



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

Special Item No. 132-51 - Information Technology Professional Services

FPDS Code D302 - IT Systems Development Services
FPDS Code D306 - IT Systems Analysis Services
FPDS Code D307 - Automated Information Systems Design and Integration Service
FPDS Code D308 - Programming Services
FPDS Code D310 - IT Backup and Security Services
FPDS Code D311 - IT Data Conversion Services
FPDS Code D399 - Other Information Technology Services, Not Elsewhere Classified

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Contract Number: GS-35F-0673T

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

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SECTION 1

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:

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

2. Contractor's Ordering Address and Payment Information:

ACF Solutions LLC
11921 Freedom Drive, Suite 550
Reston, Virginia 20190-5635

Contractors are required to accept credit cards for payments equal to or less than micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payments 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:

703-834-6996

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: 11-916-6747

Block 30: Type of Contractor –B

- A. Small Disadvantaged Business
- B. Other Small Business
- C. Large Business
- G. Other Nonprofit Organization
- L. Foreign Contractor

Block 31: Woman-Owned Small Business - Yes

Block 36: Contractor's Taxpayer Identification Number (TIN): 42-1573665

4a CAGE Code: 3BLC8

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

5. FOB Destination

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER

DELIVERY TIME (Days ARO)

132-51

As agreed with the Contractor and the Buying Agency

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: **None / 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:

10. Small Requirements: The minimum dollar value of orders to be issued is \$100.00

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

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

b. The Maximum Order value for the following Special Item Numbers (SINs) is \$25,000:
Special Item Number 132-50 - Training Courses

c. The Maximum Order value for the following Special Item Numbers (SINs) is \$1,000,000:

Special Item Number 132-60 – Access Certificates for Electronic Services (ACES) Program
Special Item Number 132-61 – Public Key Infrastructure (PKI) Shared Service Provider (SSP) Program
Special Item Number 132-62 – HSPD-12 Product and Service Components

12. ORDERING PROCEEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

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

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

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

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

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

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

- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:

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

16. GSA Advantage!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, 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:

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no

laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

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

23. SECTION 508 COMPLIANCE.

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

www.acfsolutions.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.

SECTION 2

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) AND ELECTRONIC COMMERCE (EC) SERVICES (SPECIAL ITEM NUMBER 132-52)

1. SCOPE

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

2. PERFORMANCE INCENTIVES

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

3. 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)
 - (ii) **MULTIPLE BPAs:** When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing the BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the Schedule contractor that represents the best value.
 - (2) **Review BPAs Periodically:** Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)
- (c) The ordering activity should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
- (d) When the ordering activity's requirement involves both products as well as executive, administrative and/or professional, services, the ordering activity should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)
- (e) The ordering activity, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For ordering activity requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the

selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

4. ORDER

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

5. PERFORMANCE OF SERVICES

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

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) (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.

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/EC Services.

10. INDEPENDENT CONTRACTOR

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

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 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.

12. INVOICES

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

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. RESUMES

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

15. INCIDENTAL SUPPORT COSTS

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

16. APPROVAL OF SUBCONTRACTS

The ordering activity may require that 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/EC SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT/EC Service offered under Special Item Numbers 132-51 and 132-52. IT/EC 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.

ACF Solutions LLC is a woman-owned company providing information technology (IT) consulting and implementation services. Our team believes that IT systems and processes are a critical business enabler. We hold the philosophy that an IT-enabled business will help streamline operations, improve productivity and reduce costs. With this philosophy in mind, ACF Solutions provides professional IT management consulting services, ensuring the maximum return on investment, and the development of a sustainable strategic advantage for our clients.

b. Pricing for all IT/EC Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

1. **Commercial Job Title: Business Systems Analyst**

Minimum/General Experience: Three (3) years experience in systems analysis, functional analysis, requirements development, and/or systems design.

Functional Responsibility:

Business Analysts assist in full lifecycle systems design by performing a variety of functions, including requirements analysis, business process and system design, program management, and meeting facilitation. They interview users individually or facilitate group design sessions. They create functional and/or technical designs, specifications, and use cases. They develop and manage system requirements and facilitate requirements and design related issue resolution. They work with developers and testers to communicate and clarify requirements and designs. They support users during user acceptance testing and implementation.

Minimum Education: Bachelor's degree or an equivalent combination of education and experience.

2. **Commercial Job Title: Senior Business Systems Analyst**

Minimum/General Experience: Five (5) years experience in systems analysis, functional analysis, requirements development, and/or systems design.

Functional Responsibility: Senior Business Analysts assist in full lifecycle systems design by performing a variety of functions, including requirements analysis, business process and system design, program management, and meeting facilitation. They interview users individually or facilitate group design sessions. They create functional and/or technical designs, specifications, and use cases. They develop and manage system requirements and facilitate requirements and design related issue resolution. They work with developers and testers to communicate and clarify requirements and designs. They support users during user acceptance testing and implementation. Senior Business Analysts are often responsible for leading business analysis teams, reviewing and supervising the work of others, interviewing more senior users, and resolving more complex issues. They also develop and present status and other project management documentation.

Minimum Education: Bachelor's Degree or an equivalent combination of education and experience.

3. **Commercial Job Title: Data Analyst**

Minimum/General Experience: Three (3) years experience in data design, data analysis, data mapping, queries and/or other data related experience.

Functional Responsibility:

Data Analysts work with the functional and technical teams to ensure that application data is accurate and complete. Data Analysts develop data requirements and analyze requirements to determine the appropriate data design. They research data related issues using a number of validation techniques including developing queries and reports, sampling and trending. They are knowledgeable in one or more database applications and are experienced in creating SQL queries. They design and implement data models and data model enhancements. They develop and implement strategies to maintain database integrity and backup. They often also have experience in managing and creating data conversions, feeds, files and extracts.

Minimum Education: Bachelor's degree or an equivalent combination of education and experience.

4. **Commercial Job Title: Data Architect**

Minimum/General Experience: Five (5) years experience in data design, data modeling, data architecture, database administration and/or other data related experience.

Functional Responsibility:

Data Architects provide data design and data architecture leadership. They work with the functional and technical teams to design solutions that ensure application data is accurate, complete, available and secure. Data Architects create data architectures, data designs, data access plans, and data models. They ensure data quality by implementing reports and controls as well as developing data standards. They are expert in one or more database applications and often perform database administration duties including installing, configuring, tuning and monitoring complex databases and data queries. They develop and implement strategies to maintain database integrity and backup. They often have experience designing and implementing data conversions, feeds, files and extracts. Data Architects are often responsible for data teams, reviewing and supervising the work of others, resolving complex data related issues, and making data related recommendations to management. They also develop and present status and other project management documentation.

Minimum Education: Bachelor's degree or an equivalent combination of education and experience.

5. **Commercial Job Title: Project Manager**

Minimum/General Experience: Five (5) years experience in managing business or technical projects. Experience in directing overall project quality, budget, and timeline.

Functional Responsibility: Project Managers have overall responsibility for meeting project schedule, cost, and performance requirements/criteria on business and/or technical projects. They ensure that customers formally accept project deliverables and are satisfied with the project execution and results. They serve as the primary contact for customers for smaller projects or portions of larger projects. Project Managers manage project activities and cross-functional resources to meet or exceed pre-defined project milestones. They lead regularly scheduled project status meetings with customers and other project stakeholders and develop project reports, status and other management communications.

Minimum Education: Bachelor's degree or an equivalent combination of education and experience.

6. **Commercial Job Title: Senior Project Manager**

Minimum/General Experience: Ten (10) years experience in the specific required subject matter and has managed complex business or technical projects. Experience in directing large efforts and/or multiple concurrent smaller efforts. Knowledge of federal contract and procurement regulations.

Functional Responsibility: Senior Project Managers have overall responsibility for meeting project schedule, cost, and performance requirements/criteria on large-scale and/or complex business or technical projects. They ensure that customers formally accept project deliverables and are satisfied with the project execution and results. They serve as the primary contact for customers during the project life-cycle. They perform project risk assessment and contingency

planning. Project Managers manage project activities and cross-functional resources to meet or exceed pre-defined project milestones. They lead regularly scheduled project status meetings with customers and other project stakeholders and develop project reports, status and other management communications. Senior Project Managers are often responsible for leading and supervising other project managers.

Minimum Education: Master's Degree or equivalent education and experience in a discipline related to the subject matter.

7. **Commercial Job Title: Project Director**

Minimum/General Experience: Ten (10) years experience in the specific required subject matter and has managed complex business or technical projects. Experience in directing large efforts as well as multiple concurrent smaller efforts. Expert knowledge of federal contract and procurement regulations.

Functional Responsibility: Project Directors have overall responsibility for meeting project schedule, cost, and performance requirements/criteria on large-scale business or technical projects, projects that are particularly complex and projects that have particular strategic significance or sensitivity. They ensure that customers at all levels of an agency formally accept project deliverables and are satisfied with the project execution and results. They serve as the primary contact for senior level customers during the project life-cycle. They perform and manage project risk assessment and contingency planning. Project Directors manage project activities and cross-functional resources to meet or exceed pre-defined project milestones. They lead regularly scheduled project status meetings with senior level customers and other project stakeholders and develop project reports, status and other management communications. Project Directors are often responsible for leading and supervising project managers and/or senior project managers.

Minimum Education: Master's Degree or equivalent education and experience in a discipline related to the subject matter.

8. **Commercial Job Title: Quality Assurance Analyst**

Minimum/General Experience: Three (3) years experience in quality assurance and/or the specific required functional or technical subject matter.

Functional Responsibility: Quality Assurance Analysts review and analyze requirements to understand the functional and technical needs. They then write test plans, construct test beds, and design and execute test cases and test scripts. They plan and execute multiple types of tests including functional, system, integration, performance and user acceptance tests. They document test issues and discrepancies in issue tracking databases. They often perform root cause analysis and help resolve requirements/design/software issues and discrepancies. They often use automated testing tools.

Minimum Education: Bachelor's degree or an equivalent combination of education and experience.

9. **Commercial Job Title: Senior Quality Assurance Analyst**

Minimum/General Experience: Five (5) years experience in quality assurance and/or the specific required functional or technical subject matter.

Functional Responsibility: Senior Quality Assurance Analysts review and analyze requirements to understand the functional and technical needs. They then write test plans, construct test beds, and design and execute test cases and test scripts. They plan and execute multiple types of tests

including functional, system, integration, performance and user acceptance tests. They document test issues and discrepancies in issue tracking databases. They often perform complex root cause analysis and help resolve requirements/design/software issues and discrepancies. They often use automated testing tools. They assist in the development, evaluation and deployment of testing tools, when needed. Senior Quality Assurance Analysts are often responsible for Quality Assurance teams, reviewing and supervising the work of others, and resolving more complex issues.

Minimum Education: Bachelor's degree or an equivalent combination of education and experience.

10. **Commercial Job Title: Software Engineer**

Minimum/General Experience: Three (3) years of software engineering experience using project relevant technologies.

Functional Responsibility: Software Engineers develop new systems and/or enhancements to existing systems. While their main responsibility is programming and unit testing, they may also participate throughout the development lifecycle including requirements development, systems design, production support and deployment. Software Engineers follow software development methodologies relevant to the technologies used on their projects (object oriented methodologies, structured development methodologies, etc.). They also bring experience using relevant databases and technical architecture tools.

Minimum Education: Bachelor's degree or an equivalent combination of education and experience.

11. **Commercial Job Title: Senior Software Engineer**

Minimum/General Experience: Five (5) years of software engineering experience using project relevant technologies.

Functional Responsibility: Senior Software Engineers develop new systems and/or enhancements to existing systems. While their main responsibility is programming and unit testing, they may also participate throughout the development lifecycle including requirements development, technical and functional architecture development, systems design, production support and deployment. Senior Software Engineers often have responsibility for developing the most technically difficult and complex software components and for resolving the most difficult production issues. Senior Software Engineers follow software development methodologies relevant to the technologies used on their projects (object oriented methodologies, structured development methodologies, etc.) and may recommend methodologies where needed. They also bring experience using relevant databases and technical architecture tools and may participate in developing technical architectures. Senior Software Engineers are often responsible for software engineering teams, reviewing and supervising the work of others.

Minimum Education: Bachelor's degree or an equivalent combination of education and experience.

12. **Commercial Job Title: Technical Architect**

Minimum/General Experience: Eight (8) years of software engineering experience using project relevant technologies.

Functional Responsibility: Technical Architects are responsible for setting and maintaining technical direction. They often evaluate and design hardware, software and network capabilities

and recommend enhancements. They take into account many criteria in developing technical architectures, including processing speed, technical requirements, system availability, security requirements, interfacing systems, database size and complexity, networking needs, costs, budgets and timelines. Technical Architects recommend relevant development methodologies and tools. They often also assist in solving the most complex technical problems and issues. Technical Architects are often responsible for technical teams, reviewing and supervising the work of others.

Minimum Education: Master's degree or an equivalent combination of education and experience.

13. **Commercial Job Title: PMO Analyst**

Minimum/General Experience: Three (3) years of experience with an appropriate combination of program management, analysis, and functionally relevant experience.

Functional Responsibility: Program Management Office (PMO) Analysts are responsible for monitoring, tracking, and reporting on overall project status. They gather and track project work schedules from each team and/or project vendor. They maintain project milestones and dependencies. They gather status from project teams on a regular basis, identify project risks and issues, and report back to the program management office. They gather and consolidate status reports and facilitate status discussions. They perform issue management by gathering project issues, documenting those issues, and working with project teams to bring issues to resolution including escalating issues as needed. They often provide vendor and sub-contractor management. PMO Analysts assist in the preparation of project management reports and dashboards and have experience with program management tools and applications.

Minimum Education: Bachelor's degree or an equivalent combination of education and experience.

14. **Commercial Job Title: Senior PMO Analyst**

Minimum/General Experience: At least five (5) years of experience in program management with knowledge in Federal contract and procurement regulations.

Functional Responsibility: Senior Program Management Office (PMO) Analysts are responsible for monitoring, tracking, and reporting on overall project status and are key to mitigating overall project risk. They are experienced in defining government program management and financial business practices and can stand-up a PMO for a new project. They develop and communicate program status by tracking project work schedules from each team and maintaining project milestones and dependencies. They gather and synthesize status from project teams, identify project risks and issues, and report back to agency management. They gather and consolidate status reports and facilitate status resolution. They perform issue management for the most difficult project issues and escalate issues as needed. They often manage key vendor and sub-contractor relationships. Senior PMO Analysts are responsible for the preparation of project management reports and dashboards and for establishing and meeting PMO and federal contracting standards and practices. Senior PMO Analysts are often responsible for PMO teams, reviewing and supervising the work of others.

Minimum Education: Bachelor's degree or an equivalent combination of education and experience.

15. **Commercial Job Title: Technical Writer**

Minimum/General Experience: Three (3) years experience creating technical documentation.

Functional Responsibility: Technical Writers are responsible for planning, organizing, writing, and editing operational, maintenance and user documentation. They learn the technical subject matter by reviewing and understanding system requirements, design specifications, and systems applications and by interviewing technical and functional experts. They develop and/or coordinate the document layout and manual organization and well as develop the document content. They often also coordinate document production and distribution.

Minimum Education: Bachelor's degree or an equivalent combination of education and experience.

16. **Commercial Job Title: Applications Software Analyst**

Minimum/General Experience: Five (5) years of experience with applications software packages or functionality, for example CRM, ERP or Billing applications.

Functional Responsibility: Applications Software Analysts use their knowledge and experience with specific software applications and functionality to drive software evaluation, selection, customization, and implementation. They use their expertise in the evaluation process to guide and assist users and business analysts in developing requirements and software evaluation criteria. In the selection process, their experience in specific application software packages allows them to drive detailed comparisons between packages. They also assist in developing and evaluating project costs during the evaluation phase. During the customization phase, Applications Software Analysts identify and design application customizations and design and develop client specific reports, templates, page layouts, and data conversions. During implementation, they design, develop, and/or convert client specific data and assist in user adoption and trouble shooting. Application Software Analysts are often responsible for reviewing and supervising the work of others and training and mentoring others on the relevant application software package(s).

Minimum Education: Bachelor's degree or an equivalent combination of education and experience.

17. **Commercial Job Title: Applications Software Architect**

Minimum/General Experience: Ten (10) years of experience with applications software packages or functionality, for example CRM, ERP or Billing applications.

Functional Responsibility: Applications Software Architects use their detailed knowledge and experience with specific software applications and functionality to drive software evaluation, selection, customization, and implementation. They use their expertise in the evaluation process to assess the completeness and accuracy of requirements and software evaluation criteria. In the selection process, their experience in specific application software packages allows them to draw conclusions on which application package best suits the client's needs. They also develop and evaluate project costs during the evaluation phase. During the customization phase, Applications Software Architects are responsible for identifying, designing and implementing application customizations and client specific functions. During implementation, they are responsible for data conversion and creation, assuring user adoption and trouble shooting complex applications issues. Application Software Analysts are often responsible for reviewing and supervising the work of others and training and mentoring others on the relevant application software package(s).

Minimum Education: Bachelor's degree or an equivalent combination of education and experience.

Labor Rates at Customer Site including IFF

Labor Category	GSA Labor Rate
Business Systems Analyst	\$78.90
Senior Business Systems Analyst	\$98.63
Data Analyst	\$78.90
Data Architect	\$108.49
Project Manager	\$98.63
Senior Project Manager	\$123.29
Project Director	\$147.94
Quality Assurance Analyst	\$78.90
Senior Quality Assurance Analyst	\$88.77
Software Engineer	\$78.90
Senior Software Engineer	\$108.49
Technical Architect	\$147.94
PMO Analyst	\$78.90
Senior PMO Analyst	\$98.63
Technical Writer	\$88.77
Applications Software Analyst	\$98.63
Applications Software Architect	\$147.94

GSA rates reflect 7% discount off our standard commercial price list

Note: 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.

SECTION 3

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

ACF Solutions 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

DOUG SHARPE, Vice President, 703-834-6996, dougsharpe@acfsolutions.com

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

MODEL NUMBER/PART NUMBER

*SPECIAL BPA DISCOUNT/PRICE

_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION

DELIVERY SCHEDULES / DATES

_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE

POINT OF CONTACT

_____	_____
_____	_____
_____	_____

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

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

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

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

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

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