



GENERAL SERVICES ADMINISTRATION
Federal Supply Service



Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage! a menu-driven database system. The INTERNET address for GSA Advantage! is: GSAAdvantage.gov.

Schedule Title:

**General Purpose Commercial Information Technology Equipment,
Software and Services**

Schedule: 70

Contract No.: GS-35F-177CA

Contract Period: February 10, 2015 through February 9, 2020

Special Item No:

132 51 Information Technology Professional Services

Small Economically Disadvantaged Woman-Owned Business



1655 N. Fort Myer Drive, Suite 700
Arlington, VA 22209-3199

Phone: (703-312-1170)

Fax: (703-991-4331)

info@insightcorp.com

www.insightcorp.com

POC Samuel Abramson

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Prices Shown Herein are Net (Discount Deducted)
For more information on ordering from Federal Supply Schedules,
click on the GSA Schedules link at www.gsa.gov/schedules



Customer Information

1a. Awarded Special Item Number(s): 132 51
Information Systems Professional Services

1b. Lowest Priced Service and Price for Each SIN: 132 51 \$57.40

2. Maximum Order* SIN 132 51 \$500,000

3. Minimum Order: \$100

4. Geographic Coverage (Delivery Area): 48 contiguous states, Alaska, Hawaii, Puerto Rico, US territories, Washington DC

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

6. Discount from list prices or statement of net price: Prices shown herein are GSA net prices, discount deducted.

7. Quantity discounts: None

8. Prompt payment terms: Net 30 days

9a. Government purchase cards are accepted up to the micro-purchase threshold: Yes.

9b. Notification whether Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign items (list items by country of origin): None

11a. Time of Delivery: As specified on task order

11b. Expedited Delivery: Contact contractor

11c. Overnight and 2-day delivery: Contact contractor

11d. Urgent Requirements: Contact Contractor

12. F.O.B. Point(s): Destination.

13a. Ordering address: 1655 N. Fort Myer Drive, Suite 700, Arlington, VA 22209-3199

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

14. Payment address: 1655 N. Fort Myer Drive, Suite 700, Arlington, VA 22209-3199

15. Warranty provision: SCW

16. Export packing charges, if applicable: N/A.

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor

18. Terms and conditions of rental: N/A.

19. Terms and conditions of installation: N/A.

20. Terms and conditions of repair parts: N/A.

20a. Terms and conditions for other services: N/A

21. List of service and distribution points: N/A.

22. List of participating dealers: N/A.

23. Preventive maintenance: N/A.

24a. Special attributes: N/A.

24b. Section 508: N/A

25. Data Universal Number System (DUNS) number: 168720915

26. Notification regarding registration in System for Award (SAM) database: Registered, CAGE Code 329N3.

***If the best value selection places your order over the Maximum Order identified in this catalog/price list, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404**



U.S. General Services Administration

Insight Systems Corporation



About Insight Systems Corporation

Insight Systems Corporation, founded in 2001, is a Washington DC-based solutions partner to information-intensive enterprises, government agencies and commercial organizations, that seek strategic results aligned with their Information Technology missions. Insight offers a results-oriented focus on achieving the customer's goals. Insight provides expertise project and program management, web portals and other custom applications development, systems modernization and redevelopment and Information Technology infrastructure services to public and private sector organizations.

The consultants of Insight Systems Corporation solve real business problems through the innovative use of information technology. Our expertise spans the full spectrum of Information technology from design to implementation to validation.

Because Insight offers a team of professionals that are experts in the "nuts and bolts" of technology — with a focus on using technology as a business tool — the company is uniquely positioned to deliver a highly useful Information Technology plan with real world applicability. Insight's corporate culture encourages dedication, creativity, responsiveness and a focus on delivering tangible value to clients. By leveraging the right experience, methodologies and tools, Insight consistently delivers results on time and on budget.

Insight prides itself on its robust ability to analyze, strategize and effectively support the unique needs of organizational IT Directors at every stage in the software development lifecycle.

Insight adheres to proven processes for each of the services we provide. The foundation for any project is the same but changes by service whether custom application development, web solutions, knowledge management, or IT Consulting. The key to any service we provide is the analysis of requirements, implementation of those requirements, and verification that the defined requirements have been fulfilled.

Insight is a trusted partner helping organizations develop client centric, multifaceted, compliant IT solutions. Insight works with the organization to ensure the needs of all users are incorporated and scalable as the complexities and technologies are ever changing.

We believe that well-designed systems are a precursor to success. That's why we invest the proper resources to infuse proactive planning, lessons learned, and sound methodology that makes the difference between success and failure. Our information-intensive enterprise clients can be assured they are not only achieving short term results but are realizing a measurable return on their investment for the long term. So no matter how complex the project, clients can rely on our strategic commitment to achieve results with a trusted partner that cares.



GSA Federal Supply Schedule Price List

SIN 132 51 IT Professional Services

<i>Labor Category</i>	<i>Government Prices (Inclusive of IFF)</i>
Knowledge Engineer	\$199.65
Senior Project Manager	\$170.16
Software Engineer	\$154.33
Senior Subject Matter Expert	\$150.54
Senior IT Analyst	\$147.55
Principal Engineer	\$144.04
Quality Assurance Specialist ITF	\$119.06
Senior IT Specialist	\$113.07
Senior Engineer	\$109.23
Senior Consultant IT Specialist	\$108.74
Project Manager	\$107.61
Senior Knowledge Solutions Designer	\$104.23
Certified IT Specialist	\$99.27
Senior IT Specialist ITF	\$94.55
Senior Quality Assurance Specialist	\$89.14
Engineer	\$84.45
Senior Artist/Animator	\$76.02
Junior Engineer	\$63.16
Technical Writer	\$57.40

Labor Category Descriptions

Knowledge Engineer
<p>Duties/Responsibilities:</p> <ul style="list-style-type: none"> • Provides analysis and application of knowledge management (KM), information process improvement, and total quality management (TQM) tools and applications in support of IT projects such as software development and software requirements definition. • Designs and develops KM solutions to capture, develop, and improve the use of the client organization's knowledge • Provides expertise in one or more fields such as quality, training, benchmarking, knowledge management, process re-engineering, and performance assessment and measurement • Provides innovative strategies and expertise in knowledge management, readiness review, organization methodology and tools and overall KM direction • Employs needs assessment and results implementation as facilitation tools with the client • Collaborates with team to provide a robust, enterprise-wide learning and client supportive IT solution <p>Experience: Minimum seven (7) years of experience</p> <p>Education: Master's degree from an accredited university or college.</p> <p>As an alternative, two additional years of work experience (total of 9) may be substituted for the Master's degree.</p>



Senior Project Manager

Duties/Responsibilities:

- Creates and maintains the Management Plan and approach to meet the client's needs
- Manages large and complex IT projects to maintain contract performance
- Leads multiple large engagements simultaneously and successfully
- Mentors Project Managers to ensure successful delivery of the project
- Directs and coordinates program activities
- Coordinates resources responsible for specific functions or phases of program
- Reviews reports and records of activities to ensure progress is being accomplished toward specified program objective and modifies or changes methodology as required to redirect activities and attain objectives
- Works with team members to manage the process and ensure client satisfaction
- Works actively with the client and provides progress reports to gain input and provide insight into the project
- Aids client in creating a PMO for the organization where beneficial

Experience: Minimum eight (8) years of experience managing IT projects

Education: Bachelor's degree from an accredited university or college.

As an alternative, eight additional years of work experience (total of 16) may be substituted for the Bachelor degree.

Software Engineer

Duties/Responsibilities:

- Responsible for assessing client needs and then researching and creating technical solutions that focus on achieving the needs of the client
- Proficient in programming languages
- Works closely with the project team on analysis, design, and development activities to come up with the most advantageous solution for the particular need
- Guides and mentors team members as well as the client regarding the approach
- Ensures and enhances the use of processes, systems, and tools to enhance team and client knowledge as well as increase efficiency and cost effectiveness

Experience: Minimum eight (8) years of industry experience

Education: Bachelor's degree from an accredited university or college.

As an alternative, eight additional years of work experience (total of 16) may be substituted for the Bachelor degree.

Senior Subject Matter Expert

Duties/Responsibilities:

- Serves as a senior subject matter technical expert in areas relevant to the IT project
- Produces/reviews substantive and/or complex documentation reflecting detailed knowledge of the designated areas
- Interfaces with Government management personnel
- Reports in writing and orally to Contractor management and Government representatives, including the Government CO and COR
- Works with the team and the client to present information in a clear concise way to facilitate decision making and design decisions.



Experience: Minimum eight (8) years of experience

Education: Bachelor’s degree from an accredited university or college.

As an alternative, eight additional years of work experience (total of 16) may be substituted for the Bachelor degree.

Senior IT Analyst

Duties/Responsibilities:

- Works with client to define and document business needs
- Provides business knowledge to aid in the analysis of organization requirements
- Aids project team in understanding the business requirements and ensuring the client's needs are met

Experience: Minimum six (6) years of experience

Education: Bachelor’s degree from an accredited university or college.

As an alternative, eight additional years of work experience (total of 14) may be substituted for the Bachelor degree.

Principal Engineer

Duties/Responsibilities:

- Establishes requirements in the development of enterprise-wide or large scale systems
- Designs IT architecture to support the total requirements as well as provide for present and future cross-functional requirements and interfaces
- Analyzes IT system requirements and develops design alternatives to satisfy those requirements
- Provides technical leadership developing solutions
- Supports process improvement efforts by providing specific, high-level technical expertise
- Performs evaluation of alternatives and assessment of risks and costs.

Experience: Minimum ten (10) years of experience in one of the following engineering disciplines: systems engineering, systems integration, software engineering, information engineering telecommunications engineering, network engineering, electrical engineering, and data quality engineering (or other relevant engineering disciplines).

Education: Master’s degree from an accredited university or college

As an alternative, two additional years of work experience (total of 12) may be substituted for the Master’s degree.

Quality Assurance Specialist ITF

Duties/Responsibilities:

- Performs software testing at all levels from module or unit testing through all levels of software integration testing
- Writes software test plans in support of software design to ensure the integrity of test plans
- Interfaces with the software development group throughout the software development process
- Develops test data and predefines specific test acceptance criteria
- Supports the software configuration management process
- Provides information on all software components and their interface requirements
- Provides a deep understanding of architecture, techniques and management processes across a broad spectrum of systems, applications and requirements

Experience: Minimum of five (5) years experience in specialized areas of large customer applications



Education: Bachelor’s degree from an accredited university or college.

As an alternative, eight additional years of work experience (total of 13) may be substituted for the Bachelor degree.

Senior IT Specialist

Duties/Responsibilities:

- Establishes and manages technical direction for the design, development, testing, documentation, and training of IT solutions
- Resolves highly complex issues, conducts advanced research, and recommends innovations
- May supervise personnel
- Ensures completion of all work products and deliverables to meet the client’s needs.

Experience: Minimum eleven (11) years of IT experience

Education: Bachelor’s degree from an accredited university or college.

As an alternative, eight additional years of work experience (total of 19) may be substituted for the Bachelor degree.

Senior Engineer

Duties/Responsibilities:

- Provide design, documentation and implementation of IT solutions; responsible for identifying new and emerging technology to support strategic planning initiatives Conducts assessments, evaluations, selections, site surveys, requirements analysis and definition, technology prototyping, and cost analysis
- Designs and prepares reports and documentation to record results
- Gathers information by developing and implementing data collection instruments and conducts surveys, document reviews, and interviews; provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer

Experience: Minimum nine (9) years of experience in one of the following engineering disciplines: systems engineering, systems integration, software engineering, information engineering telecommunications engineering, network engineering, electrical engineering, and data quality engineering or other relevant engineering disciplines.

Education: Bachelor’s degree from an accredited university or college.

As an alternative, eight additional years of work experience (total of 17) may be substituted for the Bachelor degree.

Senior Consultant/ IT Specialist

Duties/Responsibilities:

- Codes and tests software
- Ensures that developed code is modifiable, efficient, reliable, understandable and fault tolerant
- Provides software process management and control throughout the coding portion of software development
- Advises senior executives on effective utilization of IT systems

Experience: Minimum of fifteen (15) years experience with progressive accomplishment managing and implementing large, complex information technology systems

Education: Bachelor’s degree from an accredited university or college.

As an alternative, eight additional years of work experience (total of 23) may be substituted for the Bachelor degree.



Project Manager

Duties/Responsibilities:

- Manages IT projects to ensure success of the project and satisfaction of the client;
- Effectively works with and communicates with different levels of management, and aids in solution development
- Works with team to implement the project plan, approach and execution
- Successfully manages the adherence to the approved Management Plan to meet client's needs
- Works with clients to help them identify and plan for their agencies' goals
- Provides guidance to the project team to ensure the quality of all deliverables
- Responsible for staffing, project financials, and team management
- Works with the client regarding project or contract issues
- Assists senior management as required in managing contracts

Experience: Minimum three (3) years of experience managing IT projects

Education: Bachelor's degree from an accredited university or college.

As an alternative, eight additional years of work experience (total of 11) may be substituted for the Bachelor degree.

Senior Knowledge Solutions Designer

Duties/Responsibilities:

- Provides strong organizational and people management skills
- Collaborates, designs and leads content gathering, analysis, and structuring throughout IT project life cycles
- Conducts reviews of IT project deliverables, ensuring and maintaining consistency and quality across all deliverables
- Guides and mentors Knowledge Solutions Designers

Experience: Minimum five (5) years of working on IT projects

Education: Bachelor's degree from an accredited university or college.

As an alternative, eight additional years of work experience (total of 16) may be substituted for the Bachelor degree.

Certified IT Specialist

Duties/Responsibilities:

- Provides expert support, analysis and research into exceptionally complex IT problems and processes
- Serves as technical expert on project teams providing technical direction, interpretation and alternatives
- Works independently and demonstrates exceptional written and oral communication skills
- Provides key leadership in a multi-vendor environment

Experience: Minimum of ten (10) years experience with large, complex systems. Possesses expertise in a subject matter area including at least one of the following:

- Information Systems Architecture
- Telecommunications Systems Design
- Architecture or Implementation
- Information Systems Integration
- Software Development Methodologies
- Security Engineering



- Communications and Network Systems Management

Education: Bachelor’s degree from an accredited university or college. In addition, must have a Microsoft certification.

As an alternative, eight additional years of work experience (total of 18) may be substituted for the Bachelor degree.

Senior IT Specialist ITF

Duties/Responsibilities:

- Code and tests software
- Ensures that developed code is modifiable, efficient, reliable, understandable and fault tolerant
- Provides software process management and control throughout the coding portion of software development

Experience: Minimum of ten (10) years experience in large and complex information technology systems implementation

Education: Bachelor’s degree from an accredited university or college.

As an alternative, eight additional years of work experience (total of 18) may be substituted for the Bachelor degree.

Senior Quality Assurance Specialist

Duties/Responsibilities:

- Ability to work with Senior Analyst and Developer to review and provide input on the IT product to ensure quality
- Reviews and provides input on requirements
- Compares and ensures that requirements are met within the product to help ensure the client's goals are achieved
- Writes documentation and ensures quality deliverables
- Mentors quality assurance specialists and guides them to help ensure desired results

Experience: Minimum seven (7) years experience

Education: Bachelor’s degree from an accredited university or college.

As an alternative, eight additional years of work experience (total of 15) may be substituted for the Bachelor degree.

Engineer

Duties/Responsibilities:

- Analyses functional business applications and IT design specifications for functional activities
- Develops block diagrams and logic flow charts
- Prepares required documentation, including both program-level and user-level documentation
- Enhances software to reduce operating time or improved performance efficiency
- Analyses problems and develops system requirements and program specifications
- Applies process improvement and reengineering methodologies and principles to conduct process modernization projects including process and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements
- Gathers information by developing and implementing data collection instruments and conducting surveys, document reviews, and interviews



Experience: Minimum four (4) years of experience in one of the following engineering disciplines: systems engineering, systems integration, software engineering, information engineering telecommunications engineering, network engineering, electrical engineering, and data quality engineering or other relevant engineering disciplines.

Education: Bachelor's degree from an accredited university or college.

As an alternative, eight additional years of work experience (total of 12) may be substituted for the Bachelor degree.

Senior Artist/Animator

Duties/Responsibilities:

- Serves as senior creative director for specific clients or projects
- Works with client to determine the aesthetic direction for each IT project
- Possesses a mastery of relevant graphics applications
- Creates, in collaboration with the client and the team, visual design and structure
- Works with the project team and client personnel to create and maintain an overall cohesive vision for the visual and artistic presentation of the project solution
- Responsible for the consistent application of design and visual standards for the IT project

Experience: Minimum six (6) years experience

Education: Bachelor's degree from an accredited university or college.

As an alternative, eight additional years of work experience (total of 15) may be substituted for the Bachelor degree.

Junior Engineer

Duties/Responsibilities:

- Specific skills and responsibilities may include the following: works under close supervision, developing the requirements of an IT product from inception to conclusion; develops required specifications for simple to moderately complex problems
- Designs and prepares technical reports and documentation to record results
- Analyzes and evaluates moderate to complex data processing systems, both current and proposed, translating business area customer information system requirements into detailed system or program requirements
- Analyzes business applications and design specifications for functional activities
- Develops block diagrams and logic flow charts; provides alternatives, recommendations, and assistance to managers involved in the development, integration, and installation of business information systems
- Gathers information by developing and implementing data collection instruments and conducts surveys, document reviews, and interviews; provides analytical, statistical, and data analysis assistance.

Experience: Minimum one (1) year of related work experience

Education: Bachelor's degree in one of the following engineering disciplines: systems engineering, systems integration, software engineering, information engineering telecommunications engineering, network engineering, electrical engineering, data quality engineering, or other relevant engineering disciplines from an accredited university or college.

As an alternative, eight additional years of work experience (total of 9) may be substituted for the Bachelor degree.



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Technical Writer

Duties/Responsibilities:

- Assists in collecting and organizing information required for preparation of user's IT manuals, training materials, installation guides, and reports.
- Edits IT functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.
- Prepares and edits documentation incorporating information provided by the user, specialist, analyst, programmer, and management personnel.
- Includes writing, edition, and graphics presentation of technical information for both technical and non-technical personnel.
- Interprets technical documentation standards and prepares documentation accordingly.

Experience: Minimum one (1) year of related work experience

Education: Bachelor's degree from an accredited university or college.

As an alternative, eight additional years of work experience (total of 9) may be substituted for the Bachelor degree.

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

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

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.

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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.

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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.