Multiple Award Schedule

SPECIAL ITEM NUMBER 54151S - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES
FPDS Code D301 Facility Operation and Maintenance
FPDS Code D302 Systems Development Services
FPDS Code D306 Systems Analysis Services
FPDS Code D308 Programming Services
FPDS Code D310 Backup and Security Services
FPDS Code D311 Data Conversion Services
FPDS Code D316 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

FedCon-1, LLC.
555 Republic Drive, Suite 200
Plano, Texas 75074
972-984-0779
http://www.fedcon1.com

Contract Number: GS35F110AA
Period Covered by Contract: 12/13/2017-12/12/2022

General Services Administration
Federal Acquisition Service

Pricelist current through modification #PS-A826, dated 1/31/2021.
Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available
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CUSTOMER INFORMATION

1a. Awarded SIN: 54151S – 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. This contract does not have unit prices based on the geographic location of the customer.

1c. Service Description: See page 9 for a description of all labor hourly rates, labor categories, experience, functional responsibility and education.

2. Maximum order. The Maximum Order value for the following Special Item Numbers (SINs) is $500,000:
   Special Item Number 54151S - Information Technology Professional Services

3. Minimum order. The Minimum Order value for the following Special Item Numbers (SINs) is $100.00:
   Special Item Number 54151S - Information Technology Professional Services


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 Herein are Net (discount deducted).'</n
7. Quantity discounts
   - $250,000 - $499,999 – Additional .5%
   - $500,000 - $750,000 – Additional .5%
   - Over $750,000 – Additional .5%

8. Prompt payment terms .5% - 10 days from receipt of invoice or date of acceptance, whichever is later.


10a. Time of delivery. 10 business days after ARO.

10b. Expedited Delivery. “Items available for expedited delivery are noted in this price list

10c. Overnight and 2-day delivery. Not Applicable,

10d. 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 FedCon-1 for the purpose of obtaining accelerated delivery. FedCon-1 shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by FedCon-1 in writing.) If FedCon-1 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.

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

12a. Ordering address(es). 555 Republic Drive, Suite 200, Plano, Texas 75074

12b. 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.

13. Payment address(es). 555 Republic Drive, Suite 200, Plano, Texas 75074
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.

c. The service provided is the standard commercial terms and conditions for the type of services awarded.

15. Export packing charges, if applicable. Not Applicable.

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

17. Terms and conditions of installation (if applicable). 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.

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable

18b. Terms and conditions for any other services (if applicable). Not Applicable

19. List of service and distribution points (if applicable). Not Applicable

20. List of participating dealers (if applicable). Not Applicable

21. Preventive maintenance (if applicable). Not Applicable

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable

22b. SECTION 508 COMPLIANCE: FedCon-1, LLCI certifies that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant:

23. Data Universal Number System (DUNS) number. 831435560

24. Registration in System for Award Management(SAM) database. FedCon-1 is registered in SAM.
TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S)

****NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.

1. SCOPES
   a. The prices, terms and conditions stated under Special Item Number 54151S 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

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) (DEVIAITION 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) (DEVIAITION 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. A description of each type of IT service offered under Special Item Numbers 54151S IT Professional Services follows the hourly rate table below. should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. Prices are escalated in accordance with the Bureau of Labor Statistics, Professional and Related, Employment Cost Index of 2% annually.

<table>
<thead>
<tr>
<th>Revised IFF (0.75%) Schedule of Items</th>
<th>12/13/2017-12/12/2018</th>
<th>12/13/2018-12/12/2019</th>
<th>12/13/2019-12/12/2020</th>
<th>12/13/2020-12/12/2021</th>
<th>12/13/2021-12/12/2022</th>
</tr>
</thead>
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<td>Year(s)</td>
<td>Year 1</td>
<td>Year 2</td>
<td>Year 3</td>
<td>Year 4</td>
<td>Year 5</td>
</tr>
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<td>Senior Project Manager</td>
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<td>$113.72</td>
<td>$116.00</td>
<td>$118.32</td>
<td>$120.68</td>
</tr>
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<td>$98.89</td>
<td>$100.87</td>
<td>$102.88</td>
<td>$104.94</td>
</tr>
<tr>
<td>Senior Database Administrator</td>
<td>$103.24</td>
<td>$105.30</td>
<td>$107.41</td>
<td>$109.56</td>
<td>$111.75</td>
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<td>Database Administrator</td>
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<td>$93.40</td>
<td>$95.27</td>
<td>$97.17</td>
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<tr>
<td>Senior Information Architect</td>
<td>$124.00</td>
<td>$126.48</td>
<td>$129.01</td>
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<td>Information Architect</td>
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<td>$109.98</td>
<td>$112.18</td>
<td>$114.42</td>
<td>$116.71</td>
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<td>Helpdesk Supervisor</td>
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<td>$41.65</td>
<td>$42.48</td>
<td>$43.33</td>
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<td>Helpdesk Technician</td>
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<td>$35.51</td>
<td>$36.22</td>
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<td>$37.68</td>
</tr>
<tr>
<td>Desktop Support Supervisor</td>
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<td>$64.93</td>
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</tr>
<tr>
<td>Desktop Support Technician</td>
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<td>$56.46</td>
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<tr>
<td>Telecom Mechanic II</td>
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<td>$71.85</td>
<td>$73.29</td>
<td>$74.75</td>
<td>$76.25</td>
</tr>
<tr>
<td>Telecom Mechanic I</td>
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<td>$62.48</td>
<td>$63.73</td>
<td>$65.00</td>
<td>$66.30</td>
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<td>Senior System Security Analyst</td>
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<td>System Security Analyst</td>
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<td>$102.00</td>
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<td>Senior Programmer</td>
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<td>Programmer</td>
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<td>Senior Website Developer</td>
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<td>$93.06</td>
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<td>Website Developer</td>
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<td>Administrative Assistant III</td>
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<td>Administrative Assistant II</td>
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<tr>
<td>Administrative Assistant I</td>
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<td>$31.88</td>
<td>$32.51</td>
<td>$33.16</td>
</tr>
<tr>
<td>Senior System Administrator</td>
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<td>$89.69</td>
<td>$91.48</td>
<td>$93.31</td>
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<tr>
<td>System Administrator</td>
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<td>$75.90</td>
<td>$77.42</td>
<td>$78.97</td>
<td>$80.55</td>
</tr>
<tr>
<td>Senior Business Systems Analyst</td>
<td>$78.94</td>
<td>$80.52</td>
<td>$82.13</td>
<td>$83.77</td>
<td>$85.45</td>
</tr>
<tr>
<td>Business Systems Analyst</td>
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<td>$71.22</td>
<td>$72.64</td>
<td>$74.10</td>
<td>$75.58</td>
</tr>
<tr>
<td>Technical Writer</td>
<td>$72.31</td>
<td>$73.75</td>
<td>$75.23</td>
<td>$76.73</td>
<td>$78.27</td>
</tr>
</tbody>
</table>

Labor Category Descriptions

1. Senior Project Manager
Minimum/General Experience: Five (5) year experience managing Information Technology related projects. Well versed in life cycle and project management methodologies.
**Functional Responsibility:** Responsible for coordinating, defining, staffing, and managing one or multiple projects. The project manager works across multiple functional units including business, IT management, Infrastructure, Quality Assurance, Software Development, and Documentation to ensure a high quality software application. Develops project schedules, coordinates project status meetings, and manages resources in all phases of the software development life cycle. The project manager manages the project budget.

**Minimum Education:** BS/BA in computer related study or ten (10) years equivalent work experience.

2. **Project Manager**

**Minimum/General Experience:** Three (3) year experience managing Information Technology related projects. Well versed in life cycle and project management methodologies.

**Functional Responsibility:** Responsible for coordinating, defining, staffing, and managing one or multiple projects. The project manager works across multiple functional units including business, IT management, Infrastructure, Quality Assurance, Software Development, and Documentation to ensure a high quality software application. Develops project schedules, coordinates project status meetings, and manages resources in all phases of the software development life cycle. The project manager manages the project budget.

**Minimum Education:** BS/BA in computer related study or five (5) years equivalent work experience.

3. **Senior Database Administrator**

**Minimum/General Experience:** Five (5) year experience in setting up databases using Microsoft SQL Server or Oracle.


**Minimum Education:** BS/BA in computer related study or ten (10) years equivalent work experience.

4. **Database Administrator**

**Minimum/General Experience:** Five (5) year experience in setting up databases using Microsoft SQL Server or Oracle.


**Minimum Education:** BS/BA in computer related study or five (5) years equivalent work experience.

5. **Senior Information Architect**

**Minimum/General Experience:** Eight (8) years of systems analysis or programming experience, including two years developing information systems.
**Functional Responsibility:** Applies business process improvement practices to re-engineer methodologies, principles, and business process modernization projects. Coordinates and performs logical and physical system design. Reviews and prepares system documents and specifications.

**Minimum Education:** BS/BA in computer related study or ten (10) years equivalent work experience

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**6. Information Architect**

**Minimum/General Experience:** Five (5) years of systems analysis or programming experience, including two years developing information systems.

**Functional Responsibility:** Applies business process improvement practices to re-engineer methodologies, principles, and business process modernization projects. Coordinates and performs logical and physical system design. Reviews and prepares system documents and specifications.

**Minimum Education:** BS/BA in computer related study or five (5) years equivalent work experience.

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**7. Help Desk Supervisor**

**Minimum/General Experience:** Five (5) year experience in manning helpdesk operations in an automated, multi-user, PC-based office environment.

**Functional Responsibilities:** Supervises team of helpdesk technicians. Provides escalation support of help desk technicians as they conduct direct telephone and provide in-person support to users in desktop and electronic mail applications. Installs COTS software and peripherals on individual workstations. Assists users in diagnosing and correcting operating system problems and repairing equipment. Produces service request/problem incident reports, initiates follow-up to ensure timely disposition and closeout, and tracks all action items and referrals through resolution.

**Minimum Education:** Associates degree or industry certification in Computer, Telecommunications, or related field.

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**8. Help Desk Technician**

**Minimum/General Experience:** Experience in customer facing interactions that includes sales, manning hotlines or help desks in an automated, multi-user, PC-based office environment.

**Functional Responsibilities:** Participates in direct telephone and in-person support to users in desktop and electronic mail applications. Installs COTS software and peripherals on individual workstations. Assists users in diagnosing and correcting operating system problems and repairing equipment. Produces service request/problem incident reports, initiates follow-up to ensure timely disposition and closeout, and tracks all action items and referrals through resolution.

**Minimum Education:** HS diploma or industry certification in computer, telecommunications, or related fields.

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**9. Desktop Support Supervisor**

**Minimum/General Experience:** Seven (7) year experience in the desktop support and/or helpdesk operations.

**Functional Responsibilities:** Typically provides supervisory or management duties. Provides support to end users on a variety of issues. Identifies, researches, and resolves desktop computer and software problems. Responds to telephone calls, email, and personnel requests for technical support. Documents, tracks, and monitors the problem to ensure a timely resolution. Familiar with federal agency desktop configuration standards, concepts, practices, and procedures. Performs hardware and software installs, moves, back-up, troubleshooting, and desktop configuration tasks.

**Minimum Education:** Associate's degree or industry certifications in related fields.

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**10. Desktop Support Technician I**
Minimum/General Experience: At least 2 years of experience in the desktop support and/or helpdesk operations.

Functional Responsibilities: Provides support to end users on a variety of issues. Identifies, researches, and resolves desktop computer and software problems. Responds to telephone calls, email, and personnel requests for technical support. Documents, tracks, and monitors the problem to ensure a timely resolution. Familiar with federal agency desktop configuration standards, concepts, practices, and procedures. Performs hardware and software installs, moves, back-up, troubleshooting, and desktop configuration tasks.

Minimum Education: High school graduate and experience in related fields.

11. Telecommunications Mechanic II
Minimum/General Experience: Ten (10) year telecom experience.

Functional Responsibilities: Team lead responsible for overall performance of on-site personnel. Installs, tests, and operates and maintains telecommunications systems including VoIP, digital, video, telephone switch, intercoms, and alarms. Modifies directory numbers, classes of service, features, and VPS. Modifies trunk group numbers, trunk types, service circuit types, digital and route translations, message routes, thresholds, test tables, and network management control variables. Manages call routing process converting dialed digits into destination termination. Maintains database and ensures its availability to users. Controls privileges and permissions to database users, monitors database performance, performs database backup and recovery, enforces database security, transfers and replicates data. Works across divisions to develop work orders and special project plans.

Minimum Education: High School graduate, familiar with ISO 9001 and OSHA standards for safety and hazards. Familiar with Avaya/Nortel/Cisco telephone systems, MS Office Applications, inventory systems, trouble ticketing, communications plans, and performance reporting procedures.

12. Telecommunications Mechanic I
Minimum/General Experience: Five (5) year telecom experience.

Functional Responsibilities: Installs, tests, and operates and maintains telecommunications systems including VoIP, digital, video, telephone switch, intercoms, and alarms. Modifies directory numbers, classes of service, features, and VPS. Modifies trunk group numbers, trunk types, service circuit types, digital and route translations, message routes, thresholds, test tables, and network management control variables. Manages call routing process converting dialed digits into destination termination. Maintains database and ensures its availability to users. Controls privileges and permissions to database users, monitors database performance, performs database backup and recovery, enforces database security, transfers and replicates data.

Minimum Education: High School graduate, familiar with Avaya/Nortel telephone systems, MS Office Applications, inventory systems, trouble ticketing, communications plans, and reporting procedures.

13. Senior Systems Security Analyst
Minimum/General Experience: Five (5) year as security analyst, more than one year’s experience leading a team.

Functional Responsibility: Specialized in the analysis and application of system security practices within an organization/agency. Designs, develops and writes certification and accreditation (C&A) documentation packages included in the process of helping an organization/agency obtain an authority to operate (ATO) on its systems and/or environment. Follows National Institute of Standards and Technology (NIST) and/or Department of Defense IA Certification and Accreditation Process (DIACAP) standards in performance of job functions. Performs Information Systems Security Officer (ISSO), business continuity planning, IT disaster recovery planning and security risk assessment services for an organization/agency. Demonstrates expertise in common concepts, practices, and procedures within a particular field. May provide consultation on complex projects and is considered to be an expert in the field. Relies on extensive experience and judgment to plan and accomplish goals.

Minimum Education: BS/BA in computer related study and CAP, CISSP, or CISM Certifications
14. Systems Security Analyst
Minimum/General Experience: Two-to-five (2-5) years as security analyst, less than one year’s experience leading a team.

Functional Responsibility: Specialized in the analysis and application of system security practices within an organization/agency. Designs, develops and writes certification and accreditation (C&A) documentation packages included in the process of helping an organization/agency obtain an authority to operate (ATO) on its systems and/or environment. Follows National Institute of Standards and Technology (NIST) standards in performance of job functions. Performs Information Systems Security Officer (ISSO), business continuity planning, IT disaster recovery planning and security risk assessment services for an organization/agency. Demonstrates expertise in common concepts, practices, and procedures within a particular field. May provide consultation on complex projects and is considered to be an expert in the field. Relies on extensive experience and judgment to plan and accomplish goals.

Minimum Education: BS/BA in computer related study and CAP or CISM Certifications

15. Senior Software Programmer
Minimum/General Experience: Five (5) years in software design, development installation, integration, evaluation, enhancement, maintenance, testing, or problem diagnosis resolution.

Functional Responsibility: Perform requirements analysis, software design, development, installation, testing, and maintenance for application system components for large-scale systems.

Minimum Education: BS/BA in a computer related study or seven (7) years equivalent work experience

16. Software Programmer
Minimum/General Experience: Three (3) years in software design, development installation, integration, evaluation, enhancement, maintenance, testing, or problem diagnosis resolution.

Functional Responsibility: Perform requirements analysis, software design, development, installation, testing, and maintenance for application system components for large-scale systems.

Minimum Education: BS/BA in a computer related study or five (5) years equivalent work experience

17. Senior Web Developer
Minimum/General Experience: Minimum 5 year experience in designing, implementing, and testing software components using a variety of tools. Three (3) year experience in the analysis, design, and integration of information systems and commercial-off-the-shelf (COTS) software. Must be well versed in commercial web server configuration, management and applications development.

Functionality Responsibility: Design, configure and maintain organization websites and customer portals.
Minimum Education: BS/BA in a computer related study or ten (10) years equivalent work.

18. Web Developer
Minimum/General Experience: Minimum 3-5 year experience in designing, implementing, and testing software components using a variety of tools. 3+ year experience in the analysis, design, and integration of information systems and commercial-off-the-shelf (COTS) software. Must be well versed in commercial Web server configuration, management and applications development.

Functionality Responsibility: Design, configure and maintain the corporate and customers websites.
Minimum Education: BS/BA in a computer related study or five (5) years equivalent work experience.

19. Administrative Assistant III
Minimum/General Experience: Seven- to-ten (7-10) years experience managing government or technology office
operations.

**Functionality Responsibility:** Supervises office activities to achieve maximum expense control and productivity. Develops procedures and policies to support information technology back office operations, such as verifying access documentation, facilitating personnel security clearance processing, dictating, records maintenance, typing, word processing, and faxing. May also serve as company security clearance security officer. Manages personnel responsible for the maintenance of office equipment and supplies. Relies on experience and judgment to plan and accomplish goals. Typically reports to a Chief Information Officer or Chief Technology Officer. Explains to subordinate staff supervisor’s requirements concerning office procedures, coordinate personnel and administrative forms for the office.

**Minimum Education:** Associates degree and seven (7) years equivalent work experience, or high school degree and ten (10) years equivalent work experience.

### 20. Administrative Assistant II

**Minimum/General Experience:** Four-to-seven (4-7) years experience working in government or technology office operations

**Functionality Responsibility:** Handles differing situations, problems, and deviations in the work of the office according to the supervisor’s general instructions, priorities, duties, policies, and program goals. Ensures physical security information assurance policies are followed including limiting access at information technology access points. Screens visitors attempting to access restricted areas. Screen telephone calls and incoming correspondence; respond to requests for information; determine which requests should be handled by the supervisor, appropriate staff member or other offices, prepare and sign routine non-technical correspondence; schedule tentative appointments. May serve as deputy security officer for personnel security clearance processing. Make arrangements for conferences and meetings and assemble established background materials. Attend meetings and record and report on the proceeding. Review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures. Ensure that proper clearances have been obtained. Collect information from the files or staff for routine inquiries on office program(s) or periodic reports, and refer non-routine requests to supervisor or staff.

**Minimum Education:** Associates degree and two (2) years equivalent work experience, or high school degree and four (4) years equivalent work experience.

### 21. Administrative Assistant I

**Minimum/General Experience:** Up to four (4) years experience working in government or commercial office.

**Functionality Responsibility:** Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Ensures physical security information assurance policies are followed including limiting access at information technology access points. Screens visitors attempting to access restricted areas. Screen telephone calls and incoming correspondence; respond to requests for information; determine which requests should be handled by the supervisor, appropriate staff member or other offices, prepare and sign routine non-technical correspondence; schedule tentative appointments. May assist primary or deputy security officer for personnel security clearance processing. Make arrangements for conferences and meetings and assemble established background materials. Attend meetings and record and report on the proceeding. Review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures. Ensure that proper clearances have been obtained. Collect information from the files or staff for routine inquiries on office program(s) or periodic reports, and refer non-routine requests to supervisor or staff.

**Minimum Education:** High school degree.

### 22. Senior Systems Administrator

**Minimum/General Experience:** Eight (8) years of systems analysis or administration experience, including two years maintaining information systems.
**Functionality Responsibility:** Installs new software releases and system upgrades, evaluates and installs patches, and resolves software related problems. Performs system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. A degree of creativity and latitude is required.

**Minimum Education:** BS/BA in a computer related study and ten (10) years of experience in the field or in a related area.

23. **Systems Administrator**  
**Minimum/General Experience:** Five (5) years of systems analysis or administration experience, including two years maintaining information systems.

**Functionality Responsibility:** Installs new software releases and system upgrades, evaluates and installs patches, and resolves software related problems. Performs system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Reports to project manager.

**Minimum Education:** BS/BA in a computer related study and five (5) years of experience in a related area.

24. **Senior Business Systems Analyst**  
**Minimum/General Experience:** Minimum of five-to-seven (5-7) years in the analysis of business processes, activities, and events.

**Functionality Responsibility:** Analyst responsible for working with users and customers to document and strategize for process improvements for current business processes (business process reengineering). Responsible for providing market research on conditions that impact the overall operational efficiency of an organization and identifying symptoms for process improvement. Gathers and develops system requirements from users. Quickly understands the business issues and data challenges of client's organization and industry. Reviews and edits requirements, specifications, business processes and recommendations related to proposed solution. Develops functional specifications and system design specifications for client engagements.

**Minimum Education:** Bachelor Degree in a computer related study or seven (7) years equivalent work experience.

25. **Business Systems Analyst**  
**Minimum/General Experience:** Minimum of two-to-five (2-5) years in the analysis of business processes, activities, and events.

**Functionality Responsibility:** Analyst responsible for working with users and customers to document and strategize for process improvements for current business processes. Responsible for providing market research on conditions that impact the overall operational efficiency of an organization and identifying symptoms for process improvement. Gathers and develops system requirements from users. Quickly understands the business issues and data challenges of client's organization and industry. Reviews and edits requirements, specifications, business processes and recommendations related to proposed solution. Develops functional specifications and system design specifications for client engagements. Reports to team lead or project manager.

**Minimum Education:** Bachelor Degree in a computer related study or five (5) years equivalent work experience.

26. **Technical Writer**  
**Minimum/General Experience:** Five (5) years of experience in preparing technical documentation. Must be well versed in information technology issues.
Functionality Responsibility: Develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment, receives assignment from supervisor, observes production, developmental, and experimental activities to determine operating procedure and detail. Interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods, and reviews manufacturer’s and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. This incumbent may specialize in writing material regarding work methods and procedures.

Minimum Education: BS/BA in a computer related study or five (5) years equivalent work experience.
PREAMBLE
FedCon-1, 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 Herman Jett, (972) 984-0779, hjett@fedcon1.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 _______________
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:

<table>
<thead>
<tr>
<th>MODEL NUMBER/PART NUMBER</th>
<th>*SPECIAL BPA DISCOUNT/PRICE</th>
</tr>
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<tbody>
<tr>
<td>________________________</td>
<td>___________________________</td>
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<tr>
<td>________________________</td>
<td>___________________________</td>
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</tbody>
</table>

(2) Delivery:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>DELIVERY SCHEDULES / DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________________</td>
<td>__________________________</td>
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<tr>
<td>__________________</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

(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:

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>POINT OF CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______</td>
<td>________________</td>
</tr>
<tr>
<td>_______</td>
<td>________________</td>
</tr>
</tbody>
</table>

(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.