

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

SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D301 IT Facility Operation and Maintenance
FPDS Code D302 IT Systems Development Services
FPDS Code D306 IT Systems Analysis Services
FPDS Code D307 Automated Information Systems Design and Integration Services
FPDS Code D308 Programming Services
FPDS Code D310 IT Backup and Security Services
FPDS Code D311 IT Data Conversion Services
FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316 IT Network Management Services
FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services or Other Information Services
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

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

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

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



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Bethesda, MD 20817
Phone: (301) 830-4035
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<http://www.coresphere.com/>
Email: gsa@coresphere.com**

**Contract Number: GS-35F-0900R
Period Covered by Contract: 9/30/2015 to 9/29/2020**

Pricelist current through Modification # PO-0004, dated September 24, 2015

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

TABLE OF CONTENTS

Customer Information.....	3
Terms and Conditions for Information Technology Professional Services (Special Item Number 132-51).....	6
Labor Category Descriptions.....	9
GSA Pricelist.....	14
USA Commitment to Promote Small Business Participation Procurement Programs	15
Best Value Blanket Purchase Agreement.....	16
Blanket Purchase Agreements (BPAs).....	17
Basic Guidelines for using Contractor Team Arrangements.....	18

CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SIN 132-51, 132-51STLC, 132-51RC - Information Technology Professional Services

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

Not Applicable

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

See attached pricelist on page 11.

2. Maximum order.

\$500,000 per order/ per SIN

3. Minimum order.

\$2,500

4. Geographic coverage (delivery area).

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

5. Point(s) of production (city, county, and State or foreign country).

Not applicable

6. Discount from list prices or statement of net price.

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

7. Quantity discounts.

None

8. Prompt payment discount.

1% net 20 days from receipt of invoice or date of acceptance, whichever is later.

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.

Government purchase cards are accepted at or below the micro-purchase threshold.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.

Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign items (list items by country of origin).

Not Applicable

11a. Time of delivery.

To be negotiated with end user

11b. Expedited Delivery.
To be negotiated with end user.

11c. Overnight and 2-day delivery.
Not Applicable

11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery.
To be negotiated with end user.

12. F.O.B. point(s).
Destination

13a. Ordering address(es).
CoreSphere, LLC.
10411 Motor City Drive Suite 410
Bethesda, MD 20817
Phone: (301) 830-4035
Fax: (301) 825-8990
<http://www.coresphere.com/>
Email: gsa@coresphere.com

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address(es).
CoreSphere, LLC.
10411 Motor City Drive Suite 410
Bethesda, MD 20817

15. Warranty provision.
Not Applicable

16. Export packing charges, if applicable.
Not Applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).
Government purchase cards are accepted above the micro-purchase threshold.

18. Terms and conditions of rental, maintenance, and repair (if applicable).
Not Applicable

19. Terms and conditions of installation (if applicable).
Not Applicable

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).
Not Applicable

20a. Terms and conditions for any other services (if applicable).
Not Applicable

21. List of service and distribution points (if applicable).

Not Applicable

22. List of participating dealers (if applicable).

Not Applicable

23. Preventive maintenance (if applicable).

Not Applicable

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).

Not Applicable

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Number System (DUNS) number.

184768583

26. Notification regarding registration in Central Contractor Registration (CCR) database.

Coresphere, LLC is registered with the Central Contractor Registration. The Cage Code is 37GU1.

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

1. SCOPE

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

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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

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

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

incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any

joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

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

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

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

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

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

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

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

Note: It is CoreSphere's company policy to accept:

- 6 years of related experience in lieu of a Bachelor's degree
- 9 years of related experience in lieu of a Master's degree

This experience must be in addition to the experience requirement specified under Minimum/General Experience in each of the descriptions below.

Application Architect

Duties: Demonstrates experience in architecting and planning large and complex information systems implementation, package application implementation including ERP and CRM packages, analysis, change management, and business process redesign. Utilize special skills in premium technologies such as enterprise software tools and methodologies. Utilize extensive experience in planning and managing large scale, complex projects including controlling change control, scheduling, performance, budgets, and overall project scope. Set overall application policy direction for client engagements; communicate with client executive management to ensure critical issues are addressed in application architecture; provide expert guidance to application implementation projects in industry, technical and functional areas; and oversee contract and financial management.

Minimum Education: Bachelors

Years of Experience: 10

Business Analyst

Duties: Applies process improvement and reengineering methodologies and principles to conduct process modernization technology projects. Responsible for effective transitioning of existing project teams and the facilitation of project teams in the accomplishment of technical project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering and technical efforts.

Minimum Education: Bachelors

Years of Experience: 5

Developer/Engineer III

Duties: Provision of general software/ database development and or application/infrastructure engineering support. Creates and/or maintains operating systems, communications software, database packages, compilers, repositories, and utility and assembler programs. Modifies existing software, configures COTS

and SaaS applications and develops special-purpose software to ensure efficiency and integrity between systems and applications.

Minimum Education: Bachelors

Years of Experience: 7

Enterprise Architect

Duties: Works independently under general guidance. Fully knowledgeable in all aspects of program, technical or functional area. Manages multiple systems acquisition program/project of major technical or functional areas. Coordinates and establishes policies, architectures, inter-relationships between multiple and related technologies and or programs within an Enterprise. Establishes objectives and requirements, develops program budgets, standards, and schedules for multiple projects/programs. Monitors outside resources with experience or extensive knowledge with the processes and procedures related to the technical and functional areas. Coordinates, reviews, and supervises work of assigned staff. Provide knowledge transfer and mentoring as appropriate. Orient and train consulting staff. Demonstrates highly developed written, technical, interpersonal communication, and conflict resolution skills.

Minimum Education: Masters

Years in Experience: 10

Principal Subject Matter Expert

Duties: Works independently under general guidelines or objectives. Possesses demonstrated advanced technical and managerial skills; fully knowledgeable and experienced in all aspects of a program or functional area. Applicable functional areas include systems engineering, network engineering, acquisition management, business process reengineering, specialty engineering (e.g., communications, systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. Manages large, complex systems acquisition projects or major functional areas. Plans, develops or supports programs/projects. Establishes objectives and requirements. Adapts and applies applicable technical, administrative, financial and business processes and procedures. Develops budgets. Develops program/project standards and schedules. Monitors outside resources. Coordinates and reviews work of assigned staff. Reviews/oversees the preparation of all related documentation. Chairs reviews, technical interchange meetings, etc. Directly participates and coordinates with the highest echelons and authority on all aspects pertinent to the successful implementation of the program or functional area. Employs a high degree of creativity, foresight and mature judgment to plan, organize and guide complex programs for which approaches and precedents may be unclear or nonexistent. Performs other related duties as assigned.

Minimum Education: Bachelors

Years of Experience: 8

Program Analyst

Duties: Applies management analysis processes, statistical methods, and advanced technical and analytical research techniques to determine solutions based on client requirements with an IT services/solutions-based scope. Analyzes operational activities to obtain a quantitative, rational basis for decision making and resource allocation. Employs process improvements and reengineering methodologies and principles for modernization of systems and projects. Creates project plans to achieve performance-based objectives, enhancing implementation, systems and service. Provides integral support in mission requirements determination, conceptualization, design, development, testing, verification and validation, documentation, and implementation of system applications.

Minimum Education: Bachelors

Years of Experience: 4

Program Manager

Duties: Manages complex, mission-critical, strategic and advanced technology-based programs. Serves as focal point for the contract and client regarding programs direction, task scheduling and budget control. Directs internal and subcontractor team(s) and performs overall strategic management, planning, contract level performance metrics and production of overall contract/task order support operations. Effectively manages funds, personnel, production standards, and resources and ensures quality and timely delivery of all contractual items.

Minimum Education: Bachelors

Years of Experience: 10

Project Manager

Duties: Leads team on large projects or significant segment of large complex projects or manages multiple smaller projects. Analyzes new and complex project related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools, and solution components.

Minimum Education: Bachelors

Years of Experience: 6

Senior Business Analyst

Duties: Applies process improvement and reengineering methodologies and principles to conduct process modernization technology projects. Responsible for effective transitioning of existing project teams and the facilitation of project teams in the accomplishment of technical project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering and technical efforts.

Minimum Education: Bachelors

Years of Experience: 7

Senior Subject Matter Expert

Duties: Works independently under general guidelines or objectives set by supervisor. Possesses advanced technical and managerial skills; fully knowledgeable and experienced in all aspects of a program, technical, or functional area. Applicable functional areas include systems engineering, package application implementation, ERP systems, CRM systems, acquisition management, business process reengineering, specialty engineering (e.g., communications, systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational development and planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. Manages a single systems acquisition program/project or major technical/functional area. Fully knowledgeable of all aspects of the program or programs under his/her management. Establishes objectives and requirements. Develops budgets. Develops program/project standards and schedules. Monitors outside resources. Has experience or extensive knowledge with the processes and procedures relative to the technical and functional area. Coordinates, reviews and supervises work of assigned staff. Reviews/oversees the preparation of all related documentation. Conducts program reviews, meetings, etc.

Minimum Education: Bachelors

Years of Experience: 8

Software Engineer/Analyst

Duties: Under limited supervision, designs and develops information systems through the implementation of structured techniques and appropriate standards, and executes software development life cycle phases of computing systems. May direct and supervise personnel. Responsible for the design, coding, testing and

validation of programs that solve technical and engineering related problems. Works closely with end-users and/or internal project teams to develop detailed technical requirements and specifications for the development of the software element for complex systems. Works closely with other engineers, systems analysts and system end-users for the development of appropriate system architecture and implementation of system designs. Directs the development of the architecture, detailed system design, coding, testing, integration and configuration management schemes for software systems. Supports the specification and procurement of computer systems, peripherals, accessories, software applications, and software development tools. Establishes and maintains vendor and supplier information for associated disciplines and project areas. Directs the development and maintenance of appropriate documentation for system design, testing and maintenance. Performs other related duties as assigned.

Minimum Education: Bachelors

Years of Experience: 5

Subject Matter Expert

Duties: Works independently under general guidelines or objectives set by supervisor. Possesses advanced technical and managerial skills; fully knowledgeable and experienced in all aspects of a program, technical, or functional area. Applicable functional areas include systems engineering, package application implementation, ERP systems, CRM systems, acquisition management, business process reengineering, specialty engineering (e.g., communications, systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational development and planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. Manages a single systems acquisition program/project or major technical/functional area. Fully knowledgeable of all aspects of the program or programs under his/her management. Establishes objectives and requirements. Develops budgets. Develops program/project standards and schedules. Monitors outside resources. Has experience or extensive knowledge with the processes and procedures relative to the technical and functional area. Coordinates, reviews and supervises work of assigned staff. Reviews/oversees the preparation of all related documentation. Conducts program reviews, meetings, etc. Performs other related duties as assigned.

Minimum Education: Bachelors

Years of Experience: 6

Technical Specialist I

Duties: Must be capable of translating IT mission requirements and information problems into solutions employing current state-of-the-art information system equipment and software including COTS, SaaS, and Mobile. Must be able to define interactions and interfaces among different categories of requirements and develop appropriate design to support the requirements while employing IT methodologies. Must be able to serve as a liaison for interpreting and translating various disciplines represented on the task team and as a point of contact for evaluation of problems arising from the interdisciplinary nature of the task.

Minimum Education: Bachelors

Years of Experience: 4

Technical Specialist II

Duties: Must be capable of translating IT mission requirements and information problems into solutions employing current state-of-the-art information system equipment and software including COTS, SaaS, and Mobile. Must be able to define interactions and interfaces among different categories of requirements and develop appropriate design to support the requirements while employing IT methodologies. Must be able

to serve as a liaison for interpreting and translating various disciplines represented on the task team and as a point of contact for evaluation of problems arising from the interdisciplinary nature of the task.

Minimum Education: Bachelors

Years of Experience: 6

Technical Writer/Editor

Duties: Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. Coordinates the display of graphics and the production of the document. Ensures that documents follow the style laid out in the style guide.

Minimum Education: Associates

Years of Experience: 2

GSA PRICELIST

SIN 132-51 IT Professional Services

Labor Category	GSA Rate
Application Architect	\$215.31
Business Analyst	\$118.33
Developer/Engineer III	\$132.99
Enterprise Architect	\$259.87
Principal Subject Matter Expert	\$181.81
Program Analyst	\$92.07
Program Manager	\$173.00
Project Manager	\$144.34
Senior Business Analyst	\$138.67
Senior Subject Matter Expert	\$155.58
Software Engineer/Analyst	\$98.66
Subject Matter Expert	\$145.90
Technical Specialist I	\$160.15
Technical Specialist II	\$172.66
Technical Writer/Editor	\$71.51

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

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

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

To accelerate potential opportunities please contact, (Shailesh Gupta, President, (301) 637-3216 (office) (301) 825-8990 (fax), sgupta@coresphere.com.)

**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

Ordering Activity

Date

Contractor

Date

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

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

(2) Delivery: DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____

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

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

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

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

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



BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

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