



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

**SIN 132-33 PERPETUAL SOFTWARE LICENSES**

FSC CLASS 7030 – Information Technology Software,  
Large Scale Computers: Application Software, Utility Software  
Microcomputers: Application Software, Utility Software

**SIN 132-34 MAINTENANCE OF SOFTWARE**

**SIN 132-50 TRAINING COURSES FOR INFORMATION TECHNOLOGY**

Equipment and Software (FPDS Code U012)

**SIN 132-51 INFORMATION TECHNOLOGY PROFESSIONAL SERVICES**

FPDS Code D302: IT Systems Development Services  
FPDS Code D306: IT Systems Analysis Services  
FPDS Code D307: Automated Information Systems Design and Integration Services  
FPDS Code D308: Programming Services  
FPDS Code D311: IT Data Conversion Services  
FPDS Code D317: Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services

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

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

**Note 3:** This contract 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 produce. Under such circumstances the services must be performed by the publisher or manufacturer of one of their authorized agents.

**Access Innovations, Inc.**

**PO Box 8640**

**Albuquerque, NM 87198**

**505.998.0800 Phone**

**505.256.1080 Fax**

Email: [info@accessinn.com](mailto:info@accessinn.com)

<http://www.accessinn.com>

<http://www.dataharmony.dom>

**Contract Number: GS-35F-0820N**

**Period Covered by Contract: August 1, 2013 – July 31, 2018**

**General Services Administration**

**Federal Supply Service**

**Current through Modification #0013, Dated: July 31, 2013**

**Pricelist Effective August 1, 2013**

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

**Modifications:**

- 0001 - 8/30/2007
- 0002 - 6/6/2008
- 0003 - 6/25/2008
- 0004 - 6/26/2008
- 0005 – 7/17/2008
- 0006 - 10/30/2008
- 0007 – None
- 0008 – 04/30/2009
- 0009 – 5/27/2013
- 0010 – 2/12/2013
- 0011 – 2/12/2013
- 0012 – 7/29/2013
- 0013 – 7/31/2013

**TABLE OF CONTENTS**

Information for Ordering Activities Applicable to All SIN’s.....3

Terms & Conditions Applicable to Term Software Licenses (SIN 132-32), Perpetual Software Licenses (SIN 132-33), Maintenance (SIN 132-34) of General Purpose Commercial Information Technology Software.....9

Terms & Conditions Applicable to Purchases of Training Courses for General Purpose Commercial Information Technology Equipment & Software (SIN 132-50).....11

Terms & Conditions Applicable to Information Technology Professional Services.....13

Product/Service Descriptions.....16

- Description of Data Harmony.....16
- Description of Data Harmony Maintenance.....26
- Description of Training Courses.....27
- Description of Information Technology Professional Services.....27

USA Commitment to Promote Small Business Participation Procurement Programs.....29

Sample Best Value BPA.....30

Sample BPA.....31

Basic Guidelines for Using Contractor Team Arrangements.....33

Pricing.....34

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

**SPECIAL NOTICE TO AGENCIES: Small Business Participation**

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

For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ online shopping service ([www.FAS.gsa.gov](http://www.FAS.gsa.gov)). The catalogs/pricelists, GSA Advantage!™, and the Federal Acquisition Service Home Page ([www.FAS.gsa.gov](http://www.FAS.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 micro-purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. **GEOGRAPHIC SCOPE OF CONTRACT:** Domestic and overseas delivery available.
2. **CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:**

Access Innovations, Inc.  
PO Box 8640  
Albuquerque, NM 87198

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:  
505.998.0800

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. **STATIC 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: 02-123-7110

Block 30: Type of Contractor – B (Other Small Business)

Block 31: Yes (Woman-Owned Small Business)

Block 36: Contractor's Taxpayer Identification Number (TIN): 85-0264623

- 4a. CAGE Code: 0FRF2
- 4b. Contractor has registered in SAM.
5. **FOB DESTINATION** – Customer preference

**6. DELIVERY SCHEDULE**

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-32	Overnight or FTP
132-34	Schedule upon purchase
132-50	As required (8x5 tech support)
132-51	As agreed between contractor and ordering activity.

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: 1.5% - 15 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: None offered.
- c. Dollar Volume: None offered
- d. Government Educational Institutions: Same as other Governmental customers.
- e. Other: None offered.

**8. TRADE AGREEMENTS ACT OF 1979, as amended:**

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

**9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:** Not applicable

**10. Small Requirements:** The minimum dollar value of orders to be issued is \$0.00

**11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)**

a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:

- SIN 132-32 – Term Software Licenses
- SIN 132-51 – Information Technology Professional Services

b. The Maximum Order value for the following Special Item Numbers (SINs) is \$25,000:

- SIN 132-50 – Training Courses for Technology

c. Maximum Order limits do not apply to SIN 132-34 – Maintenance of Software

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

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

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

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

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

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

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

**13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):** Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal 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-FAS-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. 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 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.FAS.gsa.gov/>.

#### **17. PURCHASE OF OPEN MARKET ITEMS**

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

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

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

**18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

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

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

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

**19. OVERSEAS ACTIVITIES**

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below: **No exceptions**

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

**20. BLANKET PURCHASE AGREEMENTS (BPAs)**

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

**21. CONTRACTOR TEAM ARRANGEMENTS**

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

**22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies. The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

**23. SECTION 508 COMPLIANCE.**

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: [www.accessinn.com](http://www.accessinn.com)

The EIT standard can be found at: [www.Section508.gov/](http://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 TERM SOFTWARE LICENSES (SPECIAL ITEM NUMBER 132-32), PERPETUAL SOFTWARE LICENSES (SPECIAL ITEM NUMBER 132-33), MAINTENANCE AS A SERVICE (SPECIAL ITEM NUMBER 132-34) OF GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY SOFTWARE.**

### **1. INSPECTION/ACCEPTANCE**

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

### **2. END USER LICENSE AGREEMENTS (EULA) / TERMS OF SERVICE (TOS) AGREEMENT REQUIREMENTS**

The Contractor shall provide all Enterprise User License Agreements in an editable format.

### **3. GUARANTEE/WARRANTY**

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

### **4. TECHNICAL SERVICES**

The Contractor, without additional charge to the ordering activity, shall provide a hot line technical support number **(505) 998-0800** for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available from **9:00am to 5:00pm Mountain Time, Monday-Friday**.

### **5. SOFTWARE MAINTENANCE**

a. Software maintenance as it is defined: **Software Maintenance as a Product (SIN 132-32 or SIN 132-33)**  
Software maintenance as a product includes the publishing of bug/defect fixes via patches and updates/upgrades in function and technology to maintain the operability and usability of the software product. It may also include other no charge support that are included in the purchase price of the product in the commercial marketplace. No charge support includes items such as user blogs, discussion forums, on-line help libraries and FAQs (Frequently Asked Questions), hosted chat rooms, and limited telephone, email and/or web-based general technical support for user's self diagnostics.

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

- 1) **Telephone Support: 505-998-0800**
- 2) **E-Mail Support: [support@dataharmony.com](mailto:support@dataharmony.com)**
- 3) **After year one, Annual License and Maintenance Renewal @ 15% of purchase price.**

### **6. PERIODS OF TERM LICENSES (132-32) AND MAINTENANCE (132-34)**

- a. The Contractor shall honor orders for periods for the duration of the contract period or a lesser period of time.
- b. Term licenses and/or maintenance may be discontinued by the ordering activity on thirty (30) calendar days written notice to the Contractor.

c. Annual Funding. When annually appropriated funds are cited on an order for term licenses and/or maintenance, the period of the term licenses and/or maintenance shall automatically expire on September 30 of the contract period, or at the end of the contract period, whichever occurs first. Renewal of the term licenses and/or maintenance orders citing the new appropriation shall be required, if the term licenses and/or maintenance is to be continued during any remainder of the contract period.

d. Cross-Year Funding Within Contract Period. Where an ordering activity's specific appropriation authority provides for funds in excess of a 12 month (fiscal year) period, the ordering activity may place an order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.

e. Ordering activities should notify the Contractor in writing thirty (30) calendar days prior to the expiration of an order, if the term licenses and/or maintenance is to be terminated at that time. Orders for the continuation of term licenses and/or maintenance will be required if the term licenses and/or maintenance is to be continued during the subsequent period.

#### **7. CONVERSION FROM TERM LICENSE TO PERPETUAL LICENSE**

a. The ordering activity may convert term licenses to perpetual licenses for any or all software at any time following acceptance of software. At the request of the ordering activity the Contractor shall furnish, within ten (10) calendar days, for each software product that is contemplated for conversion, the total amount of conversion credits which have accrued while the software was on a term license and the date of the last update or enhancement.

b. Conversion credits which are provided shall, within the limits specified, continue to accrue from one contract period to the next, provided the software remains on a term license within the ordering activity.

c. The term license for each software product shall be discontinued on the day immediately preceding the effective date of conversion from a term license to a perpetual license.

d. The price the ordering activity shall pay will be the perpetual license price that prevailed at the time such software was initially ordered under a term license, or the perpetual license price prevailing at the time of conversion from a term license to a perpetual license, whichever is the less, minus an amount equal to \_\_\_\_% of all term license payments during the period that the software was under a term license within the ordering activity.

#### **8. TERM LICENSE CESSATION**

a. After a software product has been on a continuous term license for a period of \_\_\_\_\* months, a fully paid-up, non-exclusive, perpetual license for the software product shall automatically accrue to the ordering activity. The period of continuous term license for automatic accrual of a fully paid-up perpetual license does not have to be achieved during a particular fiscal year; it is a written Contractor commitment which continues to be available for software that is initially ordered under this contract, until a fully paid-up perpetual license accrues to the ordering activity. However, should the term license of the software be discontinued before the specified period of the continuous term license has been satisfied, the perpetual license accrual shall be forfeited.

b. The Contractor agrees to provide updates and maintenance service for the software after a perpetual license has accrued, at the prices and terms of Special Item Number 132-34, if the licensee elects to order such services. Title to the software shall remain with the Contractor.

#### **9. UTILIZATION LIMITATIONS - (SIN 132-32, SIN 132-33, AND SIN 132-34)**

a. Software acquisition is limited to commercial computer software defined in FAR Part 2.101.

b. When acquired by the ordering activity, commercial computer software and related documentation so legend shall be subject to the following:

(1) Title to and ownership of the software and documentation shall remain with the Contractor, unless otherwise specified.

(2) Software licenses are by site and by ordering activity. An ordering activity is defined as a cabinet level or independent ordering activity. The software may be used by any subdivision of the ordering activity (service, bureau, division, command, etc.) that has access to the site the software is placed at, even if the subdivision did not participate in the acquisition of the software. Further, the software may be used on a sharing basis where multiple agencies have joint projects that can be satisfied by the use of the software placed at one ordering activity's site. This would allow other agencies access to one ordering activity's database. For ordering activity public domain databases, user agencies and third parties may use the computer program to enter, retrieve, analyze and present data. The user ordering activity will take appropriate action by instruction, agreement, or otherwise, to protect the Contractor's proprietary property with any third parties that are permitted access to the computer programs and documentation in

connection with the user ordering activity's permitted use of the computer programs and documentation. For purposes of this section, all such permitted third parties shall be deemed agents of the user ordering activity.

(3) Except as is provided in paragraph 8.b(2) above, the ordering activity shall not provide or otherwise make available the software or documentation, or any portion thereof, in any form, to any third party without the prior written approval of the Contractor. Third parties do not include prime Contractors, subcontractors and agents of the ordering activity who have the ordering activity's permission to use the licensed software and documentation at the facility, and who have agreed to use the licensed software and documentation only in accordance with these restrictions. This provision does not limit the right of the ordering activity to use software, documentation, or information therein, which the ordering activity may already have or obtains without restrictions.

(4) The ordering activity shall have the right to use the computer software and documentation with the computer for which it is acquired at any other facility to which that computer may be transferred, or in cases of disaster recovery, the ordering activity has the right to transfer the software to another site if the ordering activity site for which it is acquired is deemed to be unsafe for ordering activity personnel; to use the computer software and documentation with a backup computer when the primary computer is inoperative; to copy computer programs for safekeeping (archives) or backup purposes; to transfer a copy of the software to another site for purposes of benchmarking new hardware and/or software; and to modify the software and documentation or combine it with other software, provided that the unmodified portions shall remain subject to these restrictions.

(5) "Commercial Computer Software" may be marked with the Contractor's standard commercial restricted rights legend, but the schedule contract and schedule pricelist, including this clause, "Utilization Limitations" are the only governing terms and conditions, and shall take precedence and supersede any different or additional terms and conditions included in the standard commercial legend.

#### **10. SOFTWARE CONVERSIONS - (SIN 132-32 AND SIN 132-33)**

Full monetary credit will be allowed to the ordering activity when conversion from one version of the software to another is made as the result of a change in operating system, or from one computer system to another. Under a perpetual license (132-33) the purchase price of the new software shall be reduced by the amount that was paid to purchase the earlier version. Under a term license (132-32), conversion credits which accrued while the earlier version was under a term license shall carry forward and remain available as conversion credits which may be applied towards the perpetual license price of the new version.

#### **11. DESCRIPTIONS AND EQUIPMENT COMPATIBILITY**

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

#### **12. RIGHT-TO-COPY PRICING**

Not offered.

### **TERMS AND CONDITIONS APPLICABLE TO PURCHASES OF TRAINING COURSES FOR GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT AND SOFTWARE (SPECIAL ITEM NUMBER 132-50)**

#### **1. SCOPE**

a. The Contractor shall provide training courses normally available to commercial customers, which will permit ordering activity users to make full, efficient use of general purpose commercial IT products. Training is restricted to training courses for those products within the scope of this solicitation.

b. The Contractor shall provide training at the Contractor's facility and/or at the ordering activity's locations, as agreed to by the Contractor and the Government.

#### **2. ORDER**

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPAs) shall be the basis for the purchase of training courses in accordance with the terms of this contract. Orders shall include the student's name, course title, course date and time, and contracted dollar amount of the course.

**3. TIME OF DELIVERY**

The Contractor shall conduct training on the date (time, day, month, and year) agreed to by the Contractor and the Government.

**4. CANCELLATION AND RESCHEDULING**

a. The ordering activity will notify the Contractor at least seventy-two (72) hours before the scheduled training date, if a student will be unable to attend. The Contractor will then permit the Government to either cancel the order or reschedule the training at no additional charge. In the event the training class is rescheduled, the Government will modify its original training order to specify the time and date of the rescheduled training class.

b. In the event the ordering activity fails to cancel or reschedule a training course within the time frame specified in paragraph a, above, the ordering activity will be liable for the contracted dollar amount of the training course. The Contractor agrees to permit the ordering activity to reschedule a student who fails to attend a training class within ninety (90) days from the original course date, at no additional charge.

c. The ordering activity reserves the right to substitute one student for another up to the first day of class.

d. In the event the Contractor is unable to conduct training on the date agreed to by the Contractor and the ordering activity, the Contractor must notify the Government at least seventy-two (72) hours before the scheduled training date.

**5. FOLLOW-UP SUPPORT**

The Contractor agrees to provide each student with unlimited telephone support for a period of one (1) year from the completion of the training course. During this period, the student may contact the Contractor's instructors for refresher assistance and answers to related course curriculum questions.

**6. PRICE FOR TRAINING**

The price that the ordering activity will be charged will be the ordering activity training price in effect at the time of order placement, or the ordering activity price in effect at the time the training course is conducted, whichever is less.

**7. INVOICES AND PAYMENT**

Invoices for training shall be submitted by the Contractor after ordering activity completion of the training course. Charges for training must be paid in arrears (31 U.S.C. 3324). Prompt payment discount, if applicable, shall be shown on the invoice.

**8. FORMAT AND CONTENT OF TRAINING**

a. The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.

b. **\*\*If applicable\*\*** For hands-on training courses, there must be a one-to-one assignment of IT equipment to students.

c. The Contractor shall provide each student with a Certificate of Training at the completion of each training course.

d. The Contractor shall provide the following information for each training course offered:

(1) The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);

(2) The length of the course;

(3) Mandatory and desirable prerequisites for student enrollment;

(4) The minimum and maximum number of students per class;

(5) The locations where the course is offered;

(6) Class schedules; and

(7) Price (per student, per class (if applicable)).

e. For those courses conducted at the ordering activity's location, instructor travel charges (if applicable), including mileage and daily living expenses (e.g., per diem charges) are governed by Pub.L.99-234 and FAR Part 31.205-46 and are reimbursable by the ordering activity on orders placed under the Multiple Award Schedule, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA city pair contracts. The Industrial Funding Fee does NOT apply to travel and per diem charges.

f. For Online Training Courses, a copy of all training material must be available for electronic download by the students.

### 9. "NO CHARGE" TRAINING

The Contractor shall describe any training provided with equipment and/or software provided under this contract, free of charge, in the space provided below.

**Remote installation via ftp with telephone support is free of charge. Two days of training done at Access Innovations, Inc., headquarters is free of charge.**

## 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/IAM 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

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/IAM 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**

Tim 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 42.212-4 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 (Deviation – 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/IAM Professional Services.

**9. INDEPENDENT CONTRACTOR**

All IT/IAM 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/IAM 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/EC SERVICES AND PRICING**

Please refer to the information provided starting on Page 16.

**PRODUCT/SERVICE DESCRIPTIONS****DESCRIPTION OF DATA HARMONY™****SIN 132-32 AND SIN 132-33**

Data Harmony is a suite of integrated software tools whose parts work independently or in combination, to provide a robust and effective taxonomic system for categorization, indexing, classification, and filtering of data. The three main components of the suite are XIS™ (XML Intranet System), M.A.I.™ (Machined Aided Indexer™), and TM™ (Thesaurus Master™), which in concert, offer efficiency, scalability, and superior content management.

The suite, which is written in Java, can be supplemented through licensing of Knowledge Domains - load-ready, amendable term lists cross referenced and expressed in hierarchical form. Users may order enterprise-oriented or customized domains in addition to those currently available for use with Data Harmony.

**XML INTRANET SYSTEM™**

XIS™ is designed to provide searching and editing access to a set of documents that have been stored with SML markup language. It functions as a database system for this document set. As a database system, it can be relatively simple, since there is no need for such complicating factors as multiple-field keys, transaction processing, relational joining, and so forth. All configuration information is kept in another SML document, while the data (the documents) are kept in a standardized, human-readable form. This means the data may be processed by other programs, such as export programs or HTML-izing scripts (as long as they don't change the data), without going through the XIS structure. In addition, the use of XML allows use of the freely available XML parsers.

User interface to the database is carried out through web browsers, either with CGI scripts on a web server handling the communication between the browsers and the database, or with Java applets doing the same, but with the ability to do client-side validation.

**MACHINE AIDED INDEXER™**

Data Harmony's M.A.I.™ is designed to make it possible for human indexers to increase their indexing efficiency and consistency by facilitating the selection of terms from controlled vocabularies, authority files or full thesauri. M.A.I. presents a list of approved terms to the editor for selection, which saves time looking up terms manually and speeds up processing time.

M.A.I. allows flexible entry because the editor can add and delete terms at will. All actions are gathered by the Statistics Collector function, which then submits hit, miss, and noise lists to the Rule Building function, thereby continually educating and updating the Rule Base.

***M.A.I. COMPONENTS***

Whether the user is running a machine or an indexing system, optimal operation depends on the quality of the individual components and the smooth interaction (including the human one) between them. M.A.I. runs on four components which interact seamlessly to maximize the quality of indexing from the start, and to support its evolution as the vocabulary grows in scale and complexity.

- **Rule Builder.** The Rule Builder is an interactive module that allows the user to create rules using a large selection of language terms denoting spatial relationship (near, around, with, etc.), format (all caps, truncate, wild cards, etc.), location (begin sentence, end sentence, in title, etc.), and

match, among others. The user can edit, add to, and review rules in the Rule Builder, or search for a set of terms or rules.

- **Rule Base.** The rule base is a collection of the rules and the valid terms to be used in the indexing of the data set, and is built using the rule builder. It is used by the concept extractor to select suggested indexing terms.
- **Concept Extractor.** The Concept Extractor compares the text in the document with the Rule Base and presents the suggested terms to the user for selecting or discarding. It recognizes all of the conditions set forth in the Rule Base and also recognizes date in tagged strings for special treatment.
- **Statistics Collector.** The Statistics Collector keeps a record of domains that have been passed through the Concept Extractor, together with the M.A.I.-suggested terms and those used by the editor. It stores, and then gathers the information into groups of editors' terms, M.A.I. suggestions, and terms suggested but not used by the editor.  
**Make Statistics.** The Make Statistics function allows the user to create a list of "miss" and "noise" terms to review for building new rules. By employing the Statistics Collector in tandem with the Rule Builder, the user can gather terms needing a rule and review the relevant text for meaning and context.

#### ***BENEFITS OF M.A.I.***

Customers have experienced a four-fold increase in efficiency using the M.A.I. while measurably improving consistency and coverage of individual records. M.A.I. also improves consistency of indexing by providing the same term under the same conditions every time, preventing editorial drift.

Indexing using M.A.I. will mine to the entire depth of the vocabulary applied, thus improving the retrieval, relevance, and recall for the user.

#### ***ADDITIONAL FEATURES***

M.A.I. operates as an independent utility in managing clients' structured vocabularies. M.A.I. can be used in conjunction with the TM and XIS to enhance your knowledge management capabilities. M.A.I. is available in either Java or C++ language.

#### **THESAURUS MASTER™**

The language of an enterprise reflects its scope and content, calling for a specialized taxonomy or vocabulary to ensure efficient, effective management of that context.

Whether a user develops this vocabulary (term list, authority file, or thesaurus) or obtains it whole or in part from external sources, Data Harmony's Thesaurus Master allows the user to control the entries, the hierarchy, and the conditions of use.

Using TM, the user can create and/or impart the terms used in his field and define the scope of use in the rule base, fine tuning and refreshing the definitions easily as terms evolve. TM maintains hierarchical consistency while terms are added at any level. TM links directly to automatic indexing and the documents.

TM also operates independently in managing structured taxonomies. It accommodates the formal thesaurus structure of Broader Term, Narrower Term, Use and Used For references, History Notes,

Related Terms, and Scope Notes. It also enables restricted access to maintenance controls for database integrity.

TM can be used in conjunction with M.A.I. (Machine Aided Indexer) and the XIS (XML Internet System) to enhance the client's knowledge management capabilities. TM adheres to thesaurus standards ISO 2788 (monolingual), ISO 5964 (multilingual), and NISO Z39.19.

### **KNOWLEDGE DOMAINS**

Data Harmony's program suite-or an existing legacy system for taxonomy building and content management can be enhanced with the supplemental licensing of Knowledge Domains.

A domain is an outline of knowledge, expressed in a hierarchical form with cross-referenced concepts. A hierarchy of concepts is integral to a domain (Example 1). Each concept term includes additional information about how and where it fits into the hierarchy (Example 2). Each term also has associated information (rules) about the use and application of that term when the knowledge base is applied to a body of text (Example 3).

The following are available for license. We also customize knowledge domains for clients.

#### **National Information Center for Educational Media (NICEM)**

The NICEM domains are compiled from the NICEM Thesaurus of terms used for indexing the NICEM database of non-print, educational media.

The NICEM domains include: Agriculture, Applied Technologies, Industrial and Technical Education, Business (popular), Communications, Computer and Information Science, Consumer and Homemaking Education, Economics, Education, Geography, Health and Wellness, History, Language Arts, Languages, Literature and Drama, Mathematics, Persons and Occupations, Place Names, Political Science, Psychology, Religion and Philosophy, Science, Social Sciences, Sports and Recreation, Visual and Performing Arts.

#### **News**

The NewsIndexer domains are categories of the Data Harmony NewsIndexer ASP filtering and indexing services, created for the News industry and designed for deeper and broader coverage.

The NewsIndexer domains include: Business and Finance (includes professions, and economies), Geography, News (includes justice, law, and politics), Organizations, People, Science and Health (includes Medicine, Psychology, Natural and Physical Sciences, Social Sciences)

#### **Geographical**

The Geographical domains include: Names-Organizations/Corporations, Names-Personal, and Science/Technology/Medicine (includes Science, Technology, Medicine, and Drugs)

#### **Environment**

Environmental domains include: Activities (includes topics like Monitoring, Pesticide application, Maintenance, etc.), Analyses (Economic analysis, Cost benefit analysis, Hazard analysis, etc.), Environments (Ecosystems, Species, Habitats, Food chain, etc.), Equipment, devices, and apparatus, Facilities (Government-owned facilities, Laboratories, Nuclear power plants, Treatment facilities, etc.), Management (Personnel management, Problem solving, Management practices, etc.), Materials (Chemical compounds, Class I and Class II substances, Fossil fuels, Hazardous substances, etc.), Measurements and indexes, Natural resources (Air resources, Geological Resources, Water resources,

etc.), Occurrences (Accidents, Failures, Nuclear incidents, Releases, etc.), Personnel, Plans (Action plans, Emergency plans, Maintenance plans, etc.), Pollution (Pollutants, Pollution pathways, Pollution prevention, Pollution types, Trans-boundary pollution), Processes (Administrative, Biologic, Chemical, Environmental, Industrial, processes, etc.), Programs, Property and Legal issues, Qualities, properties, and effects (Acidity, Chemical properties, Hazardous waste characteristics, etc.), Sciences (including Biology, Physiology, Chemistry, Hydrology, etc.), Services, Standards, levels and limits (Concentration levels, Dosage levels, Effluent standards, etc.), Studies, tests, and data (Computer models, Data collection methods, Databases, etc.), Transportation, Industries, Agencies and organizations, Laws, regulations, and documents (includes International treaties as well as U.S. laws).

### **MAIChem™**

This client-specified custom Knowledge Domain can be licensed to enhance Data Harmony's M.A.I. program or an agency's legacy system for taxonomy building and content management. This domain combines the rule base and terms and contains chemical names, popular names, brand names and their variations. In addition to the large dictionary of terms included, there are four types of special algorithms added to the basic M.A.I. system for the semantic determination and extraction of chemical names. Currently, this system is being used to identify chemical and pharmaceutical topics in patents and full text literature. The Knowledge Domain can be mounted on the customer's system, or the Knowledge Domain can be mounted on Access Innovations server and the customer can access it and the search results can be delivered to the customer via the Internet/Web, dedicated lines/ports or newsfeeds. Such access is typically controlled by IP address or passwords for individual users.

### **MAI Lib™ (Library of Congress Subject Headings)**

This specialized implementation of Thesaurus Master and M.A.I. includes a module to select term elements chosen automatically from text. Elements are then combined following the rules for creation of traditional subject catalog or back-of-the-book index headings. With MAI Lib, users are able to speed and expand their cataloging using Library of Congress Subject Heading Terms, exporting results in MARC (expanded or concise), XML, or other output formats. The Knowledge Domain can be mounted on the customer's system, or it can be mounted on Access Innovations server and the customer can access it and the search results can be delivered to the customer via the Internet/Web, dedicated lines/ports or newsfeeds. Such access is typically controlled by IP address or passwords for individual users.

### **Business Knowledge Domain Rule Base**

Data Harmony's program suite, or your own legacy system for taxonomy building and content management, can be enhanced with the supplemental licensing of a taxonomy. A domain or taxonomy is an outline of knowledge, expressed in hierarchical form with cross-referenced concepts. This is a general taxonomy for indexing general office information. This system was created for automatic filtering of office-related information. The rule base can be mounted on the customer's system, or it can be mounted on Access Innovations server and the customer can access it and the search results can be delivered to the customer via the Internet/Web, dedicated lines/ports or newsfeeds. Such access is typically controlled by IP address or passwords for individual users.

### **Business Knowledge Domain Thesaurus**

Data Harmony's program suite, or your own legacy system for taxonomy building and content management, can be enhanced with the supplemental licensing of a taxonomy. A domain or taxonomy is an outline of knowledge, expressed in hierarchical form with cross-referenced concepts. This is a general taxonomy for indexing general office information. About 34,000 terms are geographical terms. This system was created for automatic filtering of office-related information. The thesaurus can be mounted on the customer's system, or it can be mounted on Access Innovations server and the customer can access

it and the search results can be delivered to the customer via the Internet/Web, dedicated lines/ports or newsfeeds. Such access is typically controlled by IP address or passwords for individual users.

#### **Medicine Knowledge Domain Rule Base**

Data Harmony's program suite, or your own legacy system for taxonomy building and content management, can be enhanced with the supplemental licensing of a taxonomy. A domain or taxonomy is an outline of knowledge, expressed in hierarchical form with cross-referenced concepts. This taxonomy is based on the National Library of Medicine Medical Subject Headings (MeSH). The rule base can be mounted on the customer's system, or it can be mounted on Access Innovations server and the customer can access it and the search results can be delivered to the customer via the Internet/Web, dedicated lines/ports or newsfeeds. Such access is typically controlled by IP address or passwords for individual users.

#### **Medicine Knowledge Domain Thesaurus**

Data Harmony's program suite, or your own legacy system for taxonomy building and content management, can be enhanced with the supplemental licensing of a taxonomy. A domain or taxonomy is an outline of knowledge, expressed in hierarchical form with cross-referenced concepts. This taxonomy is based on the National Library of Medicine Medical Subject Headings (MeSH). There are 19,603 unique terms and 200,000 synonyms. The thesaurus can be mounted on the customer's system, or it can be mounted on Access Innovations server and the customer can access it and the search results can be delivered to the customer via the Internet/Web, dedicated lines/ports or newsfeeds. Such access is typically controlled by IP address or passwords for individual users.

#### **Occupational Safety and Health Knowledge Domain Rule Base**

Data Harmony's program suite, or your own legacy system for taxonomy building and content management, can be enhanced with the supplemental licensing of a taxonomy. A domain or taxonomy is an outline of knowledge, expressed in hierarchical form with cross-referenced concepts. There are 12,967 rules. The rule base can be mounted on the customer's system, or it can be mounted on Access Innovations server and the customer can access it and the search results can be delivered to the customer via the Internet/Web, dedicated lines/ports or newsfeeds. Such access is typically controlled by IP address or passwords for individual users.

#### **Occupational Safety and Health Knowledge Domain Thesaurus**

Data Harmony's program suite, or your own legacy system for taxonomy building and content management, can be enhanced with the supplemental licensing of a taxonomy. A domain or taxonomy is an outline of knowledge, expressed in hierarchical form with cross-referenced concepts. The terms reflect the health and safety rules and regulations for the U.S. and Canada. There are 12,987 terms. The thesaurus can be mounted on the customer's system, or it can be mounted on Access Innovations server and the customer can access it and the search results can be delivered to the customer via the Internet/Web, dedicated lines/ports or newsfeeds. Such access is typically controlled by IP address or passwords for individual users.

#### **Psychology Knowledge Domain Rule Base**

Data Harmony's program suite, or your own legacy system for taxonomy building and content management, can be enhanced with the supplemental licensing of a taxonomy. A domain or taxonomy is an outline of knowledge, expressed in hierarchical form with cross-referenced concepts. The rule base can be mounted on the customer's system, or it can be mounted on Access Innovations server and the customer can access it and the search results can be delivered to the customer via the Internet/Web, dedicated lines/ports or newsfeeds. Such access is typically controlled by IP address or passwords for individual users.

**Psychology Knowledge Domain Thesaurus**

Data Harmony's program suite, or your own legacy system for taxonomy building and content management, can be enhanced with the supplemental licensing of a taxonomy. A domain or taxonomy is an outline of knowledge, expressed in hierarchical form with cross-referenced concepts. The thesaurus covers general psychology at the college level and applies to indexing of journals and other scholarly literature. There are 7,000 terms. The thesaurus can be mounted on the customer's system, or it can be mounted on Access Innovations server and the customer can access it and the search results can be delivered to the customer via the Internet/Web, dedicated lines/ports or newsfeeds. Such access is typically controlled by IP address or passwords for individual users.

**Transportation Knowledge Domain Rule Base**

Data Harmony's program suite, or your own legacy system for taxonomy building and content management, can be enhanced with the supplemental licensing of a taxonomy. A domain or taxonomy is an outline of knowledge, expressed in hierarchical form with cross-referenced concepts. The rule base can be mounted on the customer's system, or it can be mounted on Access Innovations server and the customer can access it and the search results can be delivered to the customer via the Internet/Web, dedicated lines/ports or newsfeeds. Such access is typically controlled by IP address or passwords for individual users.

**Transportation Knowledge Domain Thesaurus**

Data Harmony's program suite, or your own legacy system for taxonomy building and content management, can be enhanced with the supplemental licensing of a taxonomy. A domain or taxonomy is an outline of knowledge, expressed in hierarchical form with cross-referenced concepts. Covers all subjects related to the following transportation modes: air, land, water, space, ground (more in-depth coverage). Contains over 10,000 transportation terms plus 3,000 definitions from the AASHTO glossary. It includes the National Transportation Library thesaurus. It does not cover formal names of organizations, persons, computer programs, places, etc. The thesaurus can be mounted on the customer's system, or it can be mounted on Access Innovations server and the customer can access it and the search results can be delivered to the customer via the Internet/Web, dedicated lines/ports or newsfeeds. Such access is typically controlled by IP address or passwords for individual users.

**Defense Knowledge Domain Rule Base**

Data Harmony's program suite, or your own legacy system for taxonomy building and content management, can be enhanced with the supplemental licensing of a taxonomy. A domain or taxonomy is an outline of knowledge, expressed in hierarchical form with cross-referenced concepts. The rule base can be mounted on the customer's system, or it can be mounted on Access Innovations server and the customer can access it and the search results can be delivered to the customer via the Internet/Web, dedicated lines/ports or newsfeeds. Such access is typically controlled by IP address or passwords for individual users.

**Defense Knowledge Domain Thesaurus**

Data Harmony's program suite, or your own legacy system for taxonomy building and content management, can be enhanced with the supplemental licensing of a taxonomy. A domain or taxonomy is an outline of knowledge, expressed in hierarchical form with cross-referenced concepts. It includes the Defense Technical Information Center (DTIC) thesaurus, which is used to index the DTIC Technical Reports Collection on Public STINET indexes research reports generated for and by the Department of Defense. The terminology in the DTIC thesaurus is broad, covering defense and military science, environment, healthcare, physics, electronics, engineering, materials and related fields. Contains over 17,000 controlled terms with 500 additional use references. The thesaurus can be mounted on the customer's system, or it can be mounted on Access Innovations server and the customer can access it and

the search results can be delivered to the customer via the Internet/Web, dedicated lines/ports or newsfeeds. Such access is typically controlled by IP address or passwords for individual users.

#### **NASA Knowledge Domain Rule Base**

Data Harmony's program suite, or your own legacy system for taxonomy building and content management, can be enhanced with the supplemental licensing of a taxonomy. A domain or taxonomy is an outline of knowledge, expressed in hierarchical form with cross-referenced concepts. The rule base can be mounted on the customer's system, or it can be mounted on Access Innovations server and the customer can access it and the search results can be delivered to the customer via the Internet/Web, dedicated lines/ports or newsfeeds. Such access is typically controlled by IP address or passwords for individual users.

#### **NASA Knowledge Domain Thesaurus**

Data Harmony's program suite, or your own legacy system for taxonomy building and content management, can be enhanced with the supplemental licensing of a taxonomy. A domain or taxonomy is an outline of knowledge, expressed in hierarchical form with cross-referenced concepts. Contains authorized subject terms by which the documents in NASA Aeronautics and Space Database are indexed and retrieved. The scope of the controlled vocabulary includes aerospace engineering, all supporting areas of engineering and physics, the natural space sciences (astronomy, astrophysics, and planetary science), earth science, and to some extent, biological sciences. Contains over 18,460 terms, 4,300 definitions, 4,480 USE references. The thesaurus can be mounted on the customer's system, or it can be mounted on Access Innovations server and the customer can access it and the search results can be delivered to the customer via the Internet/Web, dedicated lines/ports or newsfeeds. Such access is typically controlled by IP address or passwords for individual users.

#### **MAIMail**

MAIMail is an add-on to the popular Data Harmony M.A.I. (Machine Aided Indexer) package. It enables users to direct their incoming e-mail according to categorization rules associated with their organizational taxonomy. Users can have their e-mail automatically forwarded to appropriate e-mail addresses or folders based on MAIMail's analysis of the text contained in the message. Users can also use MAIMail to direct RSS feeds or incoming data streams into processing bins or to redistribute files of interest based on a keyboard profile.

#### **M.A.I. IEE – M.A.I. International Edition**

This is the International Edition for the current M.A.I. products as listed under our contract as Product Numbers MAI-SV-33SB and MAI-SV-33SG. The International Edition includes handling of multiple character sets, multiple languages, and Service Level Agreement (SLA) help desk support.

#### **MAIstro IEE – MAIstro International Edition**

This is the International Edition for the current MAIstro products as listed under our contract as Product Numbers MAISTRO-SV-33SB and MAISTRO-SV-33SG. The International Edition includes handling of multiple character sets, multiple languages, and Service Level Agreement (SLA) help desk support.

#### **XIS IEE – XIS International Edition**

This is the International Edition for the current XIS products as listed under our contract as Product Numbers XIS-SV-33SB and XIS-SV-33SG. The International Edition includes handling of multiple character sets, multiple languages, and Service Level Agreement (SLA) help desk support.

**Thesaurus Master IEE – Thesaurus Master International Edition**

This is the International Edition for the current Thesaurus Master products as listed under our contract as Product Numbers TM-SV-33SB and TM-SV-33SG. The International Edition includes handling of multiple character sets, multiple languages, and Service Level Agreement (SLA) help desk support.

**XIS MAIstro IEE – XIS MAIstro International Edition**

This is the International Edition for the current XIS MAIstro products as listed under our contract as Product Numbers XIS-TM-MAI-33SB and XIS-TM-MAI-33SG. The International Edition includes handling of multiple character sets, multiple languages, and Service Level Agreement (SLA) help desk support.

**Custom Domains**

Custom domains can be created per import source/specifications. Please contact us for quotation. Updates available at 15% of purchase price.

**NewsIndexer ASP**

Filtering and Indexing Service for newspapers

**EXAMPLES of Data Harmony Structure*****Example 1***

Visual and performing arts

- Architecture
- Music
  - History of music
  - Music appreciation
  - Musical performance
    - Musical conducting
    - Solo music performances

***Example 2***

TT Visual and performing arts (Top Term)  
 BT Visual and performing arts (Broader term)  
 NT History of music (Narrower Term)  
 NT Music performances (Narrower Term)

***Example 3***

Text to Match: music\*  
 IF (NEAR “appreciate” or MENTIONS “background”)  
 Use Music appreciation

**GLOSSARY OF TERMS**

**Broader Term (BT):** A Broader Term indicates the more general classification to which a Top Term belongs.

**CGI scripts:** CGI scripts are programs or script files executed in response to a user request.

**Concept Extractor:** The Concept Extractor compares the text in the document with the Rule Base and presents the suggested terms to the user for selecting or discarding.

**Data Harmony:** Data Harmony is a suite of integrated software tools whose parts work independently or in combination to provide a taxonomic system for categorization, indexing, classification, and filtering of data.

**Hierarchical Relationships:** Headings related hierarchically are connected by means of reciprocal Broader Term (BT) and Narrower Term (NT) references. A heading is linked to the level immediately above it and the level immediately below it and the level immediately below it in the appropriate hierarchy.

**History Notes:** History Notes link current terms with terms used in indexing prior to 1986. They are key in searching printed indexes and online databases from 1963 through 1985, and provide the range of years in which a term was in use, its former Descriptor Code, and the word form if it has changed.

**Hit:** A Hit occurs when the M.A.I. supplies the correct term to the editor.

**ISO:** International Organization for Standardization

**Java:** Java is a high-level, object-oriented programming language developed by Sun Microsystems that can be run on most operating systems including UNIX, Macintosh, and Windows.

**Knowledge Domains:** Knowledge domains are cross-referenced term lists expressed in hierarchical form.

**Legacy System:** A legacy system is an older computer system or application program that continues to be used because of the cost of replacing or redesigning it.

**M.A.I.<sup>TM</sup> (Machine Aided Indexer<sup>TM</sup>):** presents a list of approved terms to the editor for selection, facilitating the selection of terms from controlled vocabularies, authority files, or full thesauri.

**Machine Aided Indexing:** Machine aided indexing combines the consistency of computers with human discrimination to increase indexing consistency.

**Make Statistics:** The Make Statistics function allows the user to create a list of “miss” and “noise” terms to review for building new rules. By employing the Statistics Collector in tandem with the Rule Builder, the user can gather terms needing a rule and review the relevant text for meaning and context.

**Miss:** A miss occurs when the M.A.I. fails to supply a needed term to the indexer.

**Narrower Term (NT):** A Narrower Term indicates the more specific sub-classes of the Main Term.

**NISO:** National Information Standards Organization

**Noise:** Noise occurs when the M.A.I. supplies an incorrect term to the indexer.

**Related Terms (RT):** Related Terms are related conceptually to the Main Term. But they do not share the direct class/sub-class relationship described by the Broader Term/Narrower Term relationship. They should be considered for use as other appropriate search terms.

**Rule Base:** The Rule Base is a collection of the rules and the valid terms to be used in the indexing of the data set, and is built using the Rule Builder. It is used by the Concept Extractor to select suggested indexing terms.

**Rule Builder:** The Rule Builder allows the user to create rules using language terms denoting spatial relationship (near, around, with, etc.) format (all caps, truncate, wild cards, etc.), location (begin sentence, end sentence, in title, etc.), and match, among others. The user can edit, add to, and review rules in the Rule Builder, or search for a set of terms or rules.

**Scope Notes:** Scope Notes are brief statements of the intended meaning or usage of a Top Term.

**Statistics Collector:** The Statistics Collector keeps a record of domains that have been passed through the concept extractor, together with the M.A.I.-suggested terms, and those used by the editor. It stores, and then gathers the information into groups of editors' terms, M.A.I. suggestions, and terms suggested but not used by the editor.

**TM™ (Thesaurus Master™):** Thesaurus Master allows the user to control the entries, the hierarchy, and the conditions of use. Using TM, the user can create and/or import terms and define the scope of use in the rule base, fine tuning and refreshing the definitions as terms evolve. TM™ maintains hierarchical consistency while terms are added at any level. TM links directly to the documents.

**Taxonomy:** A Taxonomy is the systematic classification of words into a hierarchical group.

**Thesaurus:** "A Thesaurus is the vocabulary of a controlled indexing language, formally organized so that the a priori relationships between concepts (for example as "broader" and "narrower") are made explicit." (ISO 2788, 1986:2)

**Top Term (TT):** Top Term is the preferred term or descriptor representing the conventional usage of the term in the vocabulary.

**Use (US):** Use directs the user from non-preferred expressions to the preferred Top Term.

**Used For (UF):** Used For terms are non-preferred terms including synonyms and variants of the Top Term, specific terms indexed under a more generic term, or discontinued terms. For every Used For term, a reciprocal Use reference is generated, pointing to the preferred Top Term.

**Vocabulary:** A Vocabulary is the specialized language of an enterprise, sometimes used interchangeably with Taxonomy.

**XIS™ (XML Intranet System):** XIS is a database system designed to provide searching and editing access to a set of documents that have been stored with XML markup language.

**XML (Extensible Markup Language):** XML was established by the World Wide Web Consortium to define data interchange formats within the Internet. It is a mark-up language consisting of a set of data descriptions or tags and rules that simplify and enhance the process of data interchange between unlike computer systems.

## DESCRIPTION OF DATA HARMONY™ MAINTENANCE

### SIN 132-34

**Data Harmony Maintenance:** Maintenance for all Data Harmony modules or packages. Maintenance is optional, but recommended. Service Center hours: 8 AM to 7 PM MT, M-F. Initial response time: 30 minutes after request for assistance. Resolution time: three-day target

for all identified problems. Includes upgrades or bug fixes, but not new versions, i.e., Version 3.1 to 3.2 is included, but Version 3.6 to 4.0 is not included.

## DESCRIPTION OF TRAINING COURSES

### SIN 132-50

#### **DH/MAI-TRAIN**

Training for the Data Harmony products listed below, customized to users' needs and products purchased. Training at the client's location; customized to their needs. One-day minimum required; two-day minimum required for Data Harmony's MAI products.

- Data Harmony Thesaurus Master Training
- Data Harmony M.A.I. Computer Indexing Training
- Data Harmony Thesaurus and Computer Indexing (MAIstro) Training
- Data Harmony XIS and Thesaurus Master and M.A.I. Training
- Data Harmony XIS Structured DBMS Training
- NewsIndexer Training

## DESCRIPTION OF INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

### SIN 132-51

#### **Database Services Consulting**

Customized consultancy in the theory, design and implementation, management using Data Harmony software; database design, construction, implementation and deployment; information architecture; content production workflow; thesaurus and taxonomy design, construction, and implementation. Consulting as it applies to IT project management; automated indexing services and software products; taxonomy, thesaurus development services and software products; search engine design; data capture and conversion; document analysis and conversion; image processing; database design, construction and maintenance; document abstracting; text, image and database markup for intranets or Web – SGML / HTML / XML / XHTML; scientific classification and uniform content categorization; library information storage and retrieval systems; information standards compliance.

Commercial Job Title: Database Consulting - Minimum/General Experience: Five (5)+ years experience, Masters Degree in Computer Science, or ten (10)+ years experience.

#### **Database Services Programming**

Programming required for customizing Data Harmony products and as it relates to IT project management; automated indexing services and software products; taxonomy, thesaurus development services and software products; search engine design; data capture and conversion; document analysis and conversion; image processing; database design, construction and maintenance; document abstracting; text, image and database markup for intranets or Web – SGML / HTML / XML / XHTML; scientific classification and uniform content categorization; library information storage and retrieval systems; information standards compliance. Includes input format, output format, error checker, spell-checker, sample text extraction, and photocomposition conversion.

Commercial Job Title: Database Programming - Minimum/General Experience: Bachelors Degree in Computer Science, three (3)+ years experience; Masters Degree in Computer Science, five (5)+ years experience.

#### **Database Services Data Processing Computer Room Operations**

Data processing computer room operations required for customizing Data Harmony products and as it relates to IT project management; automated indexing services and software products; taxonomy, thesaurus development services and software products; search engine design; data capture and conversion; document analysis and conversion; image processing; database design, construction and maintenance; document abstracting; text, image and database markup for intranets or Web – SGML / HTML/ XML/ XHTML; scientific classification and uniform content categorization; library information storage and retrieval systems; information standards compliance.

Commercial Job Title: Computer Room Operations - Minimum/General Experience: High School Diploma; One (1)+ years experience.

#### **Database Services Project Principal/Project Management**

Programming project management required for customizing Data Harmony products and as it relates to IT project management; automated indexing services and software products; taxonomy, thesaurus development services and software products; search engine design; data capture and conversion; document analysis and conversion; image processing; database design, construction and maintenance; document abstracting; text, image and database markup for intranets or Web – SGML / HTML/ XML/ XHTML; scientific classification and uniform content categorization; library information storage and retrieval systems; information standards compliance.

Commercial Job Title: Project Principal/Project Management - Minimum/General Experience: Junior Level: Bachelors Degree in Computer Science, two (2)+ years experience; Senior Level: Bachelors Degree in Computer Science, four (4)+ years experience.

#### **Database Services Editorial Services**

Editorial supervision, online editorial services (includes SGML, HTML, XML tagging), abstracting and indexing, coding and tagging (hard copy), quality control, inventory, tracking and batching for customizing Data Harmony products and as it relates to IT project management; automated indexing services and software products; taxonomy, thesaurus development services and software products; search engine design; data capture and conversion; document analysis and conversion; image processing; database design, construction and maintenance; document abstracting; text, image and database markup for intranets or Web – SGML / HTML/ XML/ XHTML; scientific classification and uniform content categorization; library information storage and retrieval systems; information standards compliance.

Commercial Job Title: Editor - Minimum/General Experience: Taxonomy/Thesaurus/Vocabulary Editors/Rule Building: Bachelors Degree in Computer Science, four (4)+ years experience; Entry Level - General, A&I, Rule Building, Data Entry, High School Diploma, two (2)+ years experience; Data Entry Experienced – General A&I, Rule Building, High School Diploma, two (2)+ years experience.

#### **Database Services Media**

Diskette, CD-ROM, Tape, or FTP required for the delivery of data as related to the customization of Data Harmony products or as it relates to IT project management; automated indexing services and software products; taxonomy, thesaurus development services and software products; search engine design; data capture and conversion; document analysis and conversion; image processing; database design,

construction and maintenance; document abstracting; text, image and database markup for intranets or Web – SGML / HTML/ XML/ XHTML; scientific classification and uniform content categorization; library information storage and retrieval systems; information standards compliance.

#### **Database Services Shipping and Handling**

Shipping and handling required for the delivery of data as related to the customization of Data Harmony products or as it relates to IT project management; automated indexing services and software products; taxonomy, thesaurus development services and software products; search engine design; data capture and conversion; document analysis and conversion; image processing; database design, construction and maintenance; document abstracting; text, image and database markup for intranets or Web – SGML / HTML/ XML/ XHTML; scientific classification and uniform content categorization; library information storage and retrieval systems; information standards compliance.

<p style="text-align: center;"><b>USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS</b></p>
---

#### PREAMBLE

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

#### 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 **Mr. Jay Ven Eman, Phone: (505) 998-0800 , E-mail: [j\\_ven\\_eman@accessinn.com](mailto:j_ven_eman@accessinn.com), Fax: (505) 256-1080.**



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 customer’s 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.