



Chicago Systems Group

Federal Supply Service

Authorized Information Technology Schedule Pricelist

GS-35F-0748N

Period Covered by Contract: June 27, 2003 through June 25, 2008

Pricelist current through Modification #FX32 dated June 22, 2006





Chicago Systems Group

**GENERAL PURPOSE COMMERCIAL
INFORMATION TECHNOLOGY
EQUIPMENT,
SOFTWARE AND SERVICES**

**Chicago Systems Group
180 North Stetson Avenue, Suite 3200
Chicago, IL 60601**

**Phone: 312-444-2760
Fax: 312-938-2191
www.chicagosystemsgroup.com**

**Contract Number:
GS-35F-0748N**

**Period Covered by Contract:
June 27, 2003 through June 25, 2008**

**General Services Administration
Federal Supply Service**

**Pricelist current through Modification #FX32 dated
June 22, 2006.**

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

Special Item Numbers (SIN)	Products/Services
132-51.....	Information Technology Professional Services

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

FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D316	IT Network Management Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

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

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

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





Table of Contents

INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS 3

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)..... 10

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS ... 22

SUGGESTED FORMATS FOR BLANKET PURCHASE AGREEMENTS 22

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS” 23

GSA PRICE LIST 24





**INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

**SPECIAL NOTICE TO ORDERING ACTIVITIES
Small Business Participation**

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

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

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination. For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT:

Domestic delivery 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:**

Orders:

**Chicago Systems Group
180 North Stetson Avenue
Suite 3200
Chicago, IL 60601**

Remittance:

**Chicago Systems Group
180 North Stetson Avenue
Suite 3200
Chicago, IL 60601**

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:

Technical Assistance: **312-444-2760**

Ordering Assistance: **312-444-2760**

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: **17-615-1132**
- Block 30: Type of Contractor - B. Other Small Business
- Block 31: Woman-Owned Small Business - No
- Block 36: Contractor's Taxpayer Identification Number (TIN): **36-4150867**
- 4a. CAGE Code: **1T6B3**
- 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)
<u>132-51</u>	<u>As agreed between the Ordering Agency and Contractor</u>

- b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. DISCOUNTS:

Prices shown are NET Prices; Basic Discounts have been deducted.

- a. PROMPT PAYMENT: 0% - Net 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. QUANTITY. None unless otherwise specified in the pricelist.
- c. DOLLAR VOLUME. None unless otherwise specified in the pricelist.
- d. GOVERNMENT EDUCATIONAL INSTITUTIONS. Government Educational Institutions are offered the same discounts as all other Government customers unless otherwise specified in the pricelist.
- e. OTHER. None unless otherwise specified in the pricelist.

8. TRADE AGREEMENTS ACT OF 1979, AS AMENDED:

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

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

Not Available

10. SMALL REQUIREMENTS:

The minimum dollar value of orders to be issued is **\$50**.

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





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 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 at open market purchases. Ordering Activities procuring open market items must follow FAR 8.401(d).

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

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been





followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));

(2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;

(3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and

(4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

(1) Time of delivery/installation quotations for individual orders;

(2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.

(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

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

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside

the 48 contiguous states and the District of Columbia, except as indicated below:

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:

To be determined

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

(a) A copy of the authorization from the Ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

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

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

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

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).





**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. 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 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 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.

8. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or

otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 Rights in Data – General, may apply.

9. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

10. INDEPENDENT CONTRACTOR

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

11. ORGANIZATIONAL CONFLICTS OF INTEREST

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

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

An "Organizational conflict of interest" exists when the nature of the work to be performed under a proposed ordering activities 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 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 I (APR 1984) 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 (DEC 2002) 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. LIMITATION OF LIABILITY

Chicago Systems Group's liability hereunder for damages shall be the Government's exclusive remedy and any such liability, regardless of the form of action, shall not exceed the total amount paid for services under this Contract. Chicago Systems Group's liability shall not be so limited with respect to injuries to persons or property arising out of the gross negligence or willful misconduct of Chicago Systems Group or its employees.

18. DESCRIPTION OF IT SERVICES AND PRICING

SENIOR PROJECT MANAGER

Minimum / General Experience: This position requires a minimum of ten (10) or more years of progressively responsible project management experience in information systems design and management. Requires management and technical competencies in various project phases such as design, development, use and maintenance of various computer systems.

Functional Responsibility: Provides senior leadership and project management skills for overseeing multiple projects or a large, highly complex project. Works with government contracting and management personnel and customer agency representatives. Responsible for the overall management of the specific project(s), oversight of other Project Managers and insuring that the technical solutions and schedules in the task order are implemented in a timely manner.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, other related scientific or technical discipline, or other degree with equivalent work experience.

PROJECT MANAGER

Minimum / General Experience: This position requires a minimum of seven (7) years of progressively responsible project management experience in information systems design and management. Requires management and technical competencies in various project phases such as design, development, use and maintenance of various computer systems.

Functional Responsibility: Provides leadership and project management skills for overseeing various projects of a complex nature. Works with government contracting and management personnel





and customer agency representatives. Under the guidance of the Senior Project Manager, as appropriate, is responsible for the overall management of the specific project(s) and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, other related scientific or technical discipline, or other degree with equivalent work experience.

TEAM LEADER

Minimum / General Experience: This position requires a minimum of five (5) years of progressively responsible project management experience in information systems design and management. Requires management and technical competencies in various project phases such as design, development, use and maintenance of various computer systems.

Functional Responsibility: Serves as team leader over a team of professional and technical staff assigned to a complex multi-phased project or a variety of smaller moderately complex projects similar in scope and breadth. Provides technical direction and guidance to team members, delegates and monitors each phase of the project, and reviews and assesses work products.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, other related scientific or technical discipline, or other degree with equivalent work experience.

SENIOR BUSINESS ANALYST

Minimum / General Experience: This position requires a minimum of ten (10) years of progressive experience in the implementation of business system solutions. This includes over seven (7) years of progressive business process and/or project management experience. Able to work at the highest functional level of any assigned project implementation with consideration to the business implications of the specific applications to the current and future business environment.

Functional Responsibility: Provides strategic support to clients in designing business processes. Formulates and defines systems scope and objectives based on both user needs and a good understanding of applicable business systems and industry standards. Fills lead roles in project efforts such as Feasibility Studies and Requirements Analysis.

Able to function at the highest level of an enterprise solution implementation as a subject matter expert, to apply functional knowledge to the design and customization of applications to meet defined/identified requirements and system needs, and to function as the lead participant in fit-analysis, defining functional requirements and resolving functional and applications issues. Also provides direction to project staff and client on business process engineering or process improvement efforts. Must demonstrate the ability to work independently.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, other related scientific, technical, or functional discipline, or other degree with equivalent work experience.

BUSINESS ANALYST

Minimum / General Experience: This position requires a minimum of five (5) years of progressive experience in the implementation of software applications and business solutions. Considers the business implications of implementing specific software applications to the current and future business environment. General experience includes information systems development, training, or related fields. Demonstrated ability to communicate orally and in writing. Demonstrated ability to work independently or under only general direction.

Functional Responsibility: Formulates and defines systems scope and objectives based on both user needs and a good understanding of applicable business systems. Participates in project efforts such as Feasibility Studies and Requirements Analysis. Devises or modifies procedures of complex problems. Performs analysis of business and user needs, documents requirements, and translates requirements into proper system requirement specifications. Develops, organizes, prepares, and conducts end-user training and educational programs in direct support of information systems. May provide guidance and support to assigned team members or to specific user groups as designated. Demonstrates excellent interpersonal written and oral communication skills.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/Management, other related scientific or technical discipline, or other degree with equivalent work experience.





FUNCTIONAL ANALYST

Minimum / General Experience: This position requires a minimum of three (3) years experience, of which at least one (1) year must be specialized in system functional analysis. Must have experience in developing functional requirements for complex integrated systems. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibility: Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Documents and translates requirements into proper system requirement specifications.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, other related scientific, technical, or functional discipline, or other degree with equivalent work experience.

SENIOR TECHNICAL ARCHITECT

Minimum / General Experience: This position requires a minimum of ten (10) years experience with the design, execution, and oversight of large-scale information technology (IT) projects. This includes over seven (7) years of direct experience in the design and development of custom or package-based software and hardware solutions in the private or public sector. Specialized experience includes use of structured analysis, design methodologies and design tools, object oriented principles, and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems.

Functional Responsibility: Serves as the senior technical architect or advisor for strategies for designing and implementing large-scale, highly complex systems involving information processing, communications, and networking. Leads the design of complete enterprise-wide IT solutions which incorporate technical infrastructure, hardware, and software. Identifies necessary interfaces between enterprise solution applications and legacy IT environment. Supports all program/project planning and milestone development. Is knowledgeable of state-of-the-art or emerging technologies and methodologies.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, other related scientific or technical discipline, or other degree with equivalent work experience.

TECHNICAL ARCHITECT

Minimum / General Experience: This position requires a minimum of seven (7) years experience with the design, execution, and oversight of large-scale information technology (IT) projects. This includes over three (3) years of direct experience in the design and development of custom or package-based software and hardware solutions in the private or public sector. Specialized experience includes use of structured analysis, design methodologies and design tools, object oriented principles, and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems.

Functional Responsibility: Serves as the technical architect for designing and implementing large-scale, highly complex systems involving information processing, communications, and networking. Works with the Senior Technical Architect, as appropriate, to design complete enterprise-wide IT solutions which incorporate technical infrastructure, hardware, and software. Identifies necessary interfaces between enterprise solution applications and legacy IT environment. Supports all program/project planning and milestone development. Is knowledgeable of state-of-the-art or emerging technologies and methodologies.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, other related scientific or technical discipline, or other degree with equivalent work experience.

TECHNICAL ANALYST

Minimum / General Experience: This position requires a minimum of three (3) years experience with the design, execution, and oversight of large-scale information technology (IT) projects. This includes over one (1) years of direct experience in the design and development of custom or package-based software and hardware solutions in the private or public sector. Specialized experience includes use of structured analysis, design methodologies and design tools, object oriented principles, and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems.

Functional Responsibility: Serves as the technical analyst for designing and implementing components of large-scale, highly complex systems involving information processing, communications, and networking. Works with Technical Architect(s), as





appropriate, to design components of enterprise-wide IT solutions which incorporate technical infrastructure, hardware, and software. Identifies necessary interfaces between enterprise solution applications and legacy IT environment. Is knowledgeable of state-of-the-art or emerging technologies and methodologies.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, other related scientific or technical discipline, or other degree with equivalent work experience.

WEB ARCHITECT

Minimum / General Experience: This position requires a minimum of five (5) years of intensive and progressive experience with the design, execution, and oversight of large-scale information technology (IT) projects. This includes over three (3) years of specialized experience in design and development of web sites and internet-based applications, use of structured analysis and design methodologies / tools, and object oriented principles. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required.

Functional Responsibility: Designs architecture solutions for websites and internet-based applications in support of Information Technology (IT) projects. Solutions include internet-based architectures and web to legacy system integration architectures. Utilizes a variety of internet-based architectures and tools including Java 2 Enterprise Edition (J2EE) and Microsoft .NET frameworks, web and application servers such as Microsoft IIS, IBM Websphere, BEA WebLogic, and iPlanet Application Server, and relational database solutions such as Microsoft SQL Server, IBM DB2, and Oracle. Coordinates with appropriate levels of the project management team to ensure problems are solved and users are satisfied. Draws on prior experience to solve problems and plan and accomplish business goals.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, other related scientific or technical discipline, or other degree with equivalent work experience.

APPLICATION ARCHITECT

Minimum / General Experience: This position requires a minimum of five (5) years of system design and development experience on a variety of platforms. Possesses in-depth knowledge of various

computer operating systems, software application interfaces, hardware interfaces, and communications protocols. Expert in structured software development concepts, best practices and procedures and has extensive experience designing and architecting enterprise software solutions. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required. Functional Responsibility: Establishes application architect solutions and standards encompassing computer operating systems, software application interfaces, hardware interfaces, and communications protocols. Utilizes structured software development concepts, best practices and procedures to architect enterprise software solutions. Provides direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with appropriate levels of the project management team to ensure problems are solved and users are satisfied. Draws on prior experience to solve problems and plan and accomplish business goals.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, other related scientific, technical, or functional discipline, or other degree with equivalent work experience.

ACCESSIBILITY/USABILITY ARCHITECT

Minimum / General Experience: This position requires a minimum of five (5) years experience, of which at least three (3) years must be specialized experience in designing and delivering accessible and usable applications, user testing for both usability and accessibility, and working directly with end users

Functional Responsibility: Designs and builds web sites and GUIs to support accessibility for users with disabilities. Has actual knowledge of available assistive technologies and how they interact with programmed code. Reviews legacy systems and web sites for accessible and usable design, makes recommendations for improvements and designs and delivers them. Must have knowledge of the applicable legal requirements for accessibility, including Federal Statute "508." Works with clients and intended users to ensure efficiency and adequacy of design, and develops and delivers usability testing. Familiar with usability theory and methods. Uses a variety of graphics software





applications, techniques, and tools to design and develop user interface features, site animation, and special effects elements. Leads the design group's efforts to enhance the look and feel of the organization's on-line offerings and is considered an expert in graphic design elements and the presentation of contents. Designs the website to support the organization's strategies and goals relative to external communications. Typically requires a college degree in fine arts or graphic design. Requires understanding of web-based technologies and thorough knowledge of HTML, PhotoShop, Illustrator, and/or other design related applications.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, other related scientific or technical discipline, or other degree with equivalent work experience.

WEB DESIGNER

Minimum / General Experience: This position requires a minimum of four (4) years of intensive and progressive experience in a computer related field including development and design of software systems and internet-based development.

Functional Responsibility: Designs, develops, troubleshoots, debugs, and implements web sites and internet-based applications using internet-based solution frameworks (such as Microsoft .NET and J2EE) and web-based programming languages (such as HTML, CGI, and Javascript). Works with graphic designers and other members of a project team to develop the site concept, user interface design, and architecture of the website.

Responsible for user interface implementation. Requires strong navigation and site design instincts. Knowledgeable in web development methodology.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, other related scientific or technical discipline, or other degree with equivalent work experience.

GRAPHICS DESIGN SPECIALIST

Minimum / General Experience: This position requires a minimum of two (2) years of specialized experience using commercial automated word processing, graphics systems, and desktop publishing systems. Demonstrated ability to work independently or under only general direction.

Functional Responsibility: Works with clients and technical staff to define and develop Internet graphic material in support of related tasks and projects.

Assists Web Designer in creating web page designs and prototypes. Prepares formal technical drawings, graphics, and illustrations. Prepares presentation graphics and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Responsible for integrating the graphics generated with automated tools and the deliverable documents.

Minimum Education: Requires a high school diploma and a minimum of one (1) year experience in developing graphic/artistic presentations for publications and documents (preferably technical documentation).

DATABASE ADMINISTRATOR (DBA)

Minimum / General Experience: This position requires a minimum of five (5) years experience, of which at least three (3) years must be specialized. Specialized experience includes: demonstrated experience using current DBMS technologies, application design utilizing various DBMS and experience with DBMS internals. General experience includes increasing responsibilities in DBMS systems analysis and programming. Demonstrated ability to work independently or under only general direction

Functional Responsibility: Provides highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, other related scientific or technical discipline, or other degree with equivalent work experience.

DATABASE ANALYST

Minimum / General Experience: This position requires a minimum of three (3) years experience, of which at least one (1) year must be specialized. Specialized experience includes: demonstrated experience using current DBMS technologies and application design utilizing various DBMS. Demonstrated ability to work independently or under only general direction.

Functional Responsibility: Analyzes data available for a client and the sources of that data. Understands the clients needs and business uses of data to develop logical data models and assist with designing associated applications for utilizing and maintaining the data. Utilizes relational and object-





oriented technologies, as appropriate, for database design. Also documents and communicates the database design.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, other related scientific or technical discipline, or other degree with equivalent work experience.

SENIOR APPLICATION ENGINEER/DEVELOPER

Minimum / General Experience: This position requires a minimum of four (4) years performing software engineering activities, of which at least two (2) years must be specialized. Specialized experience includes demonstrated experience with programming languages in the design and implementation of systems and using database management systems. General experience includes increasing responsibilities in software engineering activities. Knowledgeable of applicable standards.

Functional Responsibility: Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and, when appropriate, Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, other related scientific or technical discipline, or other degree with equivalent work experience.

APPLICATION ENGINEER/DEVELOPER 3

Minimum / General Experience: This position requires a minimum of two (2) years of experience. Typical experience includes: experience as an applications programmer on data base management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Demonstrated ability to work independently or under only general direction.

Functional Responsibility: Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the

computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met. Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, other related scientific or technical discipline, or other degree with equivalent work experience.

APPLICATION ENGINEER/DEVELOPER 2

Minimum / General Experience: This position requires a minimum of one (1) year of experience. Typical experience includes: experience as an applications programmer on data base management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Demonstrated ability to work independently or under only general direction.

Functional Responsibility: Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met. Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, other related scientific or technical discipline, or other degree with equivalent work experience.

APPLICATION ENGINEER/DEVELOPER 1 - ENTRY

Minimum / General Experience: This position is for recent college graduates and requires no experience.

Functional Responsibility: Participates in the design of software tools and subsystems to support reuse and domain analysis. Assists Application Engineer/Developer(s) to interpret software requirements and design specifications to code, and integrate and test software components.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.





SENIOR TECHNICAL SUPPORT ANALYST

Minimum / General Experience: A minimum of five (5) years of progressively responsible experience in designing and implementing IT infrastructure solutions in environments such as Windows or UNIX. Includes significant training in the implementation of these solutions.

Functional Responsibility: Provides technical leadership in the design, integration, and implementation of complex, enterprise-wide infrastructure solutions. Diagnoses and remediates complex problems and plans installations, transitions, and cutovers of infrastructure components and capabilities. May review existing network and infrastructure designs and capabilities with the goal of making refinements, reducing operating overhead, enabling network throughput, and improving current network topologies. May function as a team leader for Technical Support Analysts, Network Support Analysts, and Network Support Technicians.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, other related scientific or technical discipline, or other degree with equivalent work experience.

TECHNICAL SUPPORT ANALYST

Minimum / General Experience: A minimum of three (3) years of progressively responsible experience in implementing IT infrastructure solutions. Includes significant training in the implementation of these solutions.

Functional Responsibility: Supports the design and implementation of IT infrastructure solutions. Determines hardware and software specifications that are required to support the enterprise's needs, including server, storage, and network needs. Installs and configures most IT infrastructure-related Commercial Off-The-Shelf (COTS) solutions. Troubleshoots various hardware and software problems, including OS issues for both clients and servers.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, other related scientific or technical discipline, or other degree with equivalent work experience.

NETWORK SUPPORT ANALYST

Minimum / General Experience: A minimum of two (2) years of progressively responsible experience implementing and supporting network solutions and components.

Functional Responsibility: Supports the design and implementation of LAN/WAN and other network solutions, including network topologies, hardware and software selection and implementation, network performance tuning, and communication protocols. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Plans and manages the implementation, transition, and cutover for new network components. Responsible for network related hardware, including routers, switches, hubs, and communication links.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, other related scientific or technical discipline, or other degree with equivalent work experience.

NETWORK SUPPORT TECHNICIAN

Minimum / General Experience: A minimum of one (1) year of experience in the implementation or support of network components.

Functional Responsibility: Performs network administration tasks and basic network support, troubleshoots network related problems, and assists in the selection and evaluation of new network components.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, other related scientific or technical discipline, or other degree with equivalent work experience.

ORGANIZATIONAL CHANGE SPECIALIST

Minimum / General Experience: This position requires a minimum of ten (10) years experience, of which at least seven (7) years must be specialized. Specialized experience may include: facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices.

Functional Responsibility: Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams and the facilitation of project teams in the accomplishment of project activities and





objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Develops training strategies and plans, conducts the research necessary to develop and revise training materials, prepares appropriate training materials, and conducts training in direct support of information systems.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/Management, other related scientific or technical discipline, or other degree with equivalent work experience.





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/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's requirements.

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

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

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

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

Here is a general outline on how it works:

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





GSA PRICE LIST

SIN	Part Number	Description	GSA Catalog Price Hourly Rate
132-51	SPM	Senior Project Manager	\$172.23
132-51	PM	Project Manager	\$150.00
132-51	TL	Team Leader	\$120.00
132-51	SBA	Senior Business Analyst	\$166.67
132-51	BA	Business Analyst	\$133.33
132-51	FA	Functional Analyst	\$122.22
132-51	STA	Senior Technical Architect	\$183.34
132-51	TAR	Technical Architect	\$150.00
132-51	TAN	Technical Analyst	\$122.22
132-51	WA	Web Architect	\$150.00
132-51	AA	Application Architect	\$120.00
132-51	AUA	Accessibility/Usability Architect	\$120.00
132-51	WD	Web Designer	\$133.33
132-51	GDS	Graphics Design Specialist	\$83.34
132-51	DBA	Database Administrator (DBA)	\$144.44
132-51	DA	Database Analyst	\$122.22
132-51	DV4	Senior Application Engineer/Developer	\$122.22
132-51	DV3	Application Engineer/Developer 3	\$93.34
132-51	DV2	Application Engineer/Developer 2	\$87.78
132-51	DV1	Application Engineer/Developer 1 - Entry	\$66.67
132-51	STS	Senior Technical Support Analyst	\$154.44
132-51	TS	Technical Support Analyst	\$127.78
132-51	NSA	Network Support Analyst	\$115.56
132-51	NST	Network Support Technician	\$83.34
132-51	OCS	Organizational Change Specialist	\$150.00

