

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

Special Item No. 132-51 Information Technology Professional Services

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

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

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Contract Number: GS-35F-0815N

Period Covered by Contract: JULY 30, 2003 – JULY 29, 2018

General Services Administration
Federal Acquisition Service

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsadvantage.gov>).

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

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.gsa.gov/fas) 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:

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Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). 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:

770-225-7681

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 Contract
Block 16: Data Universal Numbering System (DUNS) Number: 80-279-2440
Block 30: Type of Contractor: A. Small Disadvantaged Business

Block 31: Woman-Owned Small Business - **No**
Block 37: Contractor's Taxpayer Identification Number (TIN): 58-1878886
Block 40: Veteran Owned Small Business (VOSB): **No**

- 4a. CAGE Code: 3CBw1
- 4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	As Negotiated

- 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.

- c. i. **SIN 132-54 and SIN 132-55, ACCELERATED SERVICE DELIVERY (7 calendar days or less):** the time required for COMSATCOM services to be available after order award. Under Accelerated Service Task Orders, service acceptance testing, unless otherwise required by the satellite provider or host nation, shall be deferred until Ordering Activity operations permit.

- ii. **SIN 132-54 and SIN 132-55, TIME-CRITICAL DELIVERY (4 hours or less):** the time required for COMSATCOM services to be available after order award. Under Time-Critical Task Orders, service acceptance testing unless otherwise required by the satellite provider or host nation shall be deferred until Ordering Activity operations permit. Time-Critical Delivery shall be predicated on the availability of COMSATCOM transponded capacity (contracted bandwidth and power, pre-arranged Host Nation Agreements, frequency clearance) or COMSATCOM subscription services (bandwidth, terminals, network resources, etc.).

- iii. **For SIN 132-54 and SIN 132-55, EXTENDED SERVICE DELIVERY TIMES:** the time required under extenuating circumstances for COMSATCOM services to be available after order award. Such extenuating circumstances may include extended time required for host nation agreements or landing rights, or other time intensive service delivery requirements as defined in the individual requirement. Any such extended delivery times will be negotiated between the Ordering Activity and Contractor.

7. **DISCOUNTS:** Prices shown are NET Prices; Basic Discounts have been deducted.
- a. Prompt Payment: 1.5% - 15 days from receipt of invoice or date of acceptance, whichever is later.
 - b. Government Educational Institutions are offered the same discounts as all other Government customers.

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 (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 Professional Services

12. **ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

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

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

13. **FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS**

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

13.1 **FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):**

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

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

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

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of

appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

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

16. GSA ADVANTAGE!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

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

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

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

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below: None

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act 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 or 132-9.

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: None

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)

**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 Professional 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 I-FSS-60 Performance Incentives (April 2000)

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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

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

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS –COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts 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 (Dec 2007) 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 Professional Services.

9. INDEPENDENT CONTRACTOR

All IT Professional 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 Professional 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 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) 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 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) 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 PROFESSIONAL SERVICES AND PRICING

LABOR CATEGORY PRICING

Labor Category	GSA Hourly Rate
<u>Systems Support</u>	\$70.34
<u>Software Developer</u>	\$69.29
<u>Senior Software Developer</u>	\$71.39
<u>Database Engineer</u>	\$66.90
<u>Enterprise Architect</u>	\$125.97
<u>Subject Matter Expert (SME)</u>	\$216.82
<u>System Analyst I</u>	\$73.44
<u>Systems Analyst II</u>	\$94.48
<u>Programmer Analyst I</u>	\$76.50
<u>Programmer Analyst II</u>	\$83.64
<u>Programmer Analyst III</u>	\$96.90
<u>Software Engineer I</u>	\$71.40
<u>Software Engineer II</u>	\$80.00
<u>Software Engineer III</u>	\$91.80
<u>Product Specialist I</u>	\$90.00
<u>Product Specialist III</u>	\$112.20
<u>Functional Specialist I</u>	\$104.04
<u>Functional Specialist II</u>	\$127.50
<u>Functional Specialist III</u>	\$144.84
<u>Business Intelligence Programmer I</u>	\$81.60
<u>Business Intelligence Programmer II</u>	\$97.92
<u>Database Administrator I</u>	\$77.68
<u>Database Administrator II</u>	\$91.80
<u>Database Administrator III</u>	\$103.02
<u>Technical Architect II</u>	\$110.16
<u>Program Manager I</u>	\$191.76
<u>Project Manager I</u>	\$79.78

<u>Project Manager II</u>	\$97.16
<u>Network Engineer I</u>	\$84.66
<u>Network Engineer II</u>	\$107.10
<u>Web Designer I</u>	\$65.00
<u>Technical Writer III</u>	\$86.70
<u>Help Desk Specialist I</u>	\$41.82
<u>Help Desk Specialist II</u>	\$52.02
<u>Quality Assurance Specialist I</u>	\$59.16
<u>Quality Assurance Specialist II</u>	\$69.36
<u>System Administrator I</u>	\$66.30
<u>System Administrator II</u>	\$76.50
<u>Trainer I</u>	\$76.50

LABOR CATEGORY DESCRIPTIONS

1. SYSTEMS SUPPORT

General Experience: Requires at least 3 Years of IT experience including minimum of 2 years as a Systems Support consultant.

Functional Responsibility: Provides client consulting services on distributed systems products.

Provides on-site operational support, maintenance, problem solving, configuration, and installation. Serves as a liaison between clients and vendors and other technical groups to resolve complex distributed systems problems. Plans, designs, installs, manages, coordinates and maintains overall integration of the enterprise network. Performs concurrent project management to all aspects of distributed system implementation.

Education: Bachelors degree

2. SOFTWARE DEVELOPER

General Experience : Requires at least 3 years of IT experience including minimum of 2 years in client server and/or web based application software development.

Functional Responsibility: Creates, designs, tests, codes and modifies existing programs for production. Supports changes and enhancements from development through production; recommends and implements system enhancements (e.g. system performance, screen appearance, report distribution and setup testing). Develops new programs to support specific customer needs and system upgrades

Education: Bachelors degree

3. SENIOR SOFTWARE DEVELOPER

General Experience: Requires at least 5 years of IT experience including minimum of 3 years in client server and/or web based application software development.

Functional Responsibility: Creates, designs, tests, codes and modifies existing programs for production Supports changes and enhancements from development through production; recommending and implementing system enhancements (e.g. system performance, screen appearance, report distribution, and setup testing). Develops new programs to support specific customer needs and system upgrades, including new releases, and resolves problems with current systems. Analyzes service requests to determine feasibility and provides guidance to and reviews the work of other team members.

Education: Bachelors degree

4. DATABASE ENGINEER

General Requirement: Requires at least 3 years of IT experience including 2 years in database (DBMS) programming.

Functional Responsibility: Implements complete data architectures, including appropriate data structures, as well as additional components appropriate to the database design. Communicates and coordinates with external and internal teams. May be responsible for developing requirements and drafting high level design documents. Must have experience with physical implementation of moderately complex logical database designs and relational database concepts.

Education: Bachelors degree

5. ENTERPRISE ARCHITECT

General Experience: Requires at least 7 years IT experience including 3 years experience in architecture of technical solutions.

Functional Responsibility: Leads team in developing application, database, enterprise resource software, COTS software, network, and technical architectures for Web, client/server and mainframe applications. May be responsible for gathering and defining the architecture requirements and for ensuring that the architectures are compatible and in compliance with the appropriate IT organization and project standards.

Education: Bachelors degree or equivalent

6. SUBJECT MATTER EXPERT (SME)

General Experience: 15 Years Experience

Functional Responsibility: Provide expertise in the managing, planning and directing of organizational IT projects and programs. Manage a diverse group of functional activities, subordinate groups of technical and administrative personnel. Work in various management levels within own operating unit, or at other operating units for clients. Perform analyses of fundamental client issues, assess appropriate alternatives, and recommend solutions. Maintain responsibility for developing strategic project objectives, concepts and managing client issues and feedback. Assume responsibility of work products for correctness, for adherence to the design concepts, user requirements and for progress in accordance with schedules. Prepare or have prepared and delivered presentations on the system concepts to colleagues, subordinates and client representatives. Ensure conformance to standards and quality control procedures. Provide knowledge of the principles and methods of human resources, budgeting, contracting, logistics, management, appraisal, or other administrative skills to manage IT projects for clients.

Education: Must have a management background with demonstrated knowledge of a technical discipline. Experience and/or professional training in one or more of the following types of disciplines: Business, Business Process Reengineering, Computer Science, Computer Security, Computer Systems, Electronic Commerce, Information Architecture Planning/Design, IT Operations Research, IT Quality Assurance, IT Systems Analysis, IT Systems Engineering, IT Systems Modeling/Simulation, Management. Education: BA/BS or MA/MS. Equivalent experience and educational substitutions apply.

6. SYSTEMS ANALYST I

General Experience: Less than two years

Functional Responsibility: A Systems Analyst performs technical and non-technical analyses on project issues, helps to ensure technical implementations follow quality assurance metrics, has programming experience in one or more languages, and is versed in system testing. A Systems Analyst serves as a key information technology resource on an engagement team to analyze data and systems architecture, create design, and implements information systems solutions. A System Analyst assists the project team in meeting program objectives timely and effectively, and assumes responsibility for process documentation and technical soundness. Under direct supervision provides systems development including devising and preparing layouts for computer systems requirements and procedures to process data by means of ADP equipment. They confer with other technical personnel to determine problems and type of data to be processed and analyze a problem in light of equipment capability to determine technical approach. They formulate solutions and identify software needed for their solution including writing specifications for each program or portion thereof.

Education: Bachelors Degree

8. SYSTEMS ANALYST II

General Experience: Requires at least 5 years of IT experience including 3 years experience as a systems analyst.

Functional Responsibility: Plans, designs, customizes, and maintains designated applications software of a moderately complex nature. Analyzes business needs and processes of designated users, assesses potential or existing problem situations and proposes technical solutions and implements, debugs, tests, migrates, and documents new and/or modified applications and systems.

Education: Bachelors degree or equivalent

9. PROGRAMMER ANALYST I

General Experience: Less than 2 years

Functional Responsibility: The Programmer is responsible for analysis, design, coding, component and assembly testing of all application code owned by the Application Team. Programmers typically are involved in maintenance (including production support), enhancement and development work. Programmers have a range of skills and knowledge of the technologies used and applications supported by the Application Team. The Programmer works to ensure that design and code meets client requirements. Under direct supervision, works on the full lifecycle of projects (analysis, design and development), maintaining/supporting existing systems, assisting with implementations and analyzing escalated technical problems that may arise. Additionally, they oversee/partake in installations and configuration of clients' systems, identify and fix escalated issues with the software, and providing 2nd/3rd line support to clients. They utilize configuration management tools, design tools, debugging tools, and any other environment specific tools necessary to create, test, and implement an application including supporting installation of application releases into production.

Education: Bachelors Degree

10. PROGRAMMER ANALYST II

General Experience: 2 to 5 years

Functional Responsibility: The Programmer is responsible for analysis, design, coding, component and assembly testing of all application code owned by the Application Team. Programmers typically are involved in maintenance (including production support), enhancement and development work. Programmers have a range of skills and knowledge of the technologies used and applications supported by the Application Team. The Programmer works to ensure that design and code meets client requirements. Under general supervision they coordinate activities within project or service components, which may include the planning and coordination of project resources, the execution of development activities, and testing. Additionally, they analyze business and system requirements to develop systems specifications, provide systems expertise input, including system dependencies and grouping of items for a release, develop and maintain systems documentation such as design specifications, user manuals, technical manuals, description of application operations, and methodology documentation. They provide system software support for applications and components, which adhere to Technical Architecture and other system standards. They research and consult with resources and/or industry experts to ensure the effectiveness and efficiency of systems and applications. As required, they participate in pre-project planning and project activities. They possess excellent oral and written communication skills; the ability to work with Developers, Analysts, Project Coordinators, and Managers; including the ability to handle multiple tasks while paying attention to detail;

Education: Bachelors Degree

11. PROGRAMMER ANALYST III

General Experience: 5 or more years

Functional Responsibility: The Programmer is responsible for analysis, design, coding, component and assembly testing of all application code owned by the Application Team. Programmers typically are involved in maintenance (including production support), enhancement and development work. Programmers have a range of skills and knowledge of the technologies used and applications supported by the Application Team. The Programmer works to ensure that design and code meets client requirements. Under general direction provide the ability to drive business and design, modify, develop, write, estimate and implement software-programming applications. They work directly with the Project Manager/Client in understanding business needs, and helping in developing a solution in a timely manner. They lead a team in requirements gathering/definition, design and mapping functionality to the design, ensuring appropriate testing process and certification of software, including supporting and/or installing software applications. They perform a variety of complicated tasks and lead others in the accomplishment of the tasks and goals. Additionally, they are familiar with a broad variety of development concepts, practices, and procedures

Education: Bachelors Degree

12. SOFTWARE ENGINEER I

General Experience: Less than 2 years

Functional Responsibility: The System/Software Engineer applies systems engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate systems - review and prepare system engineering and technical analyses, reports, change proposals, and other technical documentation. The System/Software Engineer is experienced in performing functions such as system integration, configuration management, quality assurance testing, or acquisition and resource management. Under direct supervision, assists in designing and developing compilers and assemblers, utility programs, and operating systems.

Education: Bachelors Degree

13. SOFTWARE ENGINEER II

General Experience: 2 – 5 Years

Functional Responsibility: The System/Software Engineer applies systems engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate systems - review and prepare system engineering and technical analyses, reports, change proposals, and other technical documentation. The System/Software Engineer is experienced in performing functions such as system integration, configuration management, quality assurance testing, or acquisition and resource management. Under general supervision, conducts or participates in multidisciplinary research and collaborates with equipment/software designers and/or hardware engineers in the planning, design, development, and utilization of electronic data processing systems software. Determines computer user needs; advises hardware/software designers on machine characteristics that affect software systems such as storage capacity, processing speed, and input/output requirements; designs and develops compilers and assemblers, utility programs, and operating systems.

Education: Bachelors Degree

14. SOFTWARE ENGINEER III

General Experience: 5 or more years

Functional Responsibility: The System/Software Engineer applies systems engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate systems - review and prepare system engineering and technical analyses, reports, change proposals, and other technical documentation. The System/Software Engineer is experienced in performing functions such as system integration, configuration management, quality assurance testing, or acquisition and resource management. Under general direction, conducts or participates in multidisciplinary research and collaborates with equipment/software designers and/or hardware engineers in the planning, design, development, and utilization of electronic data processing systems software. Determines computer user needs; advises hardware/software designers on machine characteristics that affect software systems such as storage capacity, processing speed, and input/output requirements; designs and develops compilers and assemblers, utility programs, and operating systems.

Education: Bachelors Degree

15. PRODUCT SPECIALIST I

General Experience: 1 to 2 years

Functional Responsibility: The Product Specialist is the expert for a technical development or execution environment product or set of products. The primary responsibility of a Product Specialist is to ensure the availability and facilitate the productive use of a product for Application Teams or end users. The Product Specialist requires significant to expert experience and skills in the product supported. The Product Specialist will usually also have significant experience in the operating environment(s) (e.g., HP/UX, NT, MVS, etc) on which the product is implemented. If the product is one that was internally developed, the supporting Product Specialist should also have most of the skills of a Programmer. The Product Specialist is responsible for collaborating with Technical Architects, System Specialists, Programmers and vendors to ensure and enhance the use of the product and effect migration to new versions of a product. Under direct supervision, develops appropriate functional and usability standards for products, tracks and documents expected volume and type of use of the product, and participates in product design reviews to verify that design meets quality standards and functional/technical requirements. They provide on-site product support as needed including documenting all work for future reference, and reviewing the system test approach and conditions used as the basis for detailed test scenarios.

Education: Bachelors Degree

16. PRODUCT SPECIALIST III

General Experience: Over 5 years

Functional Responsibility: The Product Specialist is the expert for a technical development or execution environment product or set of products. The primary responsibility of a Product Specialist is to ensure the availability and facilitate the productive use of a product for Application Teams or end users. The Product Specialist requires significant to expert experience and skills in the product supported. The Product Specialist will usually also have significant experience in the operating environment(s) (e.g., HP/UX, NT, MVS, etc) on which the product is implemented. If the product is one that was internally developed, the supporting Product Specialist should also have most of the skills of a Programmer. The Product Specialist is responsible for collaborating with Technical Architects, System Specialists, Programmers and vendors to ensure and enhance the use of the product and effect migration to new versions of a product. Under general direction designs and architects solutions that meet defined client objectives including ensuring that technical architecture supports all changes required by product enhancements. They demonstrate expertise in teaching / conveying technical and / or functional courses / concepts, developing appropriate work programs / budgets to effectively schedule tasks / assignments. They help identify improvements to project standards to achieve high quality services / products.

Education: Bachelors Degree

17. FUNCTIONAL SPECIALIST I

General Experience: 1-2 years.

Functional Responsibility: The Functional Analyst is the functional expert for an application, a defined set of applications or a portfolio of related applications. The Functional Analyst is responsible for bringing an understanding of the enterprise, business system and industry to the team(s) supporting or interfacing with the application. The primary responsibility of a Functional Analyst is to provide expertise in the business process supported by the application, to prepare and review designs, to recommend improvements, and to provide guidance during the testing process. The Functional Analyst helps the Programmers establish a clear understanding of the business functional requirements and either creates the functional designs to meet the requirements or reviews and approves the designs written by the Programmers. The more experienced Functional Analysts plan, analyze, and define high- level software strategies and solutions including defining technical requirements and long range plans for meeting client requirements

Education: Bachelors Degree

18. FUNCTIONAL SPECIALIST II

General Experience: 3-5 years.

Functional Responsibility: The Functional Analyst is the functional expert for an application, a defined set of applications or a portfolio of related applications. The Functional Analyst is responsible for bringing an understanding of the enterprise, business system and industry to the team(s) supporting or interfacing with the application. The primary responsibility of a Functional Analyst is to provide expertise in the business process supported by the application, to prepare and review designs, to recommend improvements, and to provide guidance during the testing process. The Functional Analyst helps the Programmers establish a clear understanding of the business functional requirements and either creates the functional designs to meet the requirements or reviews and approves the designs written by the Programmers. The more experienced Functional Analysts plan, analyze, and define high- level software strategies and solutions including defining technical requirements and long range plans for meeting client requirements

Education: Bachelors Degree

19. FUNCTIONAL SPECIALIST III

General Experience: over 5 years.

Functional Responsibility: The Functional Analyst is the functional expert for an application, a defined set of applications or a portfolio of related applications. The Functional Analyst is responsible for bringing an understanding of the enterprise, business system and industry to the team(s) supporting or interfacing with the application. The primary responsibility of a Functional Analyst is to provide expertise in the business process supported by the application, to prepare and review designs, to recommend improvements, and to provide guidance during the testing process. The Functional Analyst helps the Programmers establish a clear understanding of the business functional requirements and either creates the functional designs to meet the requirements or reviews and approves the designs written by the Programmers. The more experienced Functional Analysts plan, analyze, and define high- level software strategies and solutions including defining technical requirements and long range plans for meeting client requirements

Education: Bachelors Degree

20. BUSINESS INTELLIGENCE PROGRAMMER I

General Experience: Less than 2 years

Functional Responsibility: The BI/DW programmer is responsible for product support and maintenance of the data warehouse. They perform data warehouse design and development writing code and documenting scripts and stored procedures. They convert designs and specifications into programs following standards and best practice, develop ETL processes, tables, data marts, data models, OLAP cubes, assist with metadata repository management, prepare and implement data verification and testing methods for the data warehouse. They support production applications, and provide necessary technical support. They write and maintain documentation to describe program development, logic, coding, testing, changes, and corrections. They help facilitate the transition of programs from development into production. Under immediate supervision, modifies applications programs from detailed specifications. Codes, tests, debugs, documents and maintains those programs. This level is staffed by beginners who have had sufficient educational background and/or experience to qualify them to start in applications programming. Note: This position does not perform systems analysis functions.

Education: Bachelors Degree

21. BUSINESS INTELLIGENCE PROGRAMMER II

General Experience: 2 – 5 Years

Functional Responsibility: The BI/DW programmer is responsible for product support and maintenance of the data warehouse. They perform data warehouse design and development writing code and documenting scripts and stored procedures. They convert designs and specifications into programs following standards and best practice, develop ETL processes, tables, data marts, data models, OLAP cubes, assist with metadata repository management, prepare and implement data verification and testing methods for the data warehouse. They support production applications, and provide necessary technical support. They write and maintain documentation to describe program development, logic, coding, testing, changes, and corrections. They help facilitate the transition of programs from development into production. Under general supervision, modifies moderately complex applications programs from detailed specification. Codes, tests, debug, and documents and maintains those programs. Competent to work on most phases of applications programming activities, but requires instruction and guidance in phases. Note: This position does not perform systems analysis functions.

Education: Bachelors Degree

22. DATABASE ADMINISTRATOR (DBA) I

General experience: Requires at least 3 years of IT experience including 2 years experience as a database administrator.

Functional Responsibility: Provides support for assigned databases responding to database and user problems. Monitors database error logs, etc, to ensure proper capacity and availability. Designs database configurations in cooperation with application developers, addressing necessary performance and recoverability issues. Executes database software installations, database creations/configurations, loads and routine tasks like backup. Supports activities of developers and users as they implement new processes and applications. Knowledge of system and object level security. Skilled in troubleshooting techniques.

Education: Bachelors degree

23. DATABASE ADMINISTRATOR II

General Experience: 4 to 5 years

Functional Responsibility: The Database Administrator is responsible for data analysis and database management. Database Administrators typically are involved in the maintenance, enhancement, designing of data dictionaries, physical and logical database models, and performance tuning. They are responsible for the quality control and auditing of databases to ensure accurate and appropriate use of data. They work with management to develop database strategies to support organization requirements, consult with and advise users on access to various databases, and direct the maintenance and use of the corporate data dictionary. Under general supervision performs the design, development, installation and maintenance of relational databases. Responsible for the quality control and auditing of databases to ensure accurate and appropriate use of data. Works with management to develop database strategies to support organization requirements. Consults with and advises users on access to various databases. Works directly with users to resolve data conflicts and inappropriate data usage. Directs the maintenance and use of the corporate data dictionary. Provides database tuning and monitoring to insure effective and efficient data access to include comparison of performance ratios, tuning of memory, configuration, and disk I/O. They are involved with the design and maintenance of the physical layout of the databases and calculating disk space requirements for database tables and indexes. Responsible for developing project plans, justifications, guidelines, and controls.

Education: Bachelors Degree

24. DATABASE ADMINISTRATOR III

General Experience: 5 or more years

Functional Responsibility: The Database Administrator is responsible for data analysis and database management. Database Administrators typically are involved in the maintenance, enhancement, designing of data dictionaries, physical and logical database models, and performance tuning. They are responsible for the quality control and auditing of databases to ensure accurate and appropriate use of data. They work with management to develop database strategies to support organization requirements, consult with and advise users on access to various databases, and direct the maintenance and use of the corporate data dictionary. Under general direction, manages high level databases. Highly skilled with the entire software development process, from the establishment and definition of requirements to implementation, acceptance, and maintenance. Participates in the design and development of database management systems (DBMS) at the highest level, and in defining system and subsystems. Provides leadership in problem solving, implementation practices, and selection of DBMS theory. Provides technical guidance to systems and applications programmers. Directs and participates in the conceptual system design and specification. Ensures that software design promotes modularity and portability is reliable, serviceable, and maintainable has demonstrable accuracy, privacy, and security, and is sufficient within the parameters of the system. Assists in reviewing computer database information software support systems and data requirements, recommends operating systems and languages to support them, develops test plans and test data for operating systems and support software, responsible for database backup and recovery procedures, access security and database integrity, physical data storage design and data storage management. Engages in ongoing process improvement.

Education: Bachelors Degree

25. TECHNICAL ARCHITECT II

General Experience: 3 to 5 years

Functional Responsibility: The Technical Architect is the technologist who coordinates the setting of the technical approach, direction and implementation for work. Provides technical design expertise, defines what technical requirements are needed to support defined business requirements, participates in detailed design and code reviews, reviews system performance issues, reviews test plans, and provides technical guidance to the Application Team and Test Team members.

Collaborates with the Team Lead(s) to coordinate project schedules, budgets, etc., and may also be required to convey infrastructure requirements, plan, and schedule deployment of tasks, and resolve any issues that impact the deployment of the Application Delivery systems.

Under general supervision develops the overall system technical architecture - including software and hardware. Performs review of technical designs, code, and component test plans. Resolves and / or assist in resolving cross application technical issues. Anticipates and resolve issues specific to the team. Assists in managing and directing team's technical architecture processes. Possesses strong analysis, presentation, documentation and quality assurance skills. Prepares contingencies, scenario plans and action items to resolve issues.

Education: Bachelors Degree

26. PROGRAM MANAGER I

General Experience: 2 to 5 years

Functional Responsibility: The Program Manager directs controls, administers, and regulates an enhancement or development program including owning the ultimate responsibility for its execution/performance/success. The Program Manager's primary responsibility is to drive the entire effort from start to finish. The Program Manager must ensure that the program is completed on schedule and that the final product meets the business, technical, and established quality requirements. The difference between a Level I, II, and III depends on the size of the project, and the breadth and scope of the project. Under immediate supervision, oversees the operational planning, establishment, execution, and evaluation of a multifaceted program/project typically consisting of a set of closely related subprograms or associated activities. Oversees fiscal, operational, administrative, and human resources management of the program; seeks and develops outside funding sources, serves as principal point of representation and liaison with external constituencies on operational matters, and provides day-to-day technical/professional guidance and leadership as appropriate to the area of expertise.

Education: Bachelors Degree

27. PROJECT MANAGER I

General Experience: Requires 5 years of IT experience, including at least 2 years of IT Project management experience.

Functional Responsibility: Creates project plans and monitors plans throughout the duration of assigned projects. Ensures quality and timeliness of project results. Resolves escalated issues and refers problems to the next level. Prepares standard and ad hoc management reports and presentations for assigned projects. Organizes and directs project teams. Assures the attainment of high quality results as scheduled and within budget. Efficiently interacts with peers and next level of management. Manages projects of low to high complexity.

Education: Bachelors degree

28. PROJECT MANAGER II

General Experience: 5 – 10 years

Functional Responsibility: A project Manager acts as the overall system engineer, technical manager, and administrator for one or more projects. Serves as the primary interface and point of contact with the Program Manager, on technical program/project issues. Guides projects from the original concept through final implementation. Defines project scope and objectives including developing detailed work plans, day-to-day management direction, schedules, project estimates, resource plans, status reports, and project tracking and analysis. Conducts project meetings and ensures quality standards. Provides advanced technical and strategic guidance to multiple project teams and oversees project deliverables. Controls financial and administrative aspects of the project with respect to delivery order requirements and serves as a single point of contact for managing all tasks / subtasks. Under general direction, responsible for all aspects of the development and implementation of assigned projects - provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solutions of problems.

Education: Bachelors Degree

29. NETWORK ENGINEER I

General Experience: 1-2 years

Functional Responsibility: A network engineer oversees the installation, configuration and maintenance of networked information systems; ensuring they function as well as they are supposed to. Creates and sets up ways in which the network can be configured and managed. Ensures that the network has been customized to satisfy a customer's wants and needs. Keeps a keen eye on the network performances. Installs all new hardware, systems, and software for networks. Supports administration of servers and server clusters. Manages all system back-up and restore protocol. Plans and supports network and computing infrastructure. Perform troubleshooting analysis of servers, workstations and associated systems. Documents network problems and resolution for future reference. Monitors system performance and implements performance tuning. Manage user accounts, permissions, email, anti-virus, and anti-spam. Oversees software and network security. Under direct supervision, performs a variety of network engineering tasks, which are related to the design and implementation of integrated networks, including hardware, software and support facilities and/or equipment. . Plans and performs network engineering research, design development, and other assignments in conformance with network design, engineering and customer specifications. Responsible for the technical/engineering part of a major project or a project of lesser complexity and importance than those normally assigned to a higher-level engineer. Coordinates the activities of Network Technicians assigned to specific network engineering projects.

Education: Bachelors Degree

30. NETWORK ENGINEER II

General Experience: 3-5 years

Functional Responsibility: A network engineer oversees the installation, configuration and maintenance of networked information systems; ensuring they function as well as they are supposed to. Creates and sets up ways in which the network can be configured and managed. Ensures that the network has been customized to satisfy a customer's wants and needs. Keeps a keen eye on the network performances. Installs all new hardware, systems, and software for networks. Supports administration of servers and server clusters. Manages all system back-up and restore protocol. Plans and supports network and computing infrastructure. Perform troubleshooting analysis of servers, workstations and associated systems. Documents network problems and resolution for future reference. Monitors system performance and implements performance tuning. Manage user accounts, permissions, email, anti-virus, and anti-spam. Oversees software and network security. Under general supervision, performs a variety of network engineering tasks, which are related to the design and implementation of integrated networks, including hardware, software and support facilities and/or equipment. . Plans and performs network engineering research, design development, and other assignments in conformance with network design, engineering and customer specifications. Assists with the purchase, installation, and support of network communications, including LAN/WAN systems. Works on problems of diverse scope where analysis of situation requires evaluation and judgment. Responsible for evaluating current systems. Assists in the planning of large-scale systems projects through vendor comparison and cost studies.

Education: Bachelors Degree

31. WEB DESIGNER I

General Experience: 1 – 3 Years

Functional Responsibility: Web designers are responsible for the layout, visual appearance and usability of a website. This role may overlap with that of a web programmer and web architect. Using a combination of graphic design skills and technical knowledge of how web pages are created, produces a design that will be attractive to the target user, has a logical navigation system and has all the features required. Writes web pages in a combination of codes, such as HTML and XHTML, CSS, JavaScript, Actionscript, ColdFusion, .Net, Flash, or using code-generating programs, such as Dreamweaver and Visual Studio. Decides on how images and other material will be digitally optimized and presented for the web. Ensures that material on the web site is accessible to all groups including those with disabilities. Tests the site for functionality in different browsers and at different resolutions and fixes any associated errors. Under direct supervision assists in designing and developing user interface features, site animation, and special-effects elements. Assists in designing the website to support the organization's strategies and goals relative to external communications. Requires graphics and design experience as well as HTML knowledge.

Education: Bachelors Degree

32. TECHNICAL WRITER III

General Experience: 5 or more years

Functional Responsibility: The Technical Writer develops and maintains user and technical documentation and project process documentation for Application Teams. Understands the user's view of applications and /or technology and is able to put procedures in a logical sequence. Provides expertise on technical concepts of applications and helps with structuring procedures in a logical sequence, due to their broad understanding of the applications within their experience. Under general direction, is responsible for preparing and/or maintaining systems, programming, and operations documentation, procedures, and methods including user manuals and reference manuals. Owns the current internal documentation library. Provides or coordinates special documentation services as required. Reviews and approves procedures for use of on-line documentation tools as appropriate. Promotes the need for developing and using standard documentation for all processes within the organization. Manages, deploys, and schedules Technical Writer activities. Defines documentation quality standards as needed. Communicate clearly to Technical Writers their goals, organizational philosophies, policies and procedures.

Education: Bachelors Degree

33. HELP DESK SPECIALIST I

General Experience: 1 to 3 years field experience

Functional Responsibility: The Helpdesk Specialist provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and other applications as required. Serves as a technical point of contact for troubleshooting hardware/software PC and printer problems. Respond to requests for technical assistance in person, via phone, electronically. Researches questions using available information resources. Advises user on appropriate action, and redirecting them as appropriate. Identifies and escalates situations requiring urgent attention, and document resolutions. Under direct supervision, provides support to end-users for PC, server or mainframe applications, and hardware. May interact with network services, software systems engineering and/or applications development to restore service and/or identify and correct core problems. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Refers more complex problems to intermediate and/or senior level.

Education: High School Diploma

34. HELP DESK SPECIALIST II

General Experience: 3 to 5 years field experience

Functional Responsibility: The Helpdesk Specialist provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and other applications as required. Serves as a technical point of contact for troubleshooting hardware/software PC and printer problems. Respond to requests for technical assistance in person, via phone, electronically. Researches questions using available information resources. Advises user on appropriate action, and redirecting them as appropriate. Identifies and escalates situations requiring urgent attention, and document resolutions. Under general supervision, provides second-tier support to end-users for PC, server, mainframe applications and hardware. Handles problems that the first-tier of help desk support is unable to resolve. May interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Maintains currency and high level of technical skill in field of expertise. Escalates more complex problems to Senior Level.

Education: High School Diploma

35. QUALITY ASSURANCE SPECIALIST I

General Experience: 1 to 3 years field experience

Functional Responsibility: The Quality Assurance Specialist is responsible for the design, pilot, and implementation of the software quality assurance review processes. Works with Application Teams during pre and post assessment periods. For each phase end review the Quality Assurance Specialist is responsible for planning, scheduling, executing, and documenting findings of the review. Quality Assurance Specialists must have a detailed understanding of processes which support the software development lifecycle. Under direct supervision, carries out procedures to ensure that all information systems products and services meet organization standards and end-user requirements. Assists in the testing of software to ensure proper operation and freedom from defects. Documents and works to resolve basic problems. Reports progress on problem resolution to management.

Education: Bachelors Degree

36. QUALITY ASSURANCE SPECIALIST II

General Experience: 3 to 5 years field experience

Functional Responsibility: The Quality Assurance Specialist is responsible for the design, pilot, and implementation of the software quality assurance review processes. Works with Application Teams during pre and post assessment periods. For each phase end review the Quality Assurance Specialist is responsible for planning, scheduling, executing, and documenting findings of the review. Quality Assurance Specialists must have a detailed understanding of processes which support the software development lifecycle. Under general supervision, carries out procedures to ensure that all information systems products and services meet minimum organization standards and end-user requirements. Thoroughly tests software to ensure proper operation and freedom from defects. Documents and works to resolve all problems. Reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations. Performs workflow analysis and recommends quality improvements.

Education: Bachelors Degree

37. SYSTEM ADMINISTRATOR I

General Experience: 1 to 3 years field experience

Functional Responsibility: The System Administrator is responsible for server back up and security, along with performance tuning and capacity planning. System Administrators possess an understanding of network and distributed computing concepts. This is accomplished by working with the Systems Management Team Lead to understand the scope of services to be provided and assessing the impact they will have on the technical infrastructure. Under direct supervision, maintains integrity of the operating system environment. Performs system software upgrades including planning and scheduling, testing, and coordination. Performs workstation and server administration setup. Coordinates disk space planning and management. Maintains growth statistics, space forecasts, tape libraries, and software and hardware inventories. Performs data backups and recoveries. Monitors and maintains continuity with system software licensing and maintenance agreements. Provides recommendations regarding hardware and system software planning and budgeting. Maintains production change control schedule and participates in change control.

Education: Bachelors Degree

38. SYSTEM ADMINISTRATOR II

General Experience: 3 to 5 years field experience

Functional Responsibility: The System Administrator is responsible for server back up and security, along with performance tuning and capacity planning. System Administrators possess an understanding of network and distributed computing concepts. This is accomplished by working with the Systems Management Team Lead to understand the scope of services to be provided and assessing the impact they will have on the technical infrastructure. Under general supervision, responsible for installing, configuring, and maintaining operating system workstations and servers, including web servers, in support of business processing requirements. Performs software installations and upgrades to operating systems and layered software packages. Schedules installations and upgrades and maintains them in accordance with established IT policies and procedures. Monitors and tunes the system to achieve optimum performance levels. Ensures workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions. Ensures data/media recoverability by implementing a schedule of system backups and database archive operations. Supports media management through internal methods and procedures or through offsite storage and retrieval services. Develops and promotes standard operating procedures. Conducts routine hardware and software audits of workstations and servers to ensure compliance with established standards, policies, and configuration guidelines. Develops and maintains a comprehensive operating system hardware and software configuration database/library of all supporting documentation.

Education: Bachelors Degree

39. TRAINER I

General Experience: 1 to 3 years field experience

Functional Responsibility: IT trainers generally design and deliver training courses in information and communications technology (ICT) including desktop applications and company-specific software. They may also provide training in more technical areas for software engineers, technicians, website designers and programmers. IT trainers work in colleges, training companies and within the training departments of large companies and public sector organizations. Under direct supervision conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops and seminars.

Education: Bachelors Degree

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

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact

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770.246.0609 X 105
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Email: sanjay.agrawala@vectorconsulting.com

BPA NUMBER _____

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);

- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

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

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

**BASIC GUIDELINES FOR USING
“CONTRACTOR TEAM ARRANGEMENTS”**

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

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

Orders under a Team Arrangement are subject to terms and conditions 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.