develop system and user acceptance test plans, scenarios, and scripts.

Minimum Education: A Bachelor's degree.

Additional Certifications: Certification in technical field is preferred.

Substitution Methodology: 4 years experience or Associate's degree plus two years additional experience or extensive course work in similar field = Bachelor's Degree.

**PRICES FOR IT PROFESSIONAL SERVICES AT HOURLY RATES**

The following hourly labor rates are applicable to customer-site (on-site) operations.

Labor Category	On-Site Hourly Labor Rate
Project Manager	\$135.16
Senior Systems Engineer	\$91.90
Senior Network Engineer	\$76.48
Network Engineer	\$60.09
Network Technician	\$43.70
Analyst Mid	\$75.21
Analyst Senior	\$87.09
Programmer Junior	\$60.97
Programmer Mid	\$76.78
Programmer Senior	\$89.85
Web Developer	\$85.93
Database Administrator	\$102.65
Software Architect	\$110.27
Technical Writer	\$64.91
Data Analyst	\$67.29
Helpdesk Technician	\$47.48
Administrative Assistant	\$44.61
Production Support Specialist	\$82.49
Systems Administrator Senior	\$80.13
Systems Administrator Mid	\$64.75



LABOR CATEGORY DESCRIPTIONS
MOD # TBD; Effective TBD

Labor Category	On-Site Hourly Labor Rate
1.Configuration Management Specialist	\$91.49
2.Consulting Engineer (Level I)	\$152.49
3.Software Tester	\$65.39
4.Requirements Analyst - Senior	\$75.15
5.Production Support-Level I	\$42.31



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

PREAMBLE

Astor & Sanders Corporation provides commercial products and services to the 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 **Sadhna Agrawal, President, Astor & Sanders Corporation, (301) 838-3420, e-mail sagrawal@astor-sanders.com, or fax (301) 838-3421.**



**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 ordering activity that works better and costs less.

Signatures

_____		Ordering	_____	
Activity	Date		Contractor	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 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 SCHEDULE/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 customer 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 customer’s needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedule “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.