



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST
SCHEDULE 70 – GENERAL PURPOSE COMMERCIAL
INFORMATION
TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES**

Company Name: AU & Associates, Inc.

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Upper Marlboro MD 20772

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Website: <http://www.auanda.com>

POC Information:

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Contract #: GS-35F-187CA

DUNS Number: 139310028

Schedule 70 – Information Technology (IT) Professional Services

SIN # 132-51

Contract Period February 12, 2015 – February 11, 2020.

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 GSA Advantage! ® is: GSAAvantage.gov. For more information on ordering from

Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.



About the Company

AU & Associates, Inc. (AUA) is a Women and Minority Owned Small Disadvantage (SBD), Maryland based business. AUA was established by the President/Owner Sekinat Adejoke Uiyoshioria (Ade) in Prince George's County, Maryland as a sole proprietorship in 2003 before being incorporated in 2008. Ade has over 15 years of IT hands-on experience and she has been involved in the implementation of various ERP systems in the USA, Europe, and Asia.

AUA has more than ten (10) years' experience providing information technology solutions, and have provided clients with solutions within the classifications they have identified within their scope of work. AUA works closely with the DC, VA and Maryland Workforce Exchange (WE) for recruitment, and have Business Resource Representatives within the Division of these One-Stop Career Center. As we advertise positions through the WE job boards, WE assist us with initial applicant pre-screening, referring only the most qualified individuals for us to complete the assessment of general knowledge, skills, and the background/reference clearance process. As AUA gains more of these valuable type contracts, we will continue to partner with the District, State of Maryland and Virginia Workforce Exchange to help meet our diverse needs, a win/win situation.

AUA doesn't just fill job orders for Project Management, IT ERP Implementation/Upgrades, Temporary Staffing & Training, we build friendships. Our company purpose is to make life better for the people we serve. Our values are the soul of our organization, with a culture based on honesty, ethics, integrity and respect. Our people make us different, our purpose makes us different, and our success makes us different. Our commitment to quality is uncompromising!



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CUSTOMER INFORMATION:

1a. Awarded Special Item Number(s):

SIN	Description
132-51	INFORMATION TECHNOLOGY (IT) 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: Not Applicable.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education. Not applicable.

2. Maximum Order: \$500,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage: 48 contiguous States and the District of Columbia, Alaska, Hawaii, Puerto Rico, Washington, DC and US Territories.

5. Point of Production:

AU & Associates, Inc.
9560 Marlboro Pike Suite 204
Upper Marlboro, MD 20772

6. Prices Shown Herein are Net: (discount included)

7. Quantity Discount: None

8. Prompt Payment Terms: 1% Net 20 Days

9. Government Purchase Cards: are accepted.

10. Foreign Items: Not Applicable

11. Time of Delivery: 30 Days ARO

11b. Expedited Delivery: 30 Days ARO

11c. Overnight/2-Day Delivery: Available, Consult with Contractor

11d. Urgent Requirements: Available, Consult with Contractor



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12. FOB Point: Destination for 48 contiguous States; freight charges apply outside 48 contiguous States

13. Ordering Address:

AU & Associates, Inc.
9560 Marlboro Pike Suite 204
Upper Marlboro, MD 20772
Tel: (301) 909-0076
Fax: (888) 508-6410

14. Payment Address:

AU & Associates, Inc.
9560 Marlboro Pike Suite 204
Upper Marlboro, MD 20772
Tel: (301) 909-0076
Fax: ((888) 508-6410

15. Warranty Provisions: Standard Commercial Warranty

16. Export Packing charges: Not applicable

17. Terms and conditions of Government Purchase Card Acceptance:
Contact AU & Associates, Inc. for terms and conditions of
Government Purchase Card acceptance, above micro-purchase
threshold.

18. Terms and conditions of rental, maintenance, and repair: Not
Applicable

19. Terms and conditions of installation: Not applicable



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20. Terms and conditions of repair parts: Not applicable

20a. Terms and conditions for any other services: Not applicable

21. List of service and distribution points:

AU & Associates, Inc.

9560 Marlboro Pike Suite 204

Upper Marlboro, MD 20772

Tel: (301) 909-0076

Fax: (888) 508-6410-0101

22. List of participating dealers: Not applicable

23. Preventive maintenance: Not applicable

24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: Not applicable

24b. Contact AU & Associates, Inc. for Section 508 compliance information. The EIT standards can be found at: <http://www.section508.gov>

25. DUNS Number: 139310028

26. AU & Associates, Inc. is registered in the System for Award Management (SAM) database.



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

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT/IAM Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the 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



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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.



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(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.



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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/IAM Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

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

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- (b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
 - (1) The offeror;
 - (2) Subcontractors; and/or



(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT/EC SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 and 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 services shall be in accordance with the contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.



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AU & Associates, Inc. Pricelist

Effective January 1, 2014

LABOR CATEGORY	GSA RATE INCLUDING IFF
Senior IT Consultant/ PeopleSoft	\$122.79
Junior IT Consultant	\$68.77
Field Technician	\$20.43
Help Desk Specialist	\$29.47
Senior Systems Administrator	\$63.84



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

AU & Associates, Inc.

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
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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 of the Federal Supply Schedule Contract.

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

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

Here is a general outline on how it works:

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



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LABOR CATEGORY DESCRIPTIONS

Senior IT Consultant:

Minimum/General Experience:

Five (5) years of experience in functional and systems analysis, with two (2) years of requirements analysis in a specialized IT area(s), e.g., Documentation, Information Security, Program Support.

Functional Responsibility:

Basic knowledge of task order, specific requirements, and/or, developing functional requirements for small projects. Can perform work with minimal or no general direction. Ensures that work in area of discipline (Technical Documentation, Information Security, Program Support, etc.) is as specified in the task orders. Participates in various testing functions (i.e., acceptance tests), to verify that results are correct. Develops requirements of functional products/services (including specifications, feasibility studies, requirement analysis), from inception to conclusion on simple to complex projects. Performs functional analysis to identify required tasks and their interrelationships. Identifies resources required.

Minimum Education:

Possesses a BA/BS degree or higher in Information Systems, Computer Science, Engineering, Business, or related field.

Junior IT Consultant:

Minimum/General Experience:

Two (2) years of experience in functional and systems analysis, with one (1) year of requirements analysis in a specialized IT area(s), e.g., Technical Documentation, Information Security, Program Support.

Function Responsibility:



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Basic knowledge of task order, specific requirements, and/or, developing functional requirements for small projects. Required to work under only general direction. Assists with work in the area of discipline (Technical Documentation, Information Security, Program Support, etc.) as specified in the task orders. Participates in various testing functions (i.e., acceptance tests), to verify that results are correct. Supports development requirements of functional products/services (including specifications, feasibility studies, requirement analysis), from inception to conclusion on simple to complex projects.

Minimum Education:

Possesses a BA/BS degree or higher in Information Systems, Computer Science, Engineering, Business, or related field.

Help Desk Specialist

Minimum/General Experience:

Three (3) years' experience working in a similar capacity.

Functional Responsibilities:

Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, e-mails, and personnel requests for technical support. Documents, tracks and monitors the problem to ensure a timely resolution. Troubleshoots and resolves issues related to mechanical failures, computer hardware failures, software failures and user issues. Contacts hardware technicians for PC and peripheral problems.

Minimum Education:

Possesses a BA/BS degree or higher in Information Systems, Computer Science, Engineering, Business, or related field.

Field Technician



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Minimum/General Experience:

Two (2) years experience maintaining, installing, and relocating workstations, peripherals, workstation operating systems, standard office automation suites, installing and relocating telephones, and maintaining communications, cable and key systems.

Functional Responsibilities:

Performs and or assists in maintenance, installation, and moves of workstations and Peripheral hardware and related software. Performs and or assists in installation, and maintenance of voice, video, and data cable systems and the installation and programming of telephone key systems.

Minimum Education:

A High School Diploma and a minimum of two (2) years of specialized experience

Senior Systems Administrator

Minimum/General Education:

Five (5) or more years of work experience in computer systems with at least three (3) years of solid system and network administration experience.

Functional Responsibilities:

Performs computer systems and local area network administration functions including: system performance tuning, user optimization troubleshooting, software and hardware installation and configuration, work with third and fourth generation computer languages and relational database management systems Requires a high level of skill in LAN administration, system administration, system performance tuning, user optimization, and computer network and system computer systems analysis, along with a working knowledge of database theory



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Minimum Education: BA/BS Degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline and 5 years' experience.