



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

SPECIAL ITEM NO. 132-32 TERM SOFTWARE LICENSES

- FSC CLASS 7030 - INFORMATION TECHNOLOGY SOFTWARE

SPECIAL ITEM NO. 132-33 PERPETUAL SOFTWARE LICENSES

- FSC CLASS 7030 - INFORMATION TECHNOLOGY SOFTWARE

SPECIAL ITEM NO. 132-34 MAINTENANCE OF SOFTWARE

SPECIAL ITEM NO. 132-51 INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

- FPDS CODE D301 - IT FACILITY OPERATION AND MAINTENANCE
- FPDS CODE D302 - IT SYSTEMS DEVELOPMENT SERVICES
- FPDS CODE D306 - IT SYSTEMS ANALYSIS SERVICES
- FPDS CODE D307 - AUTOMATED INFORMATION SYSTEMS DESIGN AND INTEGRATION SERVICES
- FPDS CODE D308 - PROGRAMMING SERVICES
- FPDS CODE D310 - IT BACKUP AND SECURITY SERVICES
- FPDS CODE D311 - IT DATA CONVERSION SERVICES
- FPDS CODE D313 - COMPUTER AIDED DESIGN/COMPUTER AIDED MANUFACTURING (CAD/CAM) SERVICES
- FPDS CODE D316 - IT NETWORK MANAGEMENT SERVICES
- FPDS CODE D317 - CREATION/RETRIEVAL OF IT RELATED AUTOMATED NEWS SERVICES, DATA SERVICES, OR OTHER INFORMATION SERVICES (ALL OTHER INFORMATION SERVICES BELONG UNDER SCHEDULE 76)
- FPDS CODE D399 - OTHER INFORMATION TECHNOLOGY SERVICES, NOT ELSEWHERE CLASSIFIED

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

Note 2: 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 not incidental to the traditionally accepted A/E services.

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

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General Services Administration

Federal Acquisition Service

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SECTION 1: INFORMATION FOR ORDERING ACTIVISTS

Applicable to all special Item Numbers

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

1 GEOGRAPHIC SCOPE OF CONTRACT:

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

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

Offerors are requested to check one of the following boxes:

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

2 CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

SHELLSOFT INC.
7777 Leesburg Pike, Suite 307-S
Falls Church, VA 22043
Phone: 703-338-1042
Email: vijay@shellsoftinc.com
<http://www.shellsoftinc.com>

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

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

Phone: 1-800-632-6066 / 408-235-7601

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 STATICAL 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: **047602367**

Block 30: Type of Contractor - **A**

- 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): **943285382**

4a. CAGE Code: **59XN5**

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)
132-32	14 Days ARO
132-33	14 Days ARO
132-34	14 Days ARO

- 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.

- c. Prompt Payment: **0% NET 30** days from receipt of invoice or date of acceptance, whichever is later.
- d. Quantity - **NONE**
- e. Dollar Volume - **NONE**
- f. Government Educational Institutions **are offered the same discounts as all other Government Customers**
- g. 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:

None

10 SMALL REQUIREMENTS:

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

11 MAXIMUM ORDER

Note: All dollar amounts are exclusive of any discount for prompt payment.

- a. The Maximum Order value for the following Special Item Numbers is **\$500,000:**

Special Item Number 132-32 - Term Software Licenses

Special Item Number 132-33 - Perpetual Software Licenses

Special Item Number 132-34 – Maintenance of Software

12 ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

13 FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

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

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards

and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

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

- a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

- h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

15 CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:

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

16 GSA ADVANTAGE!

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

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

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

17 PURCHASE OF OPEN MARKET ITEMS

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

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

- a) 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));
- b) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- c) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- d) 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:
 - a. Time of delivery/installation quotations for individual orders;
 - b. 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.
 - c. Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b) The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19 OVERSEAS ACTIVITIES

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

NONE

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be

provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20 BLANKET PURCHASE AGREEMENTS (BPAS)

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

21 CONTRACTOR TEAM ARRANGEMENTS

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

22 INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall 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 supplies and services in this contract are available in Electronic and Information Technology (EIT) at <http://www.shellsoftinc.com>

The EIT standard can be found at: www.Section508.gov/.

24 PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

- a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

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

- a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
 - 1) For such period as the laws of the State in which this contract is to be performed prescribe; or
 - 2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26 SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in

an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27 ADVANCE PAYMENTS

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

SECTION 2: TERMS AND CONDITIONS APPLICABLE TO TERM SOFTWARE LICENSES (SPECIAL ITEM NUMBER 132-32), PERPETUAL SOFTWARE LICENSES (SPECIAL ITEM NUMBER 132-33) AND MAINTENANCE (SPECIAL ITEM NUMBER 132-34) OF GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY SOFTWARE

1 INSPECTION/ACCEPTANCE

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any software that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming software at no increase in contract price. The ordering activity must exercise its post acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the software, unless the change is due to the defect in the software.

2 GUARANTEE/WARRANTY

- a. Unless specified otherwise in this contract, the Contractor's standard commercial guarantee/warranty as stated in the contract's commercial pricelist will apply to this contract.
- b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.
- c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

3 TECHNICAL SERVICES

The Contractor, without additional charge to the ordering activity, shall provide a hot line technical support number 1-800-632-6066 for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available from 8:00AM CST to 5:00PM CST.

4 SOFTWARE MAINTENANCE

a. Software maintenance as it is defined: (select software maintenance type) :

1. Software Maintenance as a Product

Software maintenance as a product includes the publishing of bug/defect fixes via patches and updates/upgrades in function and technology to maintain the operability and usability of the software product. It may also include other no charge support that is included in the purchase price of the product in the commercial marketplace. No charge support includes items such as user blogs, discussion forums, on-line help libraries and FAQs (Frequently Asked Questions), hosted chat rooms, and limited telephone, email and/or web-based general technical support for user's self diagnostics.

Software maintenance as a product does NOT include the creation, design, implementation, integration, etc. of a software package. These examples are considered software maintenance as a service.

2. Software Maintenance as a Service

Software maintenance as a service creates, designs, implements, and/or integrates customized changes to software that solve one or more problems and is not included with the price of the software. Software maintenance as a service includes person-to-person communications regardless of the medium used to communicate: telephone support, on-line technical support, customized support, and/or technical expertise which are charged commercially. Software maintenance as a service is billed arrears in accordance with 31 U.S.C. 3324.

Invoices for maintenance service shall be submitted by the Contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

5 PERIODS OF TERM LICENSES (132-32) AND MAINTENANCE (132-34)

- a. The Contractor shall honor orders for periods for the duration of the contract period or a lesser period of time.
- b. Term licenses and/or maintenance may be discontinued by the ordering activity on thirty (30) calendar day's written notice to the Contractor.
- c. Annual Funding. When annually appropriated funds are cited on an order for term licenses and/or maintenance, the period of the term licenses and/or maintenance shall automatically expire on September 30 of the contract period, or at the end of the contract period, whichever occurs first. Renewal of the term licenses and/or maintenance orders citing the new appropriation shall be required, if the term licenses and/or maintenance are to be continued during any remainder of the contract period.
- d. Cross-Year Funding Within Contract Period. Where an ordering activity's specific appropriation authority provides for funds in excess of a 12 month (fiscal year) period, the ordering activity may place an order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.
- e. Ordering activities should notify the Contractor in writing thirty (30) calendar days prior to the expiration of an order, if the term licenses and/or maintenance are to be terminated at that time. Orders for the continuation of term licenses and/or maintenance will be required if the term licenses and/or maintenance is to be continued during the subsequent period.

6 CONVERSION FROM TERM LICENSE TO PERPETUAL LICENSE

Contractor does not offer conversion from term license to perpetual license.

7 TERM LICENSE CESSATION

Contractor does not offer term license cessation.

8 UTILIZATION LIMITATIONS - (132-32, 132-33, AND 132-34)

- a) Software acquisition is limited to commercial computer software defined in FAR Part 2.101.
- b) When acquired by the ordering activity, commercial computer software and related documentation so legend shall be subject to the following:
 1. Title to and ownership of the software and documentation shall remain with the Contractor, unless otherwise specified.
 2. Software licenses are by site and by ordering activity. An ordering activity is defined as a cabinet level or independent ordering activity. The software may be used by any subdivision of the ordering activity (service, bureau, division, command, etc.)

that has access to the site the software is placed at, even if the subdivision did not participate in the acquisition of the software. Further, the software may be used on a sharing basis where multiple agencies have joint projects that can be satisfied by the use of the software placed at one ordering activity's site. This would allow other agencies access to one ordering activity's database. For ordering activity public domain databases, user agencies and third parties may use the computer program to enter, retrieve, analyze and present data. The user ordering activity will take appropriate action by instruction, agreement, or otherwise, to protect the Contractor's proprietary property with any third parties that are permitted access to the computer programs and documentation in connection with the user ordering activity's permitted use of the computer programs and documentation. For purposes of this section, all such permitted third parties shall be deemed agents of the user ordering activity.

3. Except as is provided in paragraph 8.b(2) above, the ordering activity shall not provide or otherwise make available the software or documentation, or any portion thereof, in any form, to any third party without the prior written approval of the Contractor. Third parties do not include prime Contractors, subcontractors and agents of the ordering activity who have the ordering activity's permission to use the licensed software and documentation at the facility, and who have agreed to use the licensed software and documentation only in accordance with these restrictions. This provision does not limit the right of the ordering activity to use software, documentation, or information therein, which the ordering activity may already have or obtains without restrictions.
4. The ordering activity shall have the right to use the computer software and documentation with the computer for which it is acquired at any other facility to which that computer may be transferred, or in cases of disaster recovery, the ordering activity has the right to transfer the software to another site if the ordering activity site for which it is acquired is deemed to be unsafe for ordering activity personnel; to use the computer software and documentation with a backup computer when the primary computer is inoperative; to copy computer programs for safekeeping (archives) or backup purposes; to transfer a copy of the software to another site for purposes of benchmarking new hardware and/or software; and to modify the software and documentation or combine it with other software, provided that the unmodified portions shall remain subject to these restrictions.
5. "Commercial Computer Software" may be marked with the Contractor's standard commercial restricted rights legend, but the schedule contract and schedule pricelist, including this clause, "Utilization Limitations" are the only governing terms and conditions, and shall take precedence and supersede any different or additional terms and conditions included in the standard commercial legend.

9 SOFTWARE CONVERSIONS - (132-32 AND 132-33)

Full monetary credit will be allowed to the ordering activity when conversion from one version of the software to another is made as the result of a change in operating system, or

from one computer system to another. Under a perpetual license (132-33), the purchase price of the new software shall be reduced by the amount that was paid to purchase the earlier version. Under a term license (132-32), conversion credits which accrued while the earlier version was under a term license shall carry forward and remain available as conversion credits which may be applied towards the perpetual license price of the new version.

10 DESCRIPTIONS AND EQUIPMENT COMPATIBILITY

The Contractor shall include, in the schedule pricelist, a complete description of each software product and a list of equipment on which the software can be used. Also, included shall be a brief, introductory explanation of the modules and documentation which are offered.

11 RIGHT-TO-COPY PRICING

The Contractor shall insert the discounted pricing for right-to-copy licenses.

SECTION 3: TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)

1 SCOPE

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

2 PERFORMANCE INCENTIVES

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

3 ORDER

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

4 PERFORMANCE OF SERVICES

- a) The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b) The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c) The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d) Any Contractor travel required in the performance of IT/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.

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

- a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
 - (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
 - (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

- c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6 INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time and Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time and materials and labor –hour orders placed under this contract.

7 RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

8 RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9 INDEPENDENT CONTRACTOR

All IT/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.

10 ORGANIZATIONAL CONFLICTS OF INTEREST

- a) Definitions.

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

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

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

- b) To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11 INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT/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.

12 PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time and materials orders, the Payments under Time and Materials and Labor Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time and materials orders placed under this contract. For labor hour orders, the Payment under Time and Materials and Labor Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

(1) The offeror;

(2) Subcontractors; and/or

(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13 RESUMES

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

14 INCIDENTAL SUPPORT COSTS

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

15 APPROVAL OF SUBCONTRACTS

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

16 DESCRIPTION OF IT/EC SERVICES AND PRICING

Please refer to Section - 8

SECTION 4: USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

1 PREAMBLE

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

2 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 demonstrates 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 Vijay Singireddy , 703-338-1042, email: vijay@shellsoftinc.com.

SECTION 5: 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

ShellSoft Inc Date

(CUSTOMER NAME)

SECTION 6: 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.

SECTION 7: SIN 132-32, SIN 132-33, SIN 132-34

PRODUCT NAME	Material Management System (MMS)
PRICE	GSA Price \$5,700.00 Monthly Usage Fees (Includes 5% discount)
DESCRIPTION	<p>ShellSoft Inc MMS enables distributor, manufacturer and healthcare facility staff to manage every aspect of the consignment or outsourced inventory management process. ShellSoft MMS provides distributors and manufacturers with a wealth of valuable benefits including:</p> <ul style="list-style-type: none"> • Automated ordering capabilities based on inventory usage or time intervals, decreasing the risk of stock outs and last minute premium shipments, increasing service levels while keeping inventory low and increasing inventory turns • Auto-generated Pos that transmit via EDI reducing time-consuming repetitive tasks • Browser-based interface that is accessible from any internet-connected computer, providing field and office personnel with real-time visibility to inventory levels, so that they can respond to demand changes in real-time • Integrates with all major ERP systems enabling you and your customers to take advantage of the real time demand information; interfaces include patient billing, GL, A/P, and patient scheduling • Enables charge capture, so that users can accurately assign charges to accounts and departments by procedure, location employee or patient • Generates inventory reports that help suppliers track and optimize their customers' Inventory levels • Ensure full, accurate information in the multi-location item master by leveraging electronic catalog updates for product pricing on contract, off-contact, and non-stock items • Enhance customer service and satisfaction and differentiate against competitors with an improved service offering

SECTION 8: INFORMATION TECHNOLOGY - LABOR CATEGORY DESCRIPTIONS - SIN 132-51

EDUCATION / EXPERIENCE SUBSTITUTIONS		
EXPERIENCE	EQUALS	EDUCATION
No Education plus 2 years experience	Equals	AA Degree
No Education plus 4 years experience	Equals	Bachelor's Degree
2 years experience	Equals	AA Degree
2 years experience	Equals	Additional Bachelor's Degrees
3 years experience	Equals	Master's Degree
4 years experience	Equals	PhD Degree

BUSINESS ANALYST	
Experience:	5 or more years
Education:	B.A. or B.S. degree in Computer Science, Engineering,
Duties:	Elicit requirements using interviews, document analysis, requirements workshops, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, task and workflow analysis. Critically evaluate information gathered from multiple sources, reconcile conflicts, decompose high-level information into details, abstract up from low-level information to a general understanding, and distinguish user requests from the underlying true needs. Drive and challenge business units on their assumptions of how they will successfully execute their plans. Strong analytical and product management skills required, including a thorough understanding of how to interpret customer business needs and translate them into application and operational requirements. Collaborate with developers and subject matter experts to establish the technical vision and analyze tradeoffs between usability and performance needs.

DATABASE ADMINISTRATOR I

Experience: 3 - 6 years

Education: B.A. or B.S. degree in Computer Science, Engineering,

Duties:

Performs activities related to database design, implementation and maintenance. Maintains data dictionaries and central data repository. Supports application system development life cycle. May develop policies and procedures relating to database management, security, maintenance and utilization. May be responsible for database backup and recovery

DATABASE ADMINISTRATOR II

Experience: 7 or more years

Education: B.A. or B.S. degree in Computer Science, Engineering,

Duties:

Performs activities related to database design, implementation and maintenance. Performs logical and physical design of databases. Maintains data dictionaries and central data repository. Supports application system development life cycle. May develop policies and procedures relating to database management, security, maintenance and utilization. May be responsible for database backup and recovery procedures, access security and database integrity, physical data storage design and data storage management.

DATA WAREHOUSE SPECIALIST

Experience: 7 or more years

Education: B.A. or B.S. degree in Computer Science, Engineering,

Duties: Performs activities related to database design, implementation and maintenance. Performs logical and physical design of databases. Maintains data dictionaries and central data repository. Supports application system development life cycle. May develop policies and procedures relating to database management, security, maintenance and utilization. May be responsible for database backup and recovery procedures, access security and database integrity, physical data storage design and data storage management. Has experience in creating large database repositories and datamarts. Analyzes and recommends various data access methods.

ERP PROGRAMMER 1

Experience: 2 years

Education: B.A. or B.S. degree in Computer Science, Engineering,

Duties:

Designs, codes, develops, tests and documents enterprise resource programs using advanced technologies, such as IP or web-based technology. Technologies include HTML, CGI applications, PERL or Javascript, and Java. Does modifications to, and maintenance of, existing programs and procedures. May be required to create procedural forms and documentation, including flow charts and system documentation. May be required to work individually or as part of a team.

ERP PROGRAMMER II

Experience: 4 - 6 years

Education: B.A. or B.S. degree in Computer Science, Engineering,

Duties:

Designs, codes, develops, tests and documents enterprise resource programs using advanced technologies, such as IP or web-based technology. Technologies include HTML, CGI applications, PERL or JavaScript, and Java. Does modifications to, and maintenance of, existing programs and procedures. May be required to create procedural forms and documentation, including flow charts and system documentation. May be required to work individually or as part of a team.

ERP PROGRAMMER III

Experience: 7 or more years

Education: B.A. or B.S. degree in Computer Science, Engineering,

Duties:

Designs, codes, develops, tests and documents enterprise resource programs using advanced technologies, such as IP or web-based technology. Technologies include HTML, CGI applications, PERL or JavaScript, and Java. Does modifications to, and maintenance of, existing programs and procedures. May be required to create procedural forms and documentation, including flow charts and system documentation. May be required to work individually or as part of a team.

ERP TASK LEADER

Experience: 7 or more years of relevant experience in business and technical environment.

Education: B.A. or B.S. degree in Computer Science, Engineering,

Duties: Designs, codes, develops, tests and documents enterprise resource programs using advanced technologies, such as IP or web-based technology. Technologies include HTML, CGI applications, PERL or JavaScript, and Java. Must be knowledgeable in implementing computer systems in a phased approach of requirements analysis through testing, using Internet/Intranet technology. Must be knowledgeable in performing requirements analysis for a wide range of users in areas of office automation and finance and accounting. Must be able to present systems designs for user approval at formal reviews. Must be capable of performing configuration management, software integration, and interpretation of software test results, as well as recommending solutions for unsatisfactory test results. Must be knowledgeable in life-cycle support, including maintenance, administration and management

ERP SYSTEM ANALYST IV

Experience: 5 or more years

Education: B.A. or B.S. degree in Computer Science, Engineering,

Duties: Applies expert systems analysis and design techniques to complex enterprise resource systems in an area. Has broad knowledge of data sources/flow, interactions of complex systems, and capabilities/limitations of systems software and computer equipment. Establishes framework of new computer systems from feasibility studies to post implementation evaluation. Recognizes probable conflicts and integrating diverse data sources. Produces innovative solutions for a variety of complex problems. Prepares overall project recommendations.

ERP SYSTEM ANALYST V

Experience: 7 or more years

Education: B.A. or B.S. degree in Computer Science, Engineering,

Duties:

Applies expert systems analysis and design techniques to complex enterprise resource systems in an area. Has broad knowledge of data sources/flow, interactions of complex systems, and capabilities/limitations of systems software and computer equipment. Establishes framework of new computer systems from feasibility studies to post implementation evaluation. Recognizes probable conflicts and integrating diverse data sources. Produces innovative solutions for a variety of complex problems. Prepares overall project recommendations.

JAVA ARCHITECT

Experience: 8 or more years

Education: B.A. or B.S. degree in Computer Science, Engineering or Business

Duties:

Responsibilities include researching, analyzing, designing, proposing, and delivering solutions that are appropriate for the business and technology strategies. Has significant business knowledge with expertise in Java/J2EE. Develops prototypes and acts as the primary lead technical consultant in a software development environment.

QUALITY ASSURANCE ANALYST

Experience: Requires at least 7 years relevant experience for this job category

Education: Minimum B.S. or B.A. degree in related field.

Duties:

Plans, coordinates and executes quality reviews to assess contract obligations and customer expectations. Conducts in-depth interviews with multiple levels of management. Analyzes and compiles complex quality statistics to determine account trends and documents findings to management. Advises managers in preparing an action plan following each quality review. Identifies and researches account concerns and problem areas and oversees implementation of procedural/system solutions to improve performance quality. Identifies account management trends across the organization and proposes methods and policies for quality improvement

SOFTWARE PROGRAMMER I

Experience: 2 to 4 years

Education: B.A. or B.S. degree in Computer Science, Engineering or Business

Duties: Designs, develops, tests and documents application programs. Does modifications to, and maintenance of, existing programs and procedures. May be required to create procedural forms and documentation, including flow charts and system documentation. May be required to work individually or as part of a team. May provide assistance to lower level individuals within the same job category.

SOFTWARE PROGRAMMER II

Experience: 4 to 6 years

Education: B.A. or B.S. degree in Computer Science, Engineering or Business

Duties: Designs, develops, tests and documents application programs. Does modifications to, and maintenance of, existing programs and procedures. May be required to create procedural forms and documentation, including flow charts and system documentation. May be required to work individually or as part of a team. May also be required to provide detail direction to other team members.

SOFTWARE PROGRAMMER III

Experience: 7 or more years

Education: B.A. or B.S. degree in Computer Science, Engineering or Business

Duties: Designs, develops, tests and documents application programs. Does modifications to, and maintenance of, existing programs and procedures. May be required to create procedural forms and documentation, including flow charts and system documentation. May be required to work individually or as part of a team. May also be required to provide detail direction to other team members.

SUBJECT MATTER EXPERT I

Experience:	At least 8 years of IT experience and at least 5 years directly related to the required area of expertise.
Education:	B.A. or B.S. degree in Computer Science, Engineering or Business
Duties:	Develops requirements from a project's inception to its conclusion in the subject matter area for simple to moderately complex systems. Assists other senior consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in the following specialties: information systems architecture; networking; telecommunications; automation; risk management; software; life-cycle management; software development methodologies; modeling and simulation. * Five (5) years of direct related experience in a related field may be substituted for a Bachelor's degree requirement.

SUBJECT MATTER EXPERT II

Experience:	At least 12 years of IT experience and at least 5 years directly related to the required area of expertise.
Education:	B.A. or B.S. degree in Computer Science, Engineering or Business
Duties:	Develops requirements from a project's inception to its conclusion in the subject matter area for simple to moderately complex systems. Assists other senior consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in the following specialties: information systems architecture; networking; telecommunications; automation; risk management; software; life-cycle management; software development methodologies; modeling and simulation.

SYSTEMS ADMINISTRATOR II

Experience: 2 – 4 years

Education: Associate degree in Computer Science, Engineering,

Duties: Assists with the installation, maintenance and usage of a system under supervision. Installs software and troubleshoots user and system problems. Maintains security.

SYSTEMS ADMINISTRATOR III

Experience: 5 or more years

Education: B.A. or B.S. degree in Computer Science, Engineering or Business

Duties: Responsible for the installation, maintenance and usage of a system under supervision. Installs software and troubleshoots user and system problems. Maintains system security. Implements policies, procedures and standards. Location Local Area Network. May manage access, passwords, software, addresses, data, records and other network functions.

SYSTEMS ANALYST II

Experience: 2 – 4 years

Education: B.A. or B.S. degree in Computer Science, Engineering or Business

Duties: Has knowledge of pertinent system software, computer equipment, work processes, applicable regulations, work load and practices of assigned subject-matter area. Gathers facts, analyses data, compares alternatives in terms of cost, time and availability of equipment/personnel. Recommends courses of action and prepares specs for development of computer programs. Determines and resolves data processing problems and coordinates work. Adapts design approaches successfully used in precedent systems.

SYSTEMS ANALYST III

Experience: 5 or more years

Education: B.A. or B.S. degree in Computer Science, Engineering or Business

Duties: Applies systems analysis and design techniques to complex computer systems in a broad area. Competent in all phases of systems analysis techniques, concepts and methods. Has knowledge of available system software, computer equipment, regulations, practices, etc. in a subject matter area. Recognizes probable conflicts and integrating diverse data sources. Produces innovative solutions for a variety of complex problems. Maintains and modifies complex systems or develops new subsystems. Recommends optimum approach and develops system design.

TRAINING SPECIALIST I

Experience: 5 - 6 years

Education: B.A. or B.S. degree in Computer Science, Engineering or Business

Duties: Analyze training needs to develop new Information Technology training programs or modify and improve existing programs. Conduct or arrange for ongoing technical training and personal development classes for staff members. Conduct orientation sessions and arrange on-the-job training. Conduct surveys to identify training needs based on projected production processes, changes, and other factors. Develop and organize training manuals, multimedia visual aids, and other educational materials. Develop testing and evaluation procedures.
Experience: Requires at least 5 years relevant experience for this job category

TRAINING SPECIALIST II

Experience: 7 or more years

Education: B.A. or B.S. degree in Computer Science, Engineering or Business

Duties: Analyze training needs to develop new Information Technology training programs or modify and improve existing programs. Conduct or arrange for ongoing technical training and personal development classes for staff members. Conduct orientation sessions and arrange on-the-job training. Conduct surveys to identify training needs based on projected production processes, changes, and other factors. Develop and organize training manuals, multimedia visual aids, and other educational materials. Develop testing and evaluation procedures.
Experience: Requires at least 5 years relevant experience for this job category

QUALITY ASSURANCE ANALYST - I

Experience: 8 or more years

Education: B.A. or B.S. degree in Computer Science, Engineering,

Duties: Plans, coordinates and executes quality reviews to assess contract obligations and customer expectations. Conducts in-depth interviews with multiple levels of management. Analyzes and compiles complex quality statistics to determine account trends and documents findings to management. Advises managers in preparing an action plan following each quality review. Identifies and researches account concerns and problem areas and oversees implementation of procedural/system solutions to improve performance quality. Identifies account management trends across the organization and proposes methods and policies for quality improvement

BUSINESS ANALYST - I

Experience: 7 or more years

Education: B.A. or B.S. degree in Computer Science, Engineering,

Duties: Elicit requirements using interviews, document analysis, requirements workshops, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, and task and workflow analysis. Critically evaluate information gathered from multiple sources, reconcile conflicts, decompose high-level information into details, abstract up from low-level information to a general understanding, and distinguish user requests from the underlying true needs. Drive and challenge business units on their assumptions of how they will successfully execute their plans. Strong analytical and product management skills required, including a thorough understanding of how to interpret customer business needs and translate them into application and operational requirements. Collaborate with developers and subject matter experts to establish the technical vision and analyze tradeoffs between usability and performance needs.

PROJECT MANAGER	
Experience:	8 or more years
Education:	B.A. or B.S. degree in Computer Science, Engineering,
Duties:	<p>Plan, organize and administer program activities and services; serve as resource to staff; advise and provide technical recommendations to delegated building program managers; assist with identifying specific data as it relates to government or client responsibility; provide data analysis for FY budget submissions; advise and provide technical recommendations to Asset Managers, Portfolio Development, Special Services and many other parts of the government organization as needed; make presentations to groups and clients; identify funding sources and work with accounting personnel to ensure that accounts follow funding source regulations and requirements; make financial projections which may combine funding from different sources; assist in the development and implementation of project or program policy guidelines and procedures; make suggested revisions and implement changes; prepare specialized reports, surveys and other program descriptive information and materials; monitor program data and information collection methods and techniques, provide estimating and scheduling services, meet with customers, interact with various government personnel; support management staff at meetings and perform related duties as assigned.</p> <p>Elicit requirements using interviews, document analysis, requirements workshops, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, and task and workflow analysis. Critically evaluate information gathered from multiple sources, reconcile conflicts, decompose high-level information into details, abstract up from low-level information to a general understanding, and distinguish user requests from the underlying true needs. Drive and challenge business units on their assumptions of how they will successfully execute their plans. Strong analytical and product management skills required, including a thorough understanding of how to interpret customer business needs and translate them into application and operational requirements. Collaborate with developers and subject matter experts to establish the technical vision and analyze tradeoffs between usability and performance needs</p>

ShellSoft Labor GSA Pricing

Labor Category Title	GSA Rate Per Hour Includes 1% discount	Other Clients Rate Per Hour
Business Analyst	\$84.15	\$85.00
Business Analyst I	\$108.90	\$110.00
Database Administrator I	\$89.10	\$90.00
Database Administrator II	113.85	\$115.00
Data Warehouse Specialist	\$153.45	\$155.00
ERP Programmer I	\$94.05	\$95.00
ERP Programmer II	\$124.74	\$126.00
ERP Programmer III	\$133.65	\$135.00
ERP System Analyst IV	\$138.60	\$140.00
ERP System Analyst V	\$153.45	\$155.00
ERP Task Leader	\$193.05	\$195.00
Java Architect	\$99.00	\$100.00
Quality Assurance Analyst	\$64.35	\$65.00
Quality Assurance Analyst I	\$83.16	\$84.00
Software Programmer I	\$44.55	\$45.00
Software Programmer II	\$74.25	\$75.00
Software Programmer III	\$108.90	\$110.00
Subject Matter Expert I	\$165.33	\$167.00
Subject Matter Expert II	\$193.05	\$195.00
Systems Administration II	\$79.20	\$80.00
Systems Administration III	\$101.97	\$103.00

Labor Category Title	GSA Rate Per Hour Includes 1% discount	Other Clients Rate Per Hour
Systems Analyst II	\$69.30	\$70.00
Systems Analyst III	\$92.07	\$93.00
Training Specialist I	\$108.90	\$110.00
Training Specialist II	\$118.80	\$120.00
Project Manager	\$133.65	\$135.00