

AUTHORIZED
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES

Information Technology Professional Services

Special Item No. 132-51 Information Technology Professional Services

Special Item No. 132-52 Electronic Commerce and Subscription Services

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

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Contract Number: GS-35F-212AA

Period Covered by Contract: 21 February 2013 – 20 February 2018

General Services Administration
Federal Acquisition Service

Pricelist current through Modification # 004, dated 7/30/2013.

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

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

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.gsa.gov/fas) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- The Geographic Scope of Contract will be domestic and overseas delivery.
- The Geographic Scope of Contract will be overseas delivery only.
- The Geographic Scope of Contract will be domestic delivery only.

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

Phone: 703.286.0840 and info@conceras.com

3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification Under Federal Schedule Contract

Block 16: Data Universal Numbering System (DUNS) Number: 800303427

Block 30: Type of Contractor: B

- A. Small Disadvantaged Business
- B. Other Small Business
- C. Large Business
- G. Other Nonprofit Organization
- L. Foreign Contractor

Block 31: Woman-Owned Small Business - NO

Block 37: Contractor's Taxpayer Identification Number (TIN): 20-5512302

Block 40: Veteran Owned Small Business (VOSB): NO

- A: Service Disabled Veteran Owned Small Business
- B: Other Veteran Owned Small Business

4a. CAGE Code: 4SCX1

4b. Contractor **has** registered with the Central Contractor Registration Database (SAM).

5. FOB DESTINATION

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER

DELIVERY TIME (Days ARO)

132-51

As agreed upon between the ordering Agency and the Contractor

132-52

30 Days

b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. DISCOUNTS: Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: 0% - 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: **Orders \$1M and greater will receive an additona 1% discount.**
- c. Dollar Volume: NONE
- d. Other Special Discounts (i.e. Government Education Discounts, etc.) NONE

8. TRADE AGREEMENTS ACT OF 1979, as amended:

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

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

10. Small Requirements: The minimum dollar of orders to be issued is \$ 100.

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

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

Special Item Number 132-51 - Information Technology Professional Services
Special Item Number 132-52 – Electronic Commerce and Subscription Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

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

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

availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

16. GSA ADVANTAGE!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.gsaadvantage.gov>

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. Ordering Activities procuring open market items must follow FAR 8.402(f).

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

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

c. The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

NONE

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

23. SECTION 508 COMPLIANCE.

I certify 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:

Yes X

No _____

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): www.conceras.com _____

The EIT standard can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order

—

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
 - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
 - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

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

1. SCOPE

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

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

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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

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

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

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

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

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

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT/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 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.

LABOR RATES AND LABOR CATEGORY DESCRIPTIONS

Conceras Labor Category Descriptions

1. Program Manager

Purpose:

- Works as a team member in IT Delivery, providing Program Manager services to clients in support of the statement of work and project objectives.
- Provides program management in a functional, technical, solution or industry in support of the statement of work, project deliverables or solution.
- Operates under the supervision of the IT Project Manager, Program Director, OIC or QA and may manage increasing complex streams of work, deliverables or other IT activities.

Essential Duties and Responsibilities:

Program Manager works on projects of various sizes to provide functional, technical, solutions or industry expertise to meet the increasing complex project objectives or deliverables. Program Manager participates or leads in the design or delivery of project deliverables tasks or objectives. Activities may include:

- Runs complex projects/programs from design and development to production
- Defines requirements and plan project lifecycle deployment
- Defines resources and schedule for project/program implementation
- Create strategies for risk mitigation and contingency planning
- Plans and schedule project deliverables, goals, milestones
- Directs and oversees project engineering team and manages conflicts within group.
- Performs team assessments and evaluations
- Efficiently identifies and solves project issues
- Demonstrates leadership to define requirements for project risk
- Develop Requests for Proposals (RFP) for external services
- Designs and maintain technical and project documentation
- Strong organizational, presentation, and customer service skills

Education and Work Experience:

Bachelor's degree in a Business discipline, Computer Science, Information Systems, Engineering, or some related discipline and 13 years relevant experience or 15 years relevant experience in a functional, technical, solution, or industry offering; Advanced Degree such as an MBA, Masters, MIS or other a plus.

Specialized Knowledge and Skills:

- Demonstrates success in performing work and managing consulting projects or streams of work
- Technical, functional, industry or solutions experience to contribute to project success
- Strong communication and relationship building skills (written, interpersonal, presentation, and facilitation abilities)
- Analysis, research, systematic thinking, and problem solving skills
- Ability to work well both independently and in teams
- Ability to perform in self-directed manner, to multi-task, and to manage-up

2. Help Desk Manager

Purpose:

- Works as a team lead in supporting 400+ users in a multi network environment.
- Serves as a subject matter expert to all service desk members.
- Assists with everyday tasking of issues to other team members and to verify issues have been resolved in a timely manner.
- In charge of documenting SOPs for the team.
- Facilitates communication across all service desk shifts (24/7 operation).
- Analyzes help desk activity and makes recommendations for changes in help desk procedures and systems to upper management
- Provides management with weekly and daily status updates with regard to progress and efficiencies
- Participates in the interview process for evaluating new Tier 1 candidates and makes recommendations to management
- Trains help desk associates to answer and resolve incoming calls using knowledge base, SOP's and best practice to resolve end user issues in a timely manner

Essential Duties and Responsibilities:

- Performing research, analysis, documentation, facilitation, and problem solving and delivering on assigned tasks within scope
- Supporting technical and/or functional deliverables
- Interfacing with client's personnel
- Contribute to project goals and objectives
- Miscellaneous project requirements

Education and Work Experience:

Microsoft Certified Professional for 4+ years; Comptia Network+ and Comptia Security+ achieved in 2011; Over four years of experience in IT Helpdesk.

Specialized Knowledge and Skills:

- Communication and relationship building skills (written, interpersonal, presentation, and facilitation abilities)
- Excellent problem solving skills
- Ability to work well both independently and in teams
- Ability to perform in self-directed manner and to multi-task
- Aptitude to learn quickly
- Experiencing in leading a team

3. Information Assurance Security Specialist IV

Purpose:

- The Information Assurance Security Specialist is responsible for executing security administration and security operations activities.
- Reports to the Information Systems Security Officer and Information Systems Security Manager as needed.

Essential Duties and Responsibilities:

- Determines, develops, and implements information assurance and security standards
- Coordinates, develops, and evaluates security programs for an organization
- Recommends information assurance/security solutions to support customers' requirements
- Identifies, reports, and resolves security violations
- Establishes and satisfies information assurance and security requirements based upon the analysis of user, policy, regulatory, and resource demands.
- Supports customers at the highest levels in the development and implementation of doctrine and policies
- Performs analysis, design, and development of security features for system architectures
- Analyzes and defines security requirements for computer systems which may include mainframes, workstations, and personal computers
- Designs, develops, engineers, and implements solutions that meet security requirements.
- Provides integration and implementation of the computer system security solution
- Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle

Education and Work Experience:

Bachelor's degree and 4 to 6 years of experience in the field or in a related area; Must possess and maintain an IT security certification equivalent to DOD 8570 Level (A+, Network+, SSCP, GSEC, Security+, SCNP, SSCP, CISA, CISSP, GSE, SCNA, GISF, GSLC, or CISM); Have at least three years' experience implementing FISMA requirements in regards to creating and maintaining C&A documentation.

Specialized Knowledge and Skills:

- Ability to apply systems administration and operations concepts, principles and practices to network and infrastructure security operations
- Excellent verbal and written communication skills to analyze, interpret and address customer needs
- Ability to manage change requests relating to network and end point based security solutions
- Skilled at developing mitigation strategies
- Ability to perform root cause analysis in conjunction with teams on identified problems
- Possesses knowledge and administration experience in multiple operating systems
- Demonstrates and encourages innovative thinking, continuous learning and sharing of best practices

4. Network Specialist, Senior

Purpose:

- Supports effective provisioning, installation/configuration, operation, and maintenance of system's hardware, software, and related infrastructure.
- Collects, analyzes, and interprets technical research to ensure continued innovation within the infrastructure. Responds to technical service requests from internal and external customers for hardware, software, and network.

Essential Duties and Responsibilities:

Network Specialist provides technical guidance for directing and monitoring information systems operations. Designs, builds, and implements network systems. Network Specialist directs compilation of records and reports concerning network operations and maintenance. Activities may include:

- Monitors and responds to complex technical control facility hardware and software problems. Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance
- Manages the purchase, testing, installation, and support of network communications, including LAN/MAN/WAN systems
- Performs system-level design and configuration of products including determination of hardware, OS, and other platform specification
- Plans large-scale systems projects through vendor comparison and cost studies.
- Provides quality assurance review and the evaluation of new and existing software products
- Provides assistance and oversight for all information systems operations activities, including computer and telecommunications/communications operations, data entry, data control
- Utilizes software and hardware tools and identifies and diagnoses complex problems and factors affecting network performance
- Troubleshoots network systems when necessary and makes improvements to the network

Education and Work Experience:

3 years computer/IT or related experience; Advanced knowledge of Microsoft PC and Server operating systems including Active Directory; Familiar with Microsoft Exchange administration; Knowledge of VMware, SAN, Cisco telephony a plus

Specialized Knowledge and Skills:

- Strong fundamental understanding of TCP/IP, and other computer networking protocols (DNS, NTP, SNMP, SSH) and network security guidelines
- Technical, functional, industry or solutions experience to contribute to project success
- Strong communication and relationship building skills (written, interpersonal, presentation, and facilitation abilities)
- Analysis, research, systematic thinking, and problem solving skills

5. Network Engineer IV

Purpose:

- Works as a team member in IT Delivery, providing IT Subject Matter Expert or Program Director services to clients in support of the statement of work and project objectives.
- Provides subject matter expertise or program management in a functional, technical, solution or industry in support of the statement of work, project deliverables or solution.
- Operates under the supervision of the IT Project Manager, Program Director, OIC or QA and may manage increasing complex streams of work, deliverables or other IT activities.

Essential Duties and Responsibilities:

IT Senior Network Engineer works on projects of various sizes to provide designs, functional technical solutions or industry expertise to meet the increasing complex project objectives or deliverables. IT Senior Network Engineer participates or leads in the design or delivery of project deliverables tasks or objectives as it relates to Systems Engineering and Infrastructure Engineering. Activities may include:

- Perform work, manage project tasks or project deliverables
- May provide Subject Matter Expertise in one or more areas required or in support of tasks, project deliverables or statements of work
- Lead role in developing technical knowledge of team members or clients
- Design, Perform or utilize research, analysis, documentation, facilitation, and problem solving and delivering on assigned tasks within scope
- Established long-term client relationships
- Supervise and review the work of client staff.
- Contribute to project goals and objectives

Education and Work Experience:

Bachelor's degree in Computer Science, Information Systems, Engineering, Physics, Mathematics or some related discipline; 10 years relevant experience or 15 years relevant experience in a functional, technical, solution, or industry offering; Advanced Degree such as an MBA, Masters, MIS or other a plus.

Certifications: CCNA, CCNP, CCDP, CCIE, ITIL v3, CISSP

Security Guidelines: NIST documentations; DISA STIGs

Specialized Knowledge and Skills:

- Strong fundamental understanding of TCP/IP, and other computer networking protocols (DNS, NTP, SNMP, SSH) and network security guidelines
- Technical, functional, industry or solutions experience to contribute to project success
- Strong communication and relationship building skills (written, interpersonal, presentation, and facilitation abilities)
- Analysis, research, systematic thinking, and problem solving skills
- Ability to work well both independently and in teams
- Ability to perform in self-directed manner, to multi-task, and to manage-up

6. System Administrator, II

Purpose:

- Works as a team member in IT Delivery, providing IT System Administration, Operations & Maintenance Support, and Engineering services to clients in support of the statement of work and project objectives.
- Operates under the supervision of the IT Project Manager and may manage a stream of work or perform IT team lead activities.

Essential Duties and Responsibilities:

IT System Administrators work on projects of various sizes to provide functional and/or technical support in order to meet the project deliverables. IT System Engineers participate and may lead in the delivery of project deliverables. Activities may include:

- Perform work and manage project tasks
- May lead a work stream or project deliverable
- Perform or utilize research, analysis, and problem solving on assigned tasks
- Produce documentation for managing various IT systems
- Ensure customer expectations are seen
- Contribute to project goals and objectives
- Miscellaneous project requirements

Education and Work Experience:

Bachelor's degree in a Technical discipline, Computer Science, Information Systems, Engineering, or some related discipline and 2 years relevant experience or 5 years relevant experience in a functional, technical, solution, or industry offering

Specialized Knowledge and Skills:

- Strong communication and relationship building skills (written, interpersonal, presentation, and facilitation abilities)
- Analysis, research, systematic thinking, and problem solving skills
- Ability to work well both independently and in teams
- Ability to perform in self-directed manner, to multi-task, and to manage-up
- Technical or functional skills to contribute to project success

7. Subject Matter Expert, III

Purpose:

- Subject Matter Expertise (SME) in virtualization and cloud technologies, overseeing the definition and development of virtualization options, strategy, processes and necessary activities to ensure a successful virtualization initiative.
- Candidate will have extensive professional services experience within IT infrastructure services, as well as previous accountability at the senior technical director-level or above.

Essential Duties and Responsibilities:

SME works on projects of various sizes to provide functional, technical, solutions or industry expertise to meet the increasing complex project objectives or deliverables. SME participates or leads in the design or delivery of project deliverables tasks or objectives. Activities may include:

- Accurately evaluate customers' strategic business issues, identify requirements, create business case justifications, and propose appropriate enterprise solutions; Analyze current and future virtualization needs for IT/Operations environments
- Develop customized solutions that address specific needs, and the successful management and/or delivery of engagements
- Develop in-depth understanding of a client's business requirements, along with client's current technical environment; accurately assess and make recommendations
- Develop, promote and follow engagement methodologies
- Document current state, future state and proposed roadmap between both states
- Recommend strategy and document virtualization and cloud best practices, methodologies, and cost models; also required is ability to drive creation/support creation of tools, templates and other tools to support best practices

Education and Work Experience:

Bachelor's degree in a Business discipline, Computer Science, Information Systems, Engineering, or some related discipline and 13 years relevant experience or 15 years relevant experience in a functional, technical, solution, or industry offering; Advanced Degree such as an MBA, Masters, MIS or other a plus.

Specialized Knowledge and Skills:

- Citrix XenServer, Microsoft Virtual Server and Hyper-V
- Red Hat and Microsoft Windows Infrastructure, AD, DNS, DHCP, IIS, and Group Policy
- Strong Understanding of LAN, WAN, and remote access technologies
- Excellent oral and written communication skills (documentation, client presentations, etc)
- Superb interpersonal communication and the ability to participate in a team/project with
- Familiarity with ITIL; certification preferred
- Prior experience developing tools, methodologies and processes for consistent service development
- Progressive experience leading and managing large client engagements
- History of success assisting clients with multi-million dollar virtualization management practices

8. Systems Engineer, IV

Purpose:

- The Systems Engineer is responsible for all onsite service and support needs for customers. This relates to all technology, to include: workstations, servers, printers, networks, and vendor specific hardware and software.
- Candidate will have extensive professional services experience within IT infrastructure services, as well as previous accountability at the senior technical director-level or above.

Essential Duties and Responsibilities:

Systems Engineer will be part of Engineering Development or Operations team responsible for the administration and management of all systems. Activities may include:

- IT support relating to technical issues involving Microsoft's core business applications, as well as virtual environments built on Citrix, Microsoft, and VMware
- Support services for Microsoft related technologies: Windows Server, Exchange, SQL, SharePoint, etc.
- Support services for related hardware technologies: Servers, Storage, and Networking.
- Implement and support disaster recovery solutions
- Technical services and support at the network level: WAN and LAN connectivity, routers, firewalls, and security
- Remote access solution implementation and support: VPN, Terminal Services, and Citrix
- System documentation to include system reviews and recommendations
- Communication with customers as required: keeping them informed of incident progress, notifying them of impending changes or agreed outages

Education and Work Experience:

Bachelor's degree in a Business discipline, Computer Science, Information Systems, Engineering, or some related discipline and 8 years relevant experience or 15 years relevant experience in a functional, technical, solution, or industry offering; Professional IT Certifications, such as: Microsoft MCP, MCSA, or MCSE, Citrix CCEA or CCIA, Cisco CCNA, VMware VCP

Specialized Knowledge and Skills:

- Diagnosis skills of technical issues
- Ability to multi-task and adapt to changes quickly
- Technical awareness: ability to match resources to technical issues appropriately
- Service awareness of all organization's key IT services for which support is being provided
- Understanding of support tools, techniques, and how technology is used to provide IT services
- Self-motivated with the ability to work in a fast moving environment
- Ability to work in a team and communicate effectively
- Business awareness: specific knowledge of the customer and how IT relates to their business strategy and goals
- Document internal processes and procedures related to duties and responsibilities

9. Voice/Data Communications Engineer, Senior

Purpose:

- Responsible for a variety of Technical project tasks relating to data, voice and voice communication systems
- Design, analyze, plan, modify, and maintain network components supporting communication activities

Essential Duties and Responsibilities:

Voice/Data Communications Engineer is responsible to the Network Engineering Team Lead for ensuring the success and ongoing operation of the corporate voice and data networks including incident and problem management. Activities may include:

- Provides technical direction and engineering knowledge for communications activities including planning, designing, developing, testing, installing and maintaining large communications networks
- Ensures that adequate and appropriate planning is provided to direct building architects and planners in building communications spaces and media pathways meet industry standards
- Develops, operates, and maintains voice, wireless, video, and data communications systems
- Provides complex engineering or analytical tasks and activities associated with one or more technical areas within the communications function
- Prepares the analysis of short/long term capacity needs for switching, routing transmission and signaling
- May conduct network architecture design, feasibility and cost studies as well as internal studies of network performance and traffic analysis and evaluate new technology

Education and Work Experience:

Bachelor's degree in related discipline; Advanced degree preferred; Candidate will have 5 years of experience with technology support in a large enterprise environment; Solid knowledge of Cisco UCS products and services for a large enterprise environment

Specialized Knowledge and Skills:

- Event engineering and support, adherence to Service Level Agreements (SLAs)
- Setting customer service expectations, timely field communication, root-cause analysis
- Performance management and process improvement
- Primary focus is to implement and support VoIP and Network services
- General collaborative support, security, routing, switching, wireless, and other network related duties
- Role will consist of a mix of Networking and Voice

10. Information Assurance Security Specialist - Senior

Purpose:

- **Provides technical support focused on the development, operation, management, and enforcement of security capabilities for systems and networks.**
- **Technical support is concentrated on the protection and defense of information systems by ensuring their availability, integrity, authentication, confidentiality, and nonrepudiation, including providing for their restoration by incorporating protection, detection, and reaction capabilities.**

Essential Duties and Responsibilities:

Information Assurance and Information Security specialist shall support activities through the analysis of system and network wide security requirements within policy, regulatory, and resource demands across networks, common systems and specialty systems. Typical duties include: overseeing the development, coordination, and staffing of DIACAP packages, analyzing technical solutions for IA compliance, monitoring IA controls, participating in the Change Management process, administering IA associated training, and supporting Project Teams responsible for the deployment, retirement, and change of systems, solutions, and networks under the control of our customer. Activities may include:

- **Perform standard computer network defense with industry standard and other tools**
Advise the overall Security Operations Center (SOC) team lead on a wide array of subjects, such as SOPs, various improvements, required new features and tools, tactics and procedures, etc
- **Interface with other network team members to identify security issues or other matters of concern, as well as assist them where possible to resolve issues**
- **Verify existing network diagrams, update or create as needed**

Education and Work Experience:

- **BS in Computer Science, Engineering or a related technical discipline**
- **Training in a computer related discipline and more than 6 years of experience in installing software products to be used for securing systems**
- **Knowledge of installing, operating and maintaining security appliances and shall possess lead experience making recommendations for configuring the security posture of operational systems**
- **Possess education and more than 6 years of experience in all security aspects of large scale IT systems**

Specialized Knowledge and Skills:

- **Shall possess either knowledge of mainframe operating systems, database packages, and other related mainframe security experience**
- **Shall possess knowledge of HP-UX, RedHat Linux, Solaris, and/or other Linux baselines**
- **Network security for TCP/IP based networks using industry standard firewalls, and other security related products**

11. Linux Unix Administrator - Senior

Purpose:

- **The Unix / Linux system administrator will work closely with application team to design, implement and manage Unix / Linux server clusters. The environment consists of local and network storage (SAN), Web servers, n-tier in-house applications**
- **Candidate will design proactive and reactive framework to monitor, capacity plan and troubleshoot hardware and software environment.**

Essential Duties and Responsibilities:

The candidate will ensure IT solutions comply with existing and evolving internal, customer and/or federal security requirements. The Unix / Linux system administrator will provide enterprise-wide Unix system infrastructure support for complex systems and interconnected technologies. Activities may include:

- **Plan, install, configure, standardize and tune Linux servers**
- **Install hardware, software, patches, bug fix and harden system security**
- **Troubleshoot OS, network, storage and performance issues**
- **Design system and subsystem solution architecture and strategy for system integration, scalability and implementation**
- **Expertise in installation and configuration of Apache Web Server, Web Logic Web Server, and n tier systems**
- **Design and implement framework for monitoring, capacity planning, backup, disaster recovery and business continuity planning**
- **Document architecture for all systems. Build policies, procedures, standards and templates for system design, problem analysis and system security**
- **Build IT solutions to integrate our vendors, partners, customers and joint ventures**
- **Provide leadership and technical direction during the entire concept – deploy lifecycle**
- **Maintain knowledge of industry trends and best practices**

Education and Work Experience:

- **BS degree in Engineering, Computer Science or closely related discipline**
- **Over 7 years of Unix / Red Hat Linux system administration experience in large environment**
- **Over 6 years system architecture, design, optimization and standardization experience**
- **Ability to deploy, support and diagnose real issues in production environment**
- **Knowledge of Unix shell or bash scripting**

Specialized Knowledge and Skills:

- **Platform Red Hat Linux 6, Solaris**
- **Hardware Enterprise and Mid-size servers, HA server clusters**
- **Network LAN, WAN, Cisco, Load balancers**
- **Application Apache, WebLogic, n-tier, web hosting**
- **Environment NFS, CIFS, DNS, DHCP, SAMBA, SNMP**

12. Network Specialist - Journeyman

Purpose:

- **Provides technical guidance for directing and monitoring information systems operations. Designs, builds, and implements network systems. Directs compilation of records and reports concerning network operations and maintenance.**
- **The candidate will be responsible for technical maintenance, monitoring, and operations of IP Transport and “Long Haul” circuits to include switches, routers, firewalls and Intrusion Detection systems. This includes monitoring tools, security compliance, transport management and general network support.**

Essential Duties and Responsibilities:

Provides assistance and oversight for all information systems operations activities, including computer and telecommunications/communications operations, data entry, data control, LAN/MAN/WAN administration and operations support. Activities may include:

- **Operates with appreciable latitude in developing methodology and presenting solutions to problems**
- **Contributes to deliverables and performance metrics where applicable**
- **Provides technical guidance for directing and monitoring information systems operations**
- **Designs, builds, and implements network systems**
- **Directs compilation of records and reports concerning network operations and maintenance**
- **Troubleshoots network performance issues**
- **Analyzes network traffic and provides capacity planning solutions**

Education and Work Experience:

- **BS in Computer Science, Engineering or a related technical discipline**
- **3 years of experience with architecting and designing IPv4- and IPv6-based networks**
- **3 years of experience with deploying a multi-service all-IP infrastructure over a hybrid network environment, including wireless, and core network environment**
- **3 years of experience with key IP network technologies, including those involving QoS, multicast, and IP routing protocols**
- **3 years of experience with network security**

Specialized Knowledge and Skills:

- **Experience with commercial and government practices and industry standards in ISP and large enterprise environments**
- **Experience with IPv4 and IPv6 dual stack architecture and implementations**
- **Knowledge of transition techniques and design patterns**
- **Experience with federal and DoD CIO IPv4 and IPv6-related policies and directives**

13. Project Manager

Purpose:

- **Utilizing project management disciplines, candidate will help plan, organize, lead, and monitor the activities of teams while assuring overall adherence to requirements, schedules, budgets, and defined deliverables.**
- **Activities and considerations will include but are not limited to: core-team meeting leadership, engineering schedule management, subcontractor management, internal project optimization and reporting, budgeting**

Essential Duties and Responsibilities:

- Highly skilled in managing all aspects of all sizes and complexities of multiple projects simultaneously across the software development life cycle phases (SDLC)
- Identifying, developing, and executing projects while managing and controlling the project lifecycle process to ensure timely delivery of quality solutions
- Formulating approach in collaboration with Project teams to define, analyze, design, implement, and/or support business application/systems
- Designing and developing detailed functional systems and program specifications using structured design methodologies
- Working closely with IT Application Development and IT Infrastructure groups to ensure timely delivery of all projects
- Driving the design and development of standard practices and effective communication

Education and Work Experience:

- **PMP Certified**
- **Familiar with Systems Development Life Cycle (SDLC)**
- **8+ years of demonstrated project manager experience**
- **BA/BS in relevant field**

Specialized Knowledge and Skills:

- **Provides assistance and coordinates support for all phases of the acquisition process**
- **Conducts research and presents contracting approaches, requirements analysis, existing contract analysis, and preparation of all pre-contract documentation**
- **Assist with proposal evaluations and contract negotiation**
- **Perform post-award contracts administration. Tracks resources and expenditures, identifies and analyzes buying trends, and monitors and evaluates deliverables and performance**
- **Prepare contract change orders, incremental funding modifications, assistance related to delivery on task orders, and independent government cost estimates**
- **Support and assist in the audit and analysis of completed contracts and support processing adverse actions taken against the contract to effect the closeout of the contract**
- **Ability to communicate effectively, both orally and in writing**
- **Ability to conduct comprehensive research and analysis of technical and cost data**

14. Remote Access Administrator - Journeyman

Purpose:

- **Provide technical expertise and operational support for systems including remote access, mobile wireless communications, secure gateways, communications monitoring and smartcard-related issues.**

Essential Duties and Responsibilities:

Works with existing Citrix support team to design, implement, manage, maintain, deploy, troubleshoot, and support internal and hosted Citrix server environments. Provide virtualization support on these same platforms utilizing application virtualization, as required. Activities may include:

- **Responsible for the installation, maintenance, configuration, and integrity of all new hardware, systems, and software for networks**
- **Implements operating system enhancements that will improve the reliability and performance of the system**
- **Develops and promotes standard operating procedures**
- **Responsible for monitoring the ongoing operation of the servers, identify problems, and recommend corrective actions, as needed**
- **Ensures routine hardware and software audits are conducted for workstations and servers to ensure compliance with established standards, policies, and configuration guidelines**
- **Responsible for software installations and upgrades during scheduled maintenance windows**
- **Interfaces effectively management and clients in a team environment**
- **Provides technical customer support and 24x7 on-call services for supported environments**

Education and Work Experience:

- **BS in Computer Science, Engineering or a related technical discipline, or the equivalent combination of 5-7 years of related system engineering experience and technical training**
- **Preferably with at least four (4) years of technical experience with the following concepts: solid knowledge of the latest PC & Networking technology, Communication protocols, and familiarity with network troubleshooting tools**

Specialized Knowledge and Skills:

- **At least 2 years of experience administering and supporting Citrix ANG products. Citrix product certification and other relevant IT certification are highly desirable**
- **Strong understanding of all major application access technologies such as SSL VPNs, Hardware Load Balancers, Layer 3 Hardware, Familiarity with Windows operating systems is a plus**
- **At least 3 years of experience with a professional services environment providing direct support to users of remote access systems and technical experience configuring, installing, and maintaining remote access systems (Citrix Presentation Server/XenApp 4.5 and 5.0, Citrix Access Gateway, Citrix, VPN, and terminal services).**

15. Systems Administrator - Senior

Purpose:

- **The Systems Administrator is responsible for effective provisioning, installation/configuration, operation, and maintenance of Windows server infrastructure.**
- **Key member of IT infrastructure team help evaluate new technologies, set standards for the enterprise and provide leadership and guidance in implementation of new hardware, software and new sites. Provide level 2 support to user calls.**

Essential Duties and Responsibilities:

The qualified candidate will perform a variety of assignments associated with Windows System administration, including monitoring and controlling of Windows installations, analyzing system faults, troubleshooting issues, and running diagnostic tests on operating systems and hardware to detect and resolve problems. Knowledge of Microsoft Active Directory, Exchange, SharePoint & SQL Server is required with knowledge of Server virtualization, SCCM and SCOM a plus. Candidate will be able to demonstrate administration and engineering skills for the above stated technologies. Activities may include:

- **Configure and evaluate new hardware and software**
- **Perform strategic planning on specific software and hardware direction, programming, operating systems and applications as required**
- **Participate in the research, planning, design, documentation, implementation and maintenance of the internal business systems, including servers, operating systems and server applications**
- **Coordinate the maintenance of user accounts, systems security and manages resources for various systems**
- **Research new industry products and utilize that knowledge to design, implement and maintain core IT infrastructure hardware and software**

Education and Work Experience:

- **BS degree in Information Science, Computer Science, Software, Engineering, Business; or equivalent of four + years experience in a mixed environment**
- **MCSA, MCSE, MCSM, MCITP or MCTS (Exchange or Windows Server Highly Desired)**
- **VMware Certified Professional (VCP) or equivalent working experience**

Specialized Knowledge and Skills:

- **Knowledge of current Windows server, clustering, and database platforms**
- **Knowledge of virtual infrastructure platforms, enterprise level antivirus solutions**
- **Basic knowledge of network/server appliances such as firewalls, filters and network attached storage solutions**
- **Familiarity with the operation and maintenance of a networked/distributed computing environment**
- **Advanced hardware and software troubleshooting skills**

16. Systems Engineer

Purpose:

- **Candidate will support and develop systems integration of current applications, help guide architecture decisions for new applications, and create the most optimally functioning production environment to ensure the highest levels of customer support (both internal and external customers).**
- **System Engineer will be responsible for the design, architecture, planning, roadmap and product life cycles of several infrastructure architecture projects.**

Essential Duties and Responsibilities:

The System Engineer will lead all technical and program management aspects, including: conducting proof of concept of the main staging environment; working with application support, application development teams to re-engineer the provisioning process and tools for the staging and development environments in anticipation for virtualization and cloud technology migration. Activities may include:

- Design and implement computer systems, software and networks
- Ensure that computer systems function efficiently and securely to support an organizations information technology needs
- Determine system specifications, processes and working parameters
- Ensure system hardware and software are compatible and capable of the required performance metrics
- Document current and proposed environments
- Assist in installing and configuring technology related equipment
- Troubleshoot and correct environment and infrastructure related problems in the production and test environments
- Assist in maintaining complex environments
- Automate system monitoring tools
- Provision, configure, and deploy server hardware

Education and Work Experience:

- **BS degree in Computer Science, Computer Information Systems, Management Information Systems, Business, or related field**
- **Certifications: Microsoft, Citrix & VMWare a plus**

Specialized Knowledge and Skills:

- **Must have 7+ years of experience with emphasis on Microsoft, VMware, Citrix**
- **Provide project and technical lead on complex network issues and project assignments**
- **Experience with installing, configuring, and administering a broad range of technologies**
- **Proven technical troubleshooting skills and logical problem solving**
- **Experience and knowledge must include Data Center, Computing environment, Servers, Storage, Backup, Networking, and facilities**

17. Voice Data Communications Engineer - Journeyman

Purpose:

- **Provides technical direction and engineering knowledge for communications activities including planning, designing, developing, testing, installing and maintaining large communications networks.**
- **Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks.**

Essential Duties and Responsibilities:

Develops, operates, and maintains voice, wireless, video, and data communications systems. Provides complex engineering or analytical tasks and activities associated with one or more technical areas within the communications function. Activities may include:

- Ensures that adequate and appropriate planning is provided to meet industry standards.
- Develops, operates, and maintains voice, wireless, video, and data communications systems.
- Possesses and applies expertise on multiple complex work assignments.
- Create and publish multiple Engineering Implementation Plans (EIP's) in support of the network infrastructure
- Design unclassified and classified networks
- Manage Radio circuit cutovers
- Troubleshoot Cisco ASA and Nortel Site to Site VPN tunnels for network transitions
- Install, configure, and implement DWDM and SONET Nodes
- Configure MPLS TE, VPLS, and Carrier Ethernet technologies
- Configure, install and mount Access Points
- Conduct risk and cost analysis for projects and day-to-day work orders
- Serve as Lead for telecommunications and systems engineering task

Education and Work Experience:

- **BS degree in Engineering, Computer Science or closely related discipline; and five years of relevant experience (including three years of experience in management of a network services environment and telecommunications).**

Specialized Knowledge and Skills:

- **Cisco Networking**
- **Installation, configuration, and troubleshooting Land and Switched LAN networks**
- **Security +**
- **Information Assurance (IA) Training and certification**

18. Voice Data Communications Engineer - Master

Purpose:

- **Provides technical direction and engineering knowledge for communications activities including planning, designing, developing, testing, installing and maintaining large communications networks. Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives.**
- **Develops, operates, and maintains voice, wireless, video, and data communications systems. Provides complex engineering or analytical tasks and activities associated with one or more technical areas within the communications function.**

Essential Duties and Responsibilities:

Has domain and expert technical knowledge. Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Activities may include:

- **Constructs, tests and implements integrated network, hardware and software solutions, distributed computing solutions, and/or physical and logical communications networks for the customer.**
- **Provide network performance statistic and reports and recommend technical enhancements to the network**
- **Interfaces with others on system infrastructure problems and advices management on technical problems, priorities, and methods.**
- **Ensures customer satisfaction with the resolution or circumvention of hardware, software, and/or circuit problems including the assessment of bandwidth requirements based upon empirical data.**
- **Provides technical consulting on high level network designs, platform sizing, infrastructure system design and the application of new technologies.**
- **Researches, evaluates and stays current on emerging tools, techniques and technologies.**

Education and Work Experience:

- **BS degree in Engineering, Computer Science or closely related discipline; and twelve years of relevant experience (including eight years of experience in management of a network services environment and telecommunications).**

Specialized Knowledge and Skills:

- **Cisco CCNP (Cisco Certified Network Professional) certification a minimum. CCIE Certification highly preferred. Strong LAN/WAN/MAN design and migration experience with a focus on WAN services (ISDN, Frame-Relay, Point-to-Point, and MPLS)**
- **Experience conducting site surveys and organizing the documentation in to an Engineering plan**
- **Expert skills troubleshooting access-lists, IPv4 and IPv6 issues across varying protocols such as OSPF, BGP, Static Routing**

Conceras Labor Rates

Labor Category	GSA rates w/ IFF	
	Govt Site Labor Rate	Contractor Site Labor Rate
Help Desk Manager	\$92.65	\$111.18
Information Assurance Security Specialist - Senior	\$101.10	\$116.27
Information Assurance Security Specialist IV	\$110.46	\$132.56
Linux Unix Administrator - Senior	\$107.83	\$124.00
Network Engineer IV	\$133.39	\$160.06
Network Specialist - Journeyman	\$62.21	\$71.54
Network Specialist - Senior	\$77.12	\$92.55
Program Manager	\$143.35	\$172.02
Project Manager	\$101.23	\$116.42
Remote Access Administrator - Journeyman	\$65.99	\$75.89
Systems Administrator - Senior	\$87.20	\$100.28
Systems Administrator II	\$85.67	\$102.81
Subject Manager Expert III	\$147.25	\$176.70
Systems Engineer	\$96.22	\$110.65
Systems Engineer IV	\$130.50	\$156.61
Voice/Data Communications Engineer - Journeyman	\$74.30	\$85.45
Voice/Data Communications Engineer - Senior	\$84.82	\$101.79
Voice/Data Communications Engineer - Master	\$106.29	\$122.24

**TERMS AND CONDITIONS APPLICABLE TO
ELECTRONIC-COMMERCE (EC) (SPECIAL IDENTIFICATION NUMBER 132-52)**

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-52 Electronic Commerce (EC) Services apply exclusively to EC 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 the 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. 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 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.
- c. Any Contractor travel required in the performance of EC 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-

- i) Cancel the stop-work order; or
 - ii) 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-
 - c. 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
 - d. 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.
 - e. 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.

6. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (MAY 2001) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) 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 EC Services.

9. INDEPENDENT CONTRACTOR

All EC 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 EC 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—
 - i) The offeror;
 - ii) Subcontractors; and/or
 - iii) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. 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.

14. 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.

15. DESCRIPTION OF ELECTRONIC COMMERCE (EC) SERVICES AND PRICING

- a. AiNET operates and manages certified Tier IV datacenter facilities to clients who choose to outsource their technology requirements. We deliver both secure and non-secure facilities from thousands of square feet of data center to partial rack space. Cloud solutions and services are also part of AiNET's core competencies.
- b. Pricing for all EC Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, unit prices and/or fixed prices.

Conceras' Storage as a Service (STaaS) is a "pay as you go" platform implemented, operated, and fully managed and maintained on government premises. This is a new billing and support model, allowing clients to pay a fixed price per Gigabyte (GB) of storage per month. The STaaS platform is designed for client's unstructured data and information. Based off of a tailored, detailed planning and design assessment (separate service offering), the STaaS platform offers a common, fully populated rack infrastructure of Dell storage, server, and switch hardware, and NTP Software. See below table:

Hardware	Software
Dell PowerEdge 3660 ISCSI disk array(s)	NTP Quota and File Sentinel (QFS)
Dell PowerEdge R620 content server(s)	NTP Event Driven Data Mover (EDDM)
Dell PowerEdge R620 management server(s)	NTP On-Demand Data Mover (ODDM)
Dell PowerConnect 8132 switch(es)	NTP Storage Explorer
Dell 4220 rack	NTP SEAM
KVM switch	Dell OpenManage Essentials
1U rack monitor/keyboard	Cluster Services

As part of the STaaS offering, this product solution offers several fully managed on-premise services, and they are as follows:

- Reporting,
- Release and change management,
- Storage tiering,
- Built-in high availability (HA) and
- Disaster recovery (DR).

STaaS is designed and implemented with integrated reporting to aid customer with billing, reviewing, and future planning. Through pre-determined service level agreements (SLAs) and policies, reporting shall handle alerts, tickets, and metrics through a dashboard. Support engineer shall come on-site to handle all release and change management of STaaS. Engineer shall handle all hardware and software warranties, upgrades, performance tuning, and replacement.

STaaS offers on-demand tiered storage expansion for clients. As part of the operations and maintenance bundle, support engineer can add new storage capacity when data environments hit specific thresholds.

The STaaS product solution has a robust, built-in HA and DR infrastructure tailored to meet the client's specific policy for uptime and data protection. The solution offers clustered storage arrays to protect against hardware faults. There are no traditional backups, as files are automatically replicated and archived, based on policy or events, to a secondary STaaS platform at the primary site or DR site.

Price:

Information Technology STaaS \$ 0.27/ GB

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

PREAMBLE

Conceras 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 **Harvey Nguyen, 703. 286.0840, harvey.nguyen@conceras.com.**

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;

- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

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

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

**BASIC GUIDELINES FOR USING
“CONTRACTOR TEAM ARRANGEMENTS”**

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

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

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

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

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

Here is a general outline on how it works:

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