

**Authorized Federal Supply Service
Information Technology Schedule Pricelist
General Purpose Commercial Information Technology
Equipment, Software and Services**

FSC Group 70, SIN 132-51

INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

FPDS Code D302 - IT Systems Development Services

FPDS Code D306 - IT Systems Analysis Services

FPDS Code D307 - AIS Design & Integration Services.

FPDS Code D308 - Programming Services

FPDS Code D311 - IT Data Conversion Services

FPDS Code D316 - IT Network Management Services

FPDS Code D399 – Other IT Services, Not Elsewhere Classified Services, or Other Information Services

Note 1: 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.

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.



9210 Corporate Boulevard - Suite 150

Rockville, MD 20850

Main: 301-337-0100

ricky.garris@alqimi.com

Contract Number: GS-35F-316CA

Period Covered by Contract: May 4, 2015 – May 3, 2020

General Services Administration

Federal Supply Service

Pricelist current through

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! By accessing the Federal Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov/>



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ALQIMI National Security, Inc.



ALQIMI National Security, Inc. leverages deep expertise in both government and commercial sectors to support U.S. Government classified programs with cutting-edge applications and solutions.

Here's how we help fulfill security and intelligence objectives:

- Provide tailored systems integration, IT, and security services focused on the customer mission and requirements
- Provide state-of-the-art technology solutions for cybersecurity, data collection, and exploitation
- Provide expert services and support by professionals who understand and have broad experience supporting the community and its missions
- Hire and train professionals with excellent technical and programmatic credentials within the community and spread their skills across the IC



We combine industry best practices with years of practical experience. Our staff consists of highly skilled technology experts who share an unwavering commitment to excellence, quality, and customer service. From first contact through successful completion of a project, you can rely on ALQIMI to deliver results and an exceptional return on your technology investment.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact:

Ricky Garris
ALQIMI National Security, Inc.
9210 Corporate Boulevard - Suite 150
Rockville, MD 20850
301-337-0100

We are approved for the following NAICS codes:

- 519130 internet publishing and broadcasting and web search portals
- 541511 custom computer programming services
- 541512 computer systems design services
- 541513 computer facilities management services
- 541519 other computer related services
- 541690 other scientific and technical consulting services

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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 Supply Schedules Program. 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.fss.gsa.gov). The catalogs/pricelists, GSA Advantage! and the Federal Supply Service Home Page (www.fss.gsa.gov) 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

The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, and the Commonwealth of Puerto Rico. The geographic scope is the same for all items offered under this contract.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION

a. *Ordering Information:*

- 1) The following representative should be contacted for ordering information:

Ricky Garris
ALQIMI National Security
9210 Corporate Boulevard - Suite 150
Rockville, MD 20850
301-337-0100
ricky.garris@alqimi.com

- 2) Address mailed orders as follows:

Ricky Garris
ALQIMI National Security
9210 Corporate Boulevard - Suite 150
Rockville, MD 20850
301-337-0100

b. *Payment Information:*

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

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Payment Via Check/U.S. Mail:

ALQIMI National Security
9210 Corporate Boulevard - Suite 150
Rockville, MD 20850
301-337-0100

The following telephone number can be used by ordering activities to obtain technical and/or ordering assistance.

Ricky Garris
301-337-0100
ricky.garris@alqimi.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: Order/Modification Under Federal Schedule
- Block 16: Contractor Establishment Code (DUNS) – 884255654
- Block 30: Type of Contractor – B. Other Small Business
- Block 31: Woman-Owned Small Business - No
- 4a. CAGE Code: 1XCB5
- 4b. ALQIMI National Security has registered with the SAM/Central Contractor Registration Database.

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.

Item or Groups of Items (SIN or Nomenclature) Normal Delivery Time (Days ARO)

SIN 132-51 As negotiated between ALQIMI National Security and the Ordering Activity

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 three 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.

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- a. Prompt Payment: 0% - Net 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity. None
- c. Dollar Volume None
- d. Government Educational Institutions None
- e. Other 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

Not Applicable.

10. SMALL REQUIREMENTS

The minimum dollar value of an order to one destination as defined in the Statement of Work for Information Technology Professional Services (Special Item Number 132-51) shall be \$100.00.

11. MAXIMUM ORDER

(All dollar amounts are exclusive of any discount for prompt payment)

SIN 132-51 - Information Technology (IT) Professional Services. \$500,000 per order

12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS

In accordance with FAR 8.404. NOTE: Special ordering procedures have been established for SINs 132-51 IT Professional Services; refer to the applicable Terms and Conditions for this SIN.

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering activities need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering activity has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the ordering activity's needs.

- a. Orders placed at or below the micro-purchase threshold. Ordering activities can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering activities should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the ordering activity's needs. In selecting the supply or service representing the best value, the ordering activity may consider--
 - (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
 - (2) Trade-in considerations;

- (3) Probable life of the item selected as compared with that of a comparable item;
- (4) Warranty considerations;
- (5) Maintenance availability;
- (6) Past performance; and
- (7) Environmental and energy efficiency considerations.

c. Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering activity to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering activities shall--

Review additional Schedule Contractors'

- (1) catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;
- (2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
- (3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering activity determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

- (1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
- (2) Offer the lowest price available under the contract; or
- (3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

d. Blanket purchase agreements (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering activities may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

e. Price reductions. In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering activities will find it advantageous to request a price reduction. For example, when the ordering activity finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering activity the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order.

f. Small business. For orders exceeding the micro-purchase threshold, ordering activities should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

g. Documentation. Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an ordering activity requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering activity shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the ordering activity's needs.

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 Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, D.C. 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 2001)

- (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. 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.

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- (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.

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 52.249-1, 52.249-2, and 52.249-8, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

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 (e.g., NETSCAPE). The Internet address is <http://www.fss.gsa.gov/>.

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, non-contract items, non- Schedule items, and items not on a Federal Supply Schedule contract.

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.

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:

All orders will be accepted on a case-by-case basis for requirements outside the basic geographic scope of this contract.

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)

Federal Acquisition Regulation (FAR) 13.201(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.202(c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature.

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, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, 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 receive 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 apply.

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, de-installation, and reinstallation services under SIN 132-8.

23. SECTION 508 COMPLIANCE.

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: www.alqimi.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 a 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

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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.

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TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY PROFESSIONAL SERVICES (SIN 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 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



16.1 Labor Categories Descriptions

CLIN	Category Title	Functional Responsibilities	Edu	Exp
1	Subject Matter Expert - Level 1	Serves as a team member with an information technology background. Collects data in accordance with plans developed by client and team members. Verifies and analyzes data to identify trends and relationships as well as current and potential technical and management problems. Drafts reports of findings along with related documentation.	Bachelors	4
2	Subject Matter Expert - Level 2	Serves as a member of the Project Team. Collects, analyzes and interprets data in one or more information technology specialties. Participates in the development of assignment methodology. Defines interactions and interfaces among different categories of requirements and develops appropriate design to support the requirements while employing workflow methodologies. Participates in interpreting and translating various disciplines represented on the task team and helps evaluate problem areas arising from the interdisciplinary nature of the task. Prepares written reports and/or documentation that may be required.	Bachelors	6
3	Subject Matter Expert - Level 3	Develops, plans, organizes and leads consulting assignments. Determines objectives and methodology; selects and assigns staff; establishes and monitors schedules and progress, taking corrective action as necessary. Responsible for project output, deliverables and budgetary information. Acts as a Team leader in developing solution and workflow architectures for large-scale support of customers. Responsible for gathering and defining the architecture requirements and for ensuring that the architectures are compatible and in compliance with the appropriate organization and project standards. Experience planning, designing, building, and implementing subject-matter expertise. Experience developing solutions, workflow and architectures for customers. Demonstrates ability to plan, develop and execute projects and plans as well as perform feasibility studies and integration analysis. Experience supervising and providing guidance in implementing various strategies.	Bachelors	5
4	Chief Architect	Provides technical, managerial and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex systems. Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts in the following areas: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; life-cycle management; software development methodologies, modeling and simulation and data warehousing. Experience in the information technology field with experience in new and related older technology directly related to the project.	Masters	8
5	Systems Engineer - Level 1	Serves as team member in translating and analyzing task requirements and problems into solutions using information systems equipment and software. In conjunction with other team members, defines interactions and interfaces among different categories of requirements and develops appropriate designs to support the requirements while employing IT methodologies. Participates in evaluating and solving any problems that may arise.	Bachelors	4



CLIN	Category Title	Functional Responsibilities	Edu	Exp
6	Systems Engineer - Level 2	Performs high level engineering IT tasks in the areas of software, electronics, telecommunications, networking and mechanical/civil engineering. Translates mission requirements and information problems into solutions employing current state-of-the-art system equipment and software. Defines interaction with and/or interface between different requirements to develop the appropriate design to support the client while employing IT methodologies. Participates in evaluating and solving any problems that may arise. Engineering experience in IT and telecommunications disciplines involving system interfaces, system integration and network development and/or integration involving a wide range of network, hardware and software solutions/development, functional design and documentation preparation. Demonstrated experience in operating systems software, electronic communications analysis and design, networking, mechanical engineering or civil engineering.	Bachelors	8
7	Systems Engineer - Level 3	Plans and conducts work requiring judgment in the independent evaluation, selection and substantial adaptation and modification of standard techniques. Prepares detailed and complex engineering packages including specifications, drawings, and other documents required for development and procurement of equipment and materials in support of the client. In conjunction with other staff members, prepares definition of project scope and development of novel concepts and approaches providing data verbally and in writing to support commitments made and technical decisions reached. Develops engineering standards and procedures governing the installation of equipment, facilities and systems within the area of assigned responsibility. Plans, organizes and supervises the work of engineering staff and other project personnel. Serves as liaison for interpreting and translating the various disciplines represented on the task team and as a point-of-contact for evaluation or problems arising from the interdisciplinary nature of the task. Works independently or under general direction. Engineering experience that includes information system development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. Demonstrated experience managing the implementation of information engineering projects and systems analysis, design and programming in the client/server environment.	Bachelors	10
8	Information Assurance Engineer Level 1	Responsible for supporting Information Assurance engineering teams with network/server scanning, patching, mitigation, and compliance cross-checking of target network assets. Required basic understanding of approved COTS security analyst tools and government mitigation/ compliance checkers. Basic comprehension of FISMA, DIACAP, NIST-800 SPs and DCID 6/3 standards and policy control grouping. Assist in determining products to meet needs and presents results. Supports system performance and maintaining system security, as well as troubleshooting any system security problems. May be responsible for both local and remote administration of networks. Technical experience installing, maintaining, and managing Local Area Networks (LANs) or Wide Area Networks (WAN).	Bachelors	4



CLIN	Category Title	Functional Responsibilities	Edu	Exp
9	Information Assurance Engineer Level 2	Responsible for technical information assurance engineering efforts with network/server scanning, patching, mitigation, and compliance cross-checking of target network assets. Experience in ST&E process and POAM generation. Requires strong understanding of approved COTS security analyst tools and government mitigation/compliance checkers. Strong comprehension of FISMA, DIACAP, NIST-800 SPs and DCID 6/3 standards and policy control grouping. Experience determining products to meet client needs and presenting results. Acts a tier two support engineer during system performance testing. Experience providing tier two support and troubleshooting any system security problems arising from security lockdowns. May be responsible for both local and remote administration of networks. Experience installing, maintaining, and managing Local Area Networks (LANs) or Wide Area Networks (WAN) and security engineering, system security auditing or system penetration testing.	Bachelors	8
10	Information Assurance Engineer Level 3	Responsible for technical information assurance engineering efforts with network/server scanning, patching, mitigation, and compliance cross-checking of target network assets. Experience in ST&E process and POAM generation. Requires strong understanding of approved COTS security analyst tools and government mitigation/compliance checkers. Strong familiarity with FIPS 199/200, NIST SP 800-37, NIST SP 800-26, NIST SP 800-53, NIST SP 800-18, OMB Circular A-130 Experience determining products to meet client needs and presenting results. Acts a tier three support engineer during system performance testing. Experience providing tier three support & troubleshooting any system security problems arising from security lockdowns. May be responsible for minor customer interface and IA site engineering leadership. Experience with installing, maintaining, and managing Local Area Networks (LANs) or Wide Area Networks (WAN) and security engineering, system security auditing or system penetration testing.	Bachelors	10
11	Network Engineer - Level 1	Assists with the acquisition, installation, maintenance, and usage of network hardware and software. Identifies products to meet needs and presents results. Manages system performance and maintains system security. Troubleshoots system problems. Identify and maintain system policies, procedures, and standards, and ensures their conformance with information systems objectives. May train users on system operation. May assist with network planning and engineering functions. May be responsible for both local and remote administration of networks. Experience installing, maintaining, and managing Local Area Networks (LANs).	Bachelors	4
12	Network Engineer - Level 2	Responsible for acquisition, installation, maintenance, and usage of network hardware and software. Determines products to meet needs and presents results. Manages system performance and maintains system security. Troubleshoots system problems. Establishes and implements system policies, procedures, and standards, and ensures their conformance with information systems objectives. May train users on system operation. May perform network planning and engineering functions. May be responsible for both local and remote administration of networks. Experience installing, maintaining, and managing Local Area Networks (LANs).	Bachelors	8



CLIN	Category Title	Functional Responsibilities	Edu	Exp
13	Network Engineer - Level 3	Performs high level network engineering planning, analysis, design, construction and implementation of networked systems. Develops project plans, controls project scope, and tracks direction in review of project requirements. Able to direct multiple installation, troubleshooting and remediation efforts. Evaluates and updates system policies, procedures, and standards, and ensures their conformance with information system objectives. Trains network engineers on systems. Experience implementing cloud architecture and cross-domain solutions. Experience installing, maintaining, and managing Local Area Networks (LANs). Project or program management experience highly desired.	Bachelors	10
14	Software Engineer Level 1	Designs, modifies, develops and implements software systems and applications. Supports and/or installs software systems and applications. Participates in the testing process through test review and analysis, test witnessing and certification of software. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a manager.	Bachelors	3
15	Software Engineer Level 2	Designs, modifies, develops, and implements software systems and applications. Supports and/or installs software systems and applications. Participates in the testing process through test review and analysis, test witnessing and certification of software. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.	Bachelors	6
16	Software Engineer Level 3	Designs, modifies, develops, and implements software systems and applications. Supports and/or installs software systems and applications. Participates in the testing process through test review and analysis, test witnessing and certification of software. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to a project lead or manager. A wide degree of creativity and latitude is expected.	Bachelors	9
17	Information Systems Analyst - Level 1	Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.	Bachelors	3



CLIN	Category Title	Functional Responsibilities	Edu	Exp
18	Information Systems Analyst - Level 2	Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. Writes documentation to describe program development, logic, coding, and corrections. Writes manuals for users to describe installation and operating procedures. Must have a working knowledge of software system and application concepts. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.	Bachelors	6
19	Information Systems Analyst - Level 3	Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May provide consultation on complex projects and is considered to be the top-level contributor/specialist. Typically reports to a manager or head of a unit/department.	Bachelors	9
20	Database Administrator Level 1	Develops, implements, administers, and maintains policies and procedures for ensuring the security and integrity of the company database. Oversees the installation and deployment of software in the database. Resolves database performance and capacity issues, and replication and other distributed data issues. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a manager.	Bachelors	4
21	Database Administrator Level 2	Develops, implements, administers, and maintains policies and procedures for ensuring the security and integrity of the company database. Oversees the installation and deployment of software in the database. Resolves database performance and capacity issues, and replication and other distributed data issues. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. May lead and direct the work of others. A wide degree of creativity and latitude is required. Typically reports to a manager.	Bachelors	8
22	Database Administrator Level 3	Administers, maintains, develops, and implements policies and procedures for ensuring the security and integrity of the database. Implements data models and database designs, data access and table maintenance codes; resolves database performance issues, database capacity issues, replication, and other distributed data issues. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor, manager, and/or top management.	Bachelors	10



CLIN	Category Title	Functional Responsibilities	Edu	Exp
23	Cyber Forensics Analyst - Level 1	Assist a team on a variety of projects related to software protection, security auditing, vulnerability research and exploitative code. Exposure to low-level programming and operating systems is essential, as is previous experience with application security, reverse engineering or malware. Must be able to help establish a baseline from which anomalies may be identified, as well as discern malicious behavior and recognize emergent patterns and linkages to visualize the larger picture of broader threats to the operation. The analyst should also have familiarity with transmission schemes so as to perform technical analysis against protected systems and networks, characterize protected network capabilities and vulnerabilities, and support development of new techniques to safeguard against future exploitation. Assist post-mission, with producing technical reports in support of security programs and provide expertise and leadership to the team in the development of analytical models and assessments. Duties may include writing forensics and/or incident response reports, investigating computer attacks, and extracting data from electronic systems and training team members on analysis, tools or reporting.	Bachelors	2
24	Cyber Forensics Analyst - Level 2	Perform on a variety of projects related to software protection, security auditing, vulnerability research and exploitative code. A strong background in low-level programming and operating systems is essential, as is previous experience with application security, reverse engineering or malware. Perform analyses of cyber activities to identify anomalies and patterns of interest; exploitation methods, motives, and capabilities; determine the presence of malicious behavior; and recognize emergent patterns and linkages to visualize the larger picture of operations. The analyst should also have familiarity with transmission schemes so as to perform technical analysis against protected systems and networks, characterize protected network capabilities and vulnerabilities, and support development of new techniques to safeguard against future exploitation. Perform extensive post-mission, produce technical reports in support of security programs and provide expertise and leadership to the team in the development of analytical models and assessments. Duties may include writing forensics and/or incident response reports, investigating computer attacks, and extracting data from electronic systems and training team members on analysis, tools or reporting.	Bachelors	6
25	Cyber Forensics Analyst - Level 3	Perform and direct the execution of a variety of projects related to software protection, security auditing, vulnerability research and exploitative code. A strong background in low-level programming and operating systems is essential, as is previous experience with application security, reverse engineering or malware. Perform analyses of cyber activities to identify entities of interest; their methods, motives, and capabilities; determine malicious behavior; and recognize emergent patterns and linkages to visualize the larger picture of cyber-based operations. The analyst should also have familiarity with transmission schemes so as to perform technical analysis against protected systems and networks, characterize protected network capabilities and vulnerabilities, and support development of new techniques to safeguard against future exploitation. Perform and direct extensive post-mission, produce technical reports in support of security programs and provide expertise and leadership to the team in the development of analytical models and assessments. Duties may include writing forensics and/or incident response reports, investigating computer attacks, and extracting data from electronic systems and training team members on analysis, tools or reporting.	Bachelors	10

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CLIN	Category Title	Functional Responsibilities	Edu	Exp
26	Quality Assurance Engineer - Level 1	Assists with engineering studies, tests, and analysis to support the design and configuration of systems in operational and/or analytic environments. Assists with the design of solutions and/or systems to support the testing, evaluation, development or maintenance of systems. Analyzes the health and status of systems and develop strategies to troubleshoot and correct actions. Analyzes the characteristics of systems in areas that may include: usability, security, information assurance, performance, and compliance with requirements, standards and regulations. In lieu of a Bachelor's Degree, six years of experience are required.	Bachelors	4
27	Quality Assurance Engineer - Level 2	Conduct engineering studies, tests, and analysis to support the design and configuration of systems in operational and/or analytic environments. Design solutions and/or systems to support the testing, evaluation, development or maintenance of systems. Evaluate the health and status of systems and perform troubleshooting and corrective actions. Evaluate the characteristics of systems in areas that may include: usability, security, information assurance, performance, and compliance with requirements, standards and regulations. . In lieu of a Bachelor's Degree, ten years of experience are required.	Bachelors	8
28	Quality Assurance Engineer - Level 3	Conduct and evaluate engineering studies, tests, and analysis to support the design and configuration of systems in operational and/or analytic environments. Design solutions and/or systems to support the testing, evaluation, development or maintenance of systems. Evaluate the health and status of systems and perform troubleshooting and corrective actions. Evaluate the characteristics of systems in areas that may include: usability, security, information assurance, performance, and compliance with requirements, standards and regulations. Design and oversee the execution of engineering, testing, validation, certification & accreditation, or INFOSEC (IA) programs as they relate to IT environments; advising executive level decisions makers on establishing organizational policies and technical oversight programs; advising Senior Executives on most applicable technical security approaches to reach a desired level of security in an organizational IT environment. In lieu of a Bachelor's Degree, 12 years of experience are required.	Bachelors	10
29	Technical Writer Level 1	Writes a variety of technical articles, proposals, reports, brochures, and/or manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document. In lieu of a Bachelor's Degree, four years' experience is required. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Primary job functions do not typically require exercising independent judgment. Works under immediate supervision; typically reports to a supervisor or manager.	Bachelors	2
30	Technical Writer Level 2	Writes a variety of technical articles, proposals, reports, brochures, and/or manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document. In lieu of a Bachelor's Degree, eight years' experience is required. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.	Bachelors	6



CLIN	Category Title	Functional Responsibilities	Edu	Exp
31	Technical Writer Level 3	Writes a variety of technical articles, proposals, reports, brochures, and/or manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document. In lieu of a Bachelor's Degree, 12 years' experience is required. Familiar with standard concepts, practices, and procedures within a particular field. Relies on prior experience and judgment to plan and accomplish goals. May supervise others or work without supervision; typically reports to a section or division chief. Creativity, independence, and latitude is required.	Bachelors	10
32	Program Manager Level 1	Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Develops new business and expands product line. Ensures adherence to master plans and schedules develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required. Typically reports to a unit/department head.	Bachelors	8
33	Program Manager Level 2	Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Develops new business and expands product line. Ensures adherence to master plans and schedules develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. Usually holds a professional certification with Program Management as the central focus of knowledge, skills, or abilities. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A wide degree of creativity and latitude is required. Typically reports to a unit/department head.	Bachelors	12
34	Process Manager- Level 1	Supports operational processes in a highly technical, time-sensitive, mission-critical environment. Assists with documentation preparation, administrative support, and other operational support efforts. Prepares technical products in accordance with applicable Government and industry standards under supervision. Supports team members on administrative tasks. Acquires and inspects documents for processing and follow-up actions. Gathers, analyzes, edits, and prepares technical information for delivery to customers. Conducts research and ensures the use of proper technical terminology and documentation standards. Assists in the preparation of presentation graphics and other media, and supports the development of contracted deliverables and reports. Supports administrative documentation preparation including resource files, correspondence, schedules and travel documentation. Able to utilize databases on multiple networks to store, retrieve, transmit, and receive documentation or related information for processing.	HS	4



CLIN	Category Title	Functional Responsibilities	Edu	Exp
35	Process Manager - Level 2	<p>Manages operational processes in a highly technical, time-sensitive, mission-critical environment. Assists with documentation preparation, administrative support, and other operational support efforts. Prepares technical products in accordance with applicable Government and industry standards under supervision. Supports team members on administrative tasks. Acquires and inspects documents for processing and follow-up actions. Gathers, analyzes, edits, and prepares technical information for delivery to customers. Conducts research and ensures the use of proper technical terminology and documentation standards. Manages the preparation of presentation graphics and other media, and supports the development of contracted deliverables and reports. Supports administrative documentation preparation including resource files, correspondence, schedules and travel documentation. Able to utilize databases on multiple networks, as well as identify new databases for minimizing or securing workflow, in order to store, retrieve, transmit, and receive documentation or related information for processing.</p>	HS	8
36	Process Manager - Level 3	<p>Leads or supervises operational processes in a highly technical, time-sensitive, mission-critical environment. Assists with documentation preparation, administrative support, and other operational support efforts. Prepares technical products in accordance with applicable Government and industry standards under supervision. Leads or manages team members on administrative tasks. Acquires and inspects documents for processing and follow-up actions. Gathers, analyzes, edits, and prepares technical information for delivery to customers. Conducts research and ensures the use of proper technical terminology and documentation standards. Manages the preparation of presentation graphics and other media, and supports the development of contracted deliverables and reports. Leads or manages administrative documentation preparation including resource files, correspondence, schedules and travel documentation. Demonstrates mastery of database utilization on multiple networks, as well as identify and incorporate new databases for minimizing or securing workflow, in order to store, retrieve, transmit, and receive documentation or related information for processing.</p>	HS	12
37	Administrative Assistant - Level 1	<p>Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.</p>	HS	2
38	Administrative Assistant - Level 2	<p>Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.</p>	HS	4



CLIN	Category Title	Functional Responsibilities	Edu	Exp
39	Executive Assistant	Relieves the executive of administrative type functions in order to increase the time an executive has available for executive level responsibilities. May handle a wide variety of situations and conflicts involving the clerical and administrative function of the office. Responsible for confidential and time sensitive material. Prepares routine and advanced correspondence including letters, memoranda, and reports. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. May direct and lead the work of others. Typically reports to an executive. A wide degree of creativity and latitude is expected.	AA	6
40	Digital Graphics Designer	Performs support for digital imaging systems. Experience in the requirements, analysis, design, development, testing, and maintenance of graphics design systems tailored to customer needs. Specific experience in digital imaging, assisting with the preparation of presentation graphics and supports the development of contract deliverables and reports. Supports administrative contract documentation preparation including resource files, correspondence, schedules and travel documentation.	HS	5
41	Security Specialist	Responsible for administering security programs in accordance with established protocols and guidance. Works with security professionals across the enterprise, to include a wide range of security related disciplines. Maintains compliance with applicable security related laws, directives, instructions, policies, SOPs, and/or other governing memorandums. Eight years of experience are required in lieu of a Bachelor's Degree. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor, manager, and/or top management.	Bachelors	6
42	Security Manager	Responsible for managing security programs in accordance with established protocols and guidance. Works with security professionals across the enterprise, to include a wide range of security related disciplines. Maintains compliance with applicable security related laws, directives, instructions, policies, SOPs and/or other governing memorandums. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor, manager, and/or top management.	Bachelors	6
NOTE:		Unless otherwise stated, experience and education may be substituted for each other on a year for year basis.		

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16.2 Prices for IT Professional Services at Hourly Rates

Proposed Labor Categories	GSA Base Year Rate	GSA OY1 Rate	GSA OY2 Rate	GSA OY3 Rate	GSA OY4 Rate
Subject Matter Expert - Level 1	\$116.65	\$119.10	\$121.60	\$124.15	\$126.76
Subject Matter Expert - Level 2	\$140.46	\$143.41	\$146.42	\$149.49	\$152.63
Subject Matter Expert - Level 3	\$179.09	\$182.85	\$186.69	\$190.61	\$194.61
Chief Architect	\$168.40	\$171.93	\$175.54	\$179.23	\$182.99
Systems Engineer - Level 1	\$78.13	\$79.77	\$81.45	\$83.16	\$84.91
Systems Engineer - Level 2	\$100.23	\$102.33	\$104.48	\$106.67	\$108.91
Systems Engineer - Level 3*115	\$115.83	\$118.26	\$120.74	\$123.28	\$125.87
Information Assurance Engineer - Level 1	\$88.72	\$90.59	\$92.49	\$94.43	\$96.41
Information Assurance Engineer - Level 2	\$117.48	\$119.94	\$122.46	\$125.03	\$127.66
Information Assurance Engineer - Level 3	\$149.49	\$152.63	\$155.84	\$159.11	\$162.45
Network Engineer - Level 1	\$82.97	\$84.71	\$86.49	\$88.31	\$90.16
Network Engineer - Level 2	\$118.31	\$120.79	\$123.33	\$125.92	\$128.56
Network Engineer - Level 3	\$155.26	\$158.52	\$161.85	\$165.25	\$168.72
Software Engineer Level 1	\$87.12	\$88.95	\$90.82	\$92.73	\$94.68
Software Engineer Level 2	\$100.27	\$102.37	\$104.52	\$106.71	\$108.95
Software Engineer Level 3	\$112.03	\$114.38	\$116.78	\$119.23	\$121.73
Information Systems Analyst - Level 1	\$73.11	\$74.65	\$76.22	\$77.82	\$79.45
Information Systems Analyst - Level 2	\$91.17	\$93.09	\$95.04	\$97.04	\$99.08
Information Systems Analyst - Level 3	\$104.33	\$106.52	\$108.76	\$111.04	\$113.37
Database Administrator Level 1	\$99.41	\$101.50	\$103.63	\$105.81	\$108.03
Database Administrator Level 2	\$118.31	\$120.79	\$123.33	\$125.92	\$128.56
Database Administrator Level 3	\$149.50	\$152.64	\$155.85	\$159.12	\$162.46
Cyber Forensics Analyst - Level 1	\$60.79	\$62.07	\$63.37	\$64.70	\$66.06
Cyber Forensics Analyst - Level 2	\$78.87	\$80.53	\$82.22	\$83.95	\$85.71
Cyber Forensics Analyst - Level 3	\$109.27	\$111.57	\$113.91	\$116.30	\$118.74
Quality Assurance Engineer - Level 1	\$84.69	\$86.47	\$88.29	\$90.14	\$92.03
Quality Assurance Engineer - Level 2	\$95.39	\$97.40	\$99.45	\$101.54	\$103.67
Quality Assurance Engineer - Level 3	\$109.23	\$111.53	\$113.87	\$116.26	\$118.70
Technical Writer - Level 1	\$67.47	\$68.89	\$70.34	\$71.82	\$73.33
Technical Writer - Level 2	\$97.07	\$99.11	\$101.19	\$103.31	\$105.48

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Proposed Labor Categories	GSA Base Year Rate	GSA OY1 Rate	GSA OY2 Rate	GSA OY3 Rate	GSA OY4 Rate
Technical Writer - Level 3	\$113.31	\$115.69	\$118.12	\$120.60	\$123.13
Program Manager - Level 1	\$121.75	\$124.31	\$126.92	\$129.59	\$132.31
Program Manager - Level 2	\$133.07	\$135.86	\$138.71	\$141.62	\$144.59
Process Manager - Level 1	\$82.14	\$83.86	\$85.62	\$87.42	\$89.26
Process Manager - Level 2	\$102.68	\$104.83	\$107.03	\$109.28	\$111.57
Process Manager - Level 3	\$119.95	\$122.46	\$125.03	\$127.66	\$130.34
Administrative Assistant - Level 1	\$44.35	\$45.28	\$46.23	\$47.20	\$48.19
Administrative Assistant - Level 2	\$56.68	\$57.87	\$59.09	\$60.33	\$61.60
Executive Assistant	\$66.54	\$67.94	\$69.37	\$70.83	\$72.32
Digital Graphics Designer	\$72.36	\$73.88	\$75.43	\$77.01	\$78.63
Security Specialist	\$92.14	\$94.08	\$96.06	\$98.08	\$100.14
Security Manager	\$101.08	\$103.20	\$105.37	\$107.58	\$109.84

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

ALQIMI provides commercial products and services to the Federal Government. 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 demonstrates 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 Federal Government contracts. To accelerate potential opportunities please contact:

Ricky Garris
ALQIMI National Security
9210 Corporate Boulevard - Suite 150
Rockville, MD 20850
301-337-0100

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**** SUGGESTED BLANKET PURCHASE AGREEMENT (BPA) ****

BEST VALUE

BLANKET PURCHASE AGREEMENT

FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (Agency) _____ and _(Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the Government that works better and costs less.

Signatures

AGENCY

DATE

CONTRACTOR

DATE

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(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 Agency):

(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 SCHEDULE/DATES

(3) The Government 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 customer agency requirements.



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