



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST**

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

SCHEDULE TITLE: Multiple Award Schedule

SPECIAL ITEM NUMBER 54151S - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

- FPDS Code D301 IT Facility Operation and Maintenance
- FPDS Code D302 IT Systems Development Services
- FPDS Code D306 IT Systems Analysis Services
- FPDS Code D307 Automated Information Systems Design and Integration Services
- FPDS Code D308 Programming Services
- FPDS Code D310 IT Backup and Security Services
- FPDS Code D311 IT Data Conversion Services
- FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
- FPDS Code D316 IT Network Management Services
- FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or
Other Information Services (All other information services belong under Schedule 76)
- FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

CONTRACT NUMBER: GS-35F-288DA

CONTRACT PERIOD: April 27, 2016 thru April 26, 2021

For more information on ordering from Federal Supply go to this website: www.gsa.gov/schedules

CONTRACTOR: **Weris, Inc.**
21355 Ridgetop Circle, Suite 160
Sterling, VA 20166
Phone number: 703 429 1126
Fax number: 703 429 1103
E-Mail: zongwei.tao@weris-inc.com

CONTRACTOR'S ADMINISTRATION SOURCE: Zongwei Tao,
Weris, Inc.
21355 Ridgetop Circle, Suite 160
Sterling, VA 20166
Phone number: 703 429 1126
Fax number: 703 429 1103
E-Mail: zongwei.tao@weris-inc.com

BUSINESS SIZE: Small Business, 8(a)

CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN	DESCRIPTION
54151S	Information Technology Professional Services

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:
(Government net price based on a unit of one)

N/A

1c. HOURLY RATES (Services only):

Weris, Inc.
Labor Category Descriptions

1. Commercial Job Title: Program Manager

Minimum/General Experience: Minimum of 15 years of general experience is required, of which 10 years must be specialized in performing program management for large government contracts.

Alternate Experience Requirements: A *Master's degree* (in the fields described below) requires 8 years specialized experience and 13 years of general experience. A *Ph.D.* (in the fields described below) requires 6 years specialized experience and 11 years of general experience. A minimum of a *Bachelor's degree* (in the fields described below) is required for this category.

Functional Responsibility: Provide program leadership and vision; developing and managing a clear and detailed program plan; managing multiple projects and applying common standards and processes to the execution of projects. Provide guidance and direction in multiple tasks across several functional areas and including the use of different technologies. Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of contractual items. Coordinate between project managers and the scheduling and tracking of projects. Monitor program progress, issues, risks and reports. Oversee and manage program budget and contract administration. Serve as the primary point of contact to the CO and COR on all matters. Provide supervision and guidance to personnel as appropriate. Prepare and/or give presentations and briefings. Possess strong interpersonal and customer service skills. Have strong problem solving skills and be able to quickly address and resolve a variety of issues. Operate within client guidance, contractual limitations, and Company business and policy directives. Serve as focal point of contact with client on program activities. Ensure that all required resources including manpower, production standards, computer time, and facilities are available for program implementation. Manage program consisting of multiple projects including project identification, design, development and delivery. Confers with project manager to provide technical advice and to assist with problem resolution. Participate in contract negotiations.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A PMP certificate is required.

2. Commercial Job Title: Project Manager

Minimum/General Experience: Minimum of 6 years of general experience is required, of which 4 years must be specialized in managing complex IT projects with increasing responsibilities in information systems design and management.

Alternate Experience Requirements: A *Master's degree* (in the fields described below) requires 3 years specialized experience and 4 years of general experience. A *Ph.D.* (in the fields described below) requires 2 years specialized experience and 3 years of general experience.

Functional Responsibility: Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. May work under a Program Manager for multiple projects. Identifies, acquires, and utilizes company resources to achieve project technical objectives. Establishes priorities, task assignment and completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role and ensures timely delivery of all specified deliverables. Identifies all task responsibilities and reports any changes or suggestions accordingly to a senior Project Manager or Program Manager. Supervises the training of new personnel under the project to assure compliance with government regulations, codes, and Company policy and procedures. Participates in contract negotiations.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A PMP certificate is highly desired.

3. Commercial Job Title: Quality Control Manager

Minimum/General Experience: Minimum of 6 years of experience is required, of which 4 years must be specialized experience in performing quality control quality management responsibilities in IT projects.

Alternate Experience Requirements: A *Master's degree* (in the fields described below) requires 3 years specialized experience and 4 years of general experience. A *Ph.D.* (in the fields described below) requires 2 years specialized experience and 3 years of general experience.

Functional Responsibility: Responsible for verification and validation, software testing and integration, and software metrics, and their application to software quality assessment, the preparation and analysis of software and documentation evaluation processes. Maintain and establish a quality control process for evaluating software and associated documentation. Must be able to determine the resources required for IT quality control. Must be able to maintain the level of quality throughout the software lifecycle. Develops software quality assurance plans. Conduct formal and informal reviews at predetermined points throughout the development lifecycle.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Business, or other related discipline.

4. Commercial Job Title: Senior Business Analyst

Minimum/General Experience: Minimum of 8 years of experience is required, of which 6 years must be specialized in business process or requirements analysis.

Alternate Experience Requirements: A *Master's degree* (in the fields described below) requires 4 years specialized experience and 6 years of general experience. A *Ph.D.* (in the fields described below) requires 3 years specialized experience and 5 years of general experience.

Functional Responsibility: Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operation time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirements specifications. Provides consultation on complex projects and is considered to be the top level contributor/specialist of most phases of systems analysis, while considering the business implications of the application of technology to the current and future business environment.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

5. Commercial Job Title: Business Analyst

Minimum/General Experience: Minimum of 5 years of experience is required, of which 3 years must be specialized in business process or requirements analysis.

Alternate Experience Requirements: A *Master's degree* (in the fields described below) requires 2 years specialized experience and 4 years of general experience. A *Ph.D.* (in the fields described below) requires 1 year of general experience.

Functional Responsibility: Applies process improvement and re-engineering methodologies and principles to conduct process modernization projects. Functions include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Applies intensive and diversified knowledge of engineering and practices in broad area of assignments. May be under the supervision and direction of a Principal Business Process Re-Engineering Specialist.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/Management, or other related discipline.

6. Commercial Job Title: Functional Specialist

Minimum/General Experience: Minimum of 4 years of experience is required, of which 3 years must be demonstrated specialized experience in the field of the task required functional area.

Alternate Experience Requirements: A *Master's degree* (in the fields described below) requires 2 years specialized experience and 3 years of general experience. A *Ph.D.* (in the fields described below) requires 1 year of general experience.

Functional Responsibility: Recommends improvements or modifications in sequence of operations, equipment utilization and related matters. Examines and analyzes current and contemplated operations for developing, defining, and coordinating user requirements which will satisfy the total program need. Translates user requirements into system specifications, data management plans, configuration management plans, life cycle management documentation, integrated logistics support plans and related operational summaries. Assists in the design, development, and analysis, test and maintenance of logical and physical databases. Writes specification manuals and user documentation for client or user personnel. Gathers information from users, defines work problems, and designs a system and procedures to resolve problems.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific, functional or technical discipline.

7. Commercial Job Title: Senior Systems Analyst

Minimum/General Experience: 6 years of experience with 4 years of specialized experience in system analysis, maintenance, and administration.

Functional Responsibility: Performs technical work using both standard and non-standard analysis, design, and programming techniques, determines customer requirements for the final program or system, analyzes problems in terms of such factors as user requirements, input data and form, output data and form, available computer configuration, processing turn-around time requirements, input and output checking, and overall problem-schedule requirements. Position advises on information technology to help define automation needs. May provide advice on system design configurations, procedural and technical aspects of automated records, hardware acquisition and maintenance, and develops and writes suitable source code required for computer processing. Responsibilities also include: Data Acquisition, Compilation and Analysis Support; Electronic Reporting and Data Entry Applications Support; Database and Database Systems Support; Data Dissemination Support; System Maintenance, Modification and Technical Support.

Minimum Education: Bachelor's Degree in a related engineering, computer science, physical science, or technical field.

8. Commercial Job Title: Systems Analyst

Minimum/General Experience: Minimum of 3 years of experience is required, of which 1 year must be specialized in system analysis, maintenance, and administration.

Functional Responsibility: Performs administrative and operational duties on DOS, UNIX, Windows, and other micro-computer, mini-, and mainframe computer-based systems. Creates and maintains user profiles as required by the vendor or application software. Analyzes, evaluates and tests software/hardware problems. Works with and troubleshoots intra-system telecommunications. Monitors multiple systems and networking between the systems. Presents recommended solutions for effective system performance. Assists in the installation planning of computer facilities, evaluation of COTS application software (and upgrades) proposed for use on the network(s). Troubleshoots existing networks and assists programmers in software design, development and testing of Local and Wide Area Networks. Participates in system feasibility studies concerning computer performance, and hardware/software evaluations. Evaluates communications systems with regard to technological and regulatory issues. Participates in the design and development of integrated communications systems. Assists in configuration management of micro-computer systems and networking between the systems.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

9. Commercial Job Title: Software Programmer

Minimum/General Experience: Two years of experience providing computer software development, operating system development, tailoring, and maintenance support, similar to that described under functional responsibility, and having knowledge and understanding of applicable technical concepts and practices.

Functional Responsibility: Creates and/or maintains software, operating systems, communications software, database packages, compilers, assemblers, and utility programs. Modifies existing operating system software as well as creates special-purpose software/operating system routines to ensure efficiency and integrity between operating systems and software applications.

Minimum Education: Bachelor's Degree in a related engineering, computer science, physical science, or technical field.

10. Commercial Job Title: Database Specialist

Minimum/General Experience: Five years of experience providing design and development support for database applications, database utilities, and graphical user interfaces, similar to that described under functional responsibility, and having knowledge and understanding of applicable technical concepts and practices.

Functional Responsibility: Provides database design, development, administration, and maintenance support. Translates and programs user functional requirements and specifications into database applications. Generates database reports. Uses database tool-sets to aid in database application design and development. Develops reporting and data input utilities. Develops graphical user interfaces to aid in information entry and retrieval by system users. Develops required database and supporting technical and user documentation to ensure efficient use of developed database systems and to maintain an accurate configuration control and maintenance update mechanism.

Minimum Education: Bachelor's Degree in a related engineering, computer science, physical science, or technical field.

11. Commercial Job Title: System Engineer

Minimum/General Experience: Minimum of six years of experience, of which at least four years must be specialized. Specialized experience required includes: use of current system engineering technologies, structured analysis, design methodologies, and design tools and other design techniques, object oriented principles, and experience with logical and physical functional, operational, and technical architecture of large and complex information systems.

Alternate Experience Requirements: A *Master's degree* (in the fields described below) requires three years specialized experience and four years of general experience. A *Ph.D.* (in the fields described below) requires two years specialized experience and three years of general experience.

Functional Responsibility: Performs analysis, design, and development of complex computer systems software. Evaluates user needs with the maintenance of single-product modules and sub-systems. Designs and develops utility programs and operating systems adjuncts such as executive programs. Participates in the development of test strategies, devices and systems. Researches and develops solutions to the systems problems identified during testing or reported by quality assurance. Assists in the identification and evaluation of software and hardware products.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

12. Commercial Job Title: Operations Research Analyst

Minimum/General Experience: Eight (8) years of general and progressively responsible experience for performing operations research analyses. Demonstrated ability to work independently or under only general direction on complex operations research problems.

Functional Responsibility: Provides highly technical and specialized guidance, and solutions to, complex operations research challenges. Performs analyses, studies and reviews for architecture and system life cycle activities. Performs quantitative studies of system performance and work flow metrics, including the economic costs and benefits of information technology and work processes; and evaluates problems analytically and systematically, then recommends appropriate corrective actions.

Minimum Education: Bachelor's Degree in any one of the fields of Computer Science, Computer Engineering, Operations Research, Information Systems, mathematics, or other related engineering or technical discipline.

13. Commercial Job Title: Statistician

Minimum/General Experience: Seven years of experience conducting advanced statistical analyses using SAS, SPSS, and other statistical analysis software products. Possesses working knowledge of statistical principles, methods, and techniques.

Functional Responsibility: Conducts statistical research and analysis and compiles and interprets statistical records and reports of programs, projects, and activities. Accountable for the adequacy of the statistical methods selected and the accuracy of the results obtained. Determines methods of statistical analysis and applies statistical techniques to determine measures of central tendency, correlation, sample size, significance of differences, etc. Compiles and analyzes data, interpreting trends, fluctuations, and other changes. Prepares reports, graphs, charts, and occasionally provides oral presentations of the results of statistical studies. Researches pertinent literature in a designed project area and analyzes applicability of concepts. May consult with program and administrative staff in the development and completion of projects. May perform specialized statistical analysis involving correlation and regression equations. May supervise clerical personnel engaged in carrying out statistical clerical procedures.

Minimum Education: Bachelor's degree in statistics, mathematics, or a behavioral science.

14. Commercial Job Title: Technical Writer/Editor

Minimum/General Experience: Minimum of three years specialized experience. Specialized experience required includes: writing or editing technical documents in applicable Government and/or industry standards.

Alternate Experience Requirements: A *Master's degree* (in the fields described below) requires two years specialized experience and three years of general experience. A *Ph.D.* (in the fields described below) requires one year of specialized experience and three years of general experience.

Functional Responsibility: Collects and analyzes applicable technical documentation. Organizes material and writes descriptive copy according to establish standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. Uses automated tools, including computer terminal and word processing or desktop publishing software in performing assigned duties. May coordinate the production and distribution of material.

Minimum Education: Bachelor's Degree in English, Literature, Computer Science, Information Systems, Business or other related discipline.

15. Commercial Job Title: Graphics Designer

Minimum/General Experience: Five years of experience providing word processing and graphics development support, similar to that described under functional responsibility, and having knowledge and understanding of applicable technical concepts and practices.

Functional Responsibility: Provides desktop publishing services for the production of hardcopy material. Produces graphic materials for use in publications, presentations, and informational materials. Evaluates hardware and software products to be used for desktop publishing, computer graphics, and document production, and makes recommendations for procurement. Troubleshoots problems with hardware and software used for desktop publishing. Reviews documentation for technical completeness, accuracy and user understanding prior to publication.

Minimum Education: Associate's Degree, or a related Technical Certificate from a Technical School or recognized Vocational Program. In lieu of education an additional two years of experience is required.

16. Commercial Job Title: Documentation Specialist

Minimum/General Experience: Minimum of five years of experience is required, of which two years must be specialized. Specialized experience required includes: preparing technical documentation, which is to include research or application of applicable Government and industry documentation standards. General experience required includes: technical writing and documentation experience pertaining to any aspect of automatic data processing.

Alternate Experience Requirements: A *Master's degree* (in the fields described below) requires two years specialized experience and three years of general experience. A *Ph.D.* (in the fields described below) requires two years specialized experience.

Functional Responsibility: Responsible for documentation including directing the work of others in the accomplishment of assigned documentation work. Collects and analyzes technical literature available. Organizes material and writes descriptive copy according to establish standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. Uses automated tools, including computer terminal and word processing or desktop publishing software in performing assigned duties. May coordinate the production and distribution of material.

Minimum Education: Bachelor's Degree in English, Literature, Computer Science, Information Systems, Business, or other related field.

17. Commercial Job Title: Information Technology Trainer

Minimum/General Experience: Five years of business and/or technical Information Technology course development and stand-up instruction experience.

Functional Responsibility: Develops and provides lesson plans, course outlines, and classroom materials to support presentations and/or instruction on business and technical subject matter. Provides stand-up course instruction as well as develops supporting curriculum materials.

Minimum Education: Bachelor's Degree or an additional four years of related experience.

18. Commercial Job Title: Research Analyst

Minimum/General Experience: Two years of experience providing computer software applications, development and maintenance research support, similar to that described under functional responsibility, and having knowledge and understanding of applicable technical concepts and practices.

Functional Responsibility: Participates in the analysis of functional business/technical applications and design specifications for functional activities. Assists in the development of block diagram and logic flow charts. Translates detailed design into computer application software. Tests, debugs, and refines the computer software to produce the required product. Helps to prepare required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency.

Minimum Education: Bachelor's Degree in a related engineering, computer science, physical science, or technical field.

19. Commercial Job Title: Program Administrative Specialist

Minimum/General Experience: Minimum of four years of office and/or clerical work experience. Experience required includes: performing diversified clerical, administrative, and general office duties of a highly responsible and confidential nature to manager(s) and staff. This position requires knowledge of applicable policies, organization, and a high level of technical skills using automation tools including word processing, graphics and records management.

Functional Responsibility: Communicates and/or coordinates instructions with various individuals and/or departments. Furnishes and obtains information from multiple sources. Organizes and maintains files of correspondence and records including automated records management systems. Follows up on pending matters. Acts as a receptionist, screens telephone calls, letters, and/or visitors, answers routine questions and furnishes information. Schedules appointments and coordinates arrangements for meetings and conferences, transcribes dictation, often of a technical and/or confidential nature. Composes and types routine letters and memorandum. Routes or answers routine correspondence not requiring manager's attention. Prepares special reports, gathering and summarizing data. Organizes and expedites flow of work through manager's office. Initiates follow-up action. May provide supervision, training and guidance to lower level administrative assistants. May use automated IT systems for communications, document preparation, and data storage and retrieval. May identify requirements for office automation.

Minimum Education: High School Diploma or equivalent. A Bachelor's degree is highly desired.

20. Commercial Job Title: Information Technology Help Desk

Minimum/General Experience: Two years of experience providing network and information systems help desk support, similar to that described under functional responsibility, and having knowledge and understanding of applicable technical concepts and practices.

Functional Responsibility: Provides phone and in-person technical and operational support to information systems and network users in the areas of electronic mail, directories, pass words, account security, standard desktop applications, network hook-ups, problem logging, and corrective maintenance support. Serves as the initial point of contact for troubleshooting hardware, software, workstation, network, and peripheral problems. Maintains status reports and records of maintenance.

Minimum Education: Associate's Degree, or a related Technical Certificate from a Technical School or recognized Vocational Program. In lieu of education an additional two years of experience is required

SERVICE PROPOSED (e.g. Job Title/Task)	PRICE OFFERED TO GSA (excluding IFF)	PRICE OFFERED TO GSA (including IFF)
Program Manager	\$160.03	\$161.24
Project Manager	\$153.67	\$154.83
Quality Control Manager	\$127.99	\$128.96
Senior Business Analyst	\$127.43	\$128.39
Business Analyst	\$80.15	\$80.76
Functional Specialist	\$130.35	\$131.34
Senior System Analyst	\$134.48	\$135.50
System Analyst	\$83.82	\$84.46
Software Programmer	\$85.09	\$85.73
Database Specialist	\$94.03	\$94.74
System Engineer	\$93.73	\$94.44
Operations Research Analyst	\$91.98	\$92.68
Statistician	\$87.60	\$88.26
Technical Writer/Editor	\$85.27	\$85.91
Graphic Designer	\$81.81	\$82.42
Documentation Specialist	\$82.37	\$82.99
Information Technology Trainer	\$81.91	\$82.53
Research Analyst	\$50.88	\$51.26
Program Administrative Specialist	\$37.58	\$37.87
IT Help Desk	\$54.23	\$54.64

Contract Number GS-35F-288DA

2. MAXIMUM ORDER*:

\$500,000 per order

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

3. MINIMUM ORDER: \$100.

4. GEOGRAPHIC COVERAGE: Domestic, 50 states, Washington, DC,

5. POINT(S) OF PRODUCTION: N/A

6. DISCOUNT FROM LIST PRICES: *Negotiated discount has been applied and the IFF has been added – See price list on Page 12.*

7. QUANTITY DISCOUNT(S): None

8. PROMPT PAYMENT TERMS: 0

9.a Government Purchase Cards must be accepted at or below the micro-purchase threshold.

9.b Government Purchase Cards are accepted above the micro-purchase threshold. Contact contractor for limit.

10. FOREIGN ITEMS: N/A

11a. TIME OF DELIVERY: Between the ordering agency and the vendor

11b. EXPEDITED DELIVERY: N/A Items available for expedited delivery are noted in this price list.

11c. OVERNIGHT AND 2-DAY DELIVERY: Overnight and 2-day delivery are available. Contact the Contractor for rates.

11d. URGENT REQUIRMENTS: Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. FOB POINT: Destination

- 13a. **ORDERING ADDRESS:** Same as contractor
- 13b. **ORDERING PROCEDURES:** Ordering activities shall use the ordering procedures described in Federal Acquisition Regulation 8.405-3 when placing an order or establishing a BPA for supplies or services. The ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule Homepage (fss.gsa.gov/schedules).
14. **PAYMENT ADDRESS:** Same as contractor
15. **WARRANTY PROVISION:** N/A
16. **EXPORT PACKING CHARGES:** Not Applicable
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** (any thresholds above the micropurchase level may be inserted by contractor)
18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A
19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A
20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A
- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A
21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **Section 508 Compliance for Electronic and Information Technology (EIT):** As Applicable
25. **DUNS NUMBER:** 79-128-2143
26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Contractor has an Active Registration in the SAM database.

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S)**

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

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

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

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

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

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

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

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

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

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

6. INSPECTION OF SERVICES

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 ORDERINGACTIVITY

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 thiscontract.

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

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

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

11. INVOICES

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

12. PAYMENTS

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

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

- a. The Contractor shall provide a description of each type of IT/IAM Service offered under Special Item Numbers 54151S 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.

The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science