

2012 / 2017

**AUTHORIZED FEDERAL SUPPLY SERVICE
INFORMATION TECHNOLOGY SCHEDULE
PRICE LIST
GENERAL PURPOSE COMMERCIAL
INFORMATION TECHNOLOGY SERVICES**

SPECIAL ITEM NUMBERS 132-51
(INFORMATION TECHNOLOGY PROFESSIONAL SERVICES)

SIN 132-51

FPDS Code D301

FPDS Code D302

FPDS Code D306

FPDS Code D307

FPDS Code D308

FPDS Code D310

FPDS Code D311

FPDS Code D313

FPDS Code D316

FPDS Code D399

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McLean, VA 22102-5004
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Contract Number
GS-35F-3267D

CONTRACT PERIOD: February 1, 2012 - March 31, 2017

Including products and services from:

SMS Data Products Group, Inc.

General Services Administration Federal Supply Service

Pricelist Current Through Modification 151 & Refresh 32

Dated: November 5, 2013

Products and ordering information in this Authorized FSS Information Technology Schedule Price List are also available on the GSA Advantage! system. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's homepage via the Internet at <http://www.gsaadvantage.gov>.

SMS

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INFORMATION FOR ORDERING OFFICE

1. 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.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (www.gsaadvantage.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.

2. GEOGRAPHIC SCOPE OF CONTRACT

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

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

This Geographic scope of the Contract will be domestic and overseas delivery.

3. SMS'S ORDERING, PAYMENT ADDRESS, AND CREDIT CARD INFORMATION

All orders for products or services to be procured from this contract should be forwarded to the following addresses:

SMS Data Products Group, Inc.
1751 Pinnacle Drive
Suite 1200
McLean, VA 22102-3881
(703) 288-8100, FAX (703) 356-6151

All payments should be forwarded to the following address:

SMS Data Products Group, Inc.
1751 Pinnacle Drive
Suite 1200
McLean, VA 22102-3881

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase 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.

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

SMS Data Products Group, Inc.
1751 Pinnacle Drive
Suite 1200

McLean, VA 22102-3881
703-288-8100; 800-331-1767; Fax: 703-356-6151
Email: bfriedman@sms.com

4. LIABILITY FOR INJURY OR DAMAGE

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

5. STATISTICAL DATA FOR COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: 095350484
Block 30: Type of Contractor - B. Other Small Business
Block 31: Woman-Owned Small Business - NO
Block 36: Contractor's Taxpayer Identification Number (TIN) 54-1039383

CAGE Code: 2S373

6. FOB POINT

Except as set forth in §6(b), the FOB Point is FOB destination for the 48 contiguous states and the District of Columbia. The Government is responsible for the cost of shipping products to all other locations. See special item 132-8 for CONUS shipments.

7. DELIVERY SCHEDULE

a. TIME OF DELIVERY

Products will be delivered 30-75 days after the receipt of an order (ARO) or as negotiated between SMS Data Products Group, Inc. and the ordering officer.

b. URGENT REQUIREMENTS

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

8. DISCOUNTS

All prices shown in the contract are net after all discounts.

9. 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.

10. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING

SMS Data Products Group, Inc. offers export packing for overseas locations. Charges for this service are outside the scope of this Contract. Contact SMS for assistance.

11. SMALL REQUIREMENTS

The minimum dollar value of orders to be issued is \$50.00.

12. MAXIMUM ORDER:

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

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

Special Item Number 132-3 - Leasing of Product
Special Item Number 132-4 – Daily / Short Term Rental
Special Item Number 132-8 - Purchase of Equipment
Special Item Number 132-12 – Maintenance of Equipment
Special Item Number 132-32 - Term Software Licenses
Special Item Number 132-33 - Perpetual Software Licenses
Special Item Number 132-34 – Maintenance of Software
Special Item Number 132-51 - Information Technology (IT) Professional Services
Special Item Number 132-52 - Electronic Commerce (EC) Services
Special Item Number 132-53 – Wireless Services

b. The Maximum Order value for the following Special Item Numbers (SINs) is \$25,000:
Special Item Number 132-50 - Training Courses

13. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS

In accordance with FAR 8.404:

[NOTE: Special ordering procedures have been established for Special Item Numbers (SINs) 132-51 IT Professional Services and 132-52 EC Services; refer to the terms and conditions for those SINs.]

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 offices 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 offices 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 offices 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 offices shall—

- (1) Review additional Schedule Contractors' 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 offices 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 offices 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 offices 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.

14. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATIONS STANDARDS REQUIREMENTS

Federal departments and agencies 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 Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering offices, shall be responded to promptly by the Contractor.

a. 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.

b. 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, DC 20407, telephone number (202) 619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301) 975-2833.

15. 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.

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.

16. CONTRACT ADMINISTRATION FOR ORDERING OFFICES

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (1) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1)

17. 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 at: <http://www.gsaadvantage.gov>.

18. PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS, OPEN MARKET ITEMS:

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.4010(d). 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.

19. 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.

20. 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:

a. In place of an installation date for equipment, a shipping date shall be specified on the order.

b. 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. See, "Logistic Support" in Appendix B.

c. The monthly on-site service is only available at the prices set forth in the price list for equipment in SMS's on-site service area. The on-site service prices can be found at page Error! Bookmark not defined.. Monthly on-site service may be available for these locations outside the scope of this contract.

21. 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. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

22. CONTRACTOR TEAM ARRANGEMENTS:

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

23. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

24. 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) from an SMS representative, a representative of the product manufacturer, or the product manufacturer's web site.

25. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES

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

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

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern. (Please see Appendix C for additional details.)

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

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

27. AUTHORIZED AGENTS

The following resellers are limited authorized agents to sell off this Schedule Contract:

None, at this time. New agents may be added in the future.

The above resellers are authorized to solicit and receive orders for limited products available under this Contract. Orders should be made out to SMS care of the reseller at resellers' address. Please do not address the order to the reseller unless the reseller personally solicited the order from your agency. Please call SMS at 1-800-331-1767 if you have any questions on the procedure.

28. PARTIAL SHIPMENT/PARTIAL PAYMENT

SMS will attempt to ship all orders complete; however, this is not always possible. Unless otherwise stated in an order, SMS will assume that partial shipments are acceptable to the Government and that the Government will pay for partial shipments. If an agency does not wish to accept partial shipment, the order should specify that complete shipment is required. Under this circumstance, SMS will delay shipment until all items on an order are available.

TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF GENERAL PURPOSE INFORMATION TECHNOLOGY EQUIPMENT (SPECIAL ITEM NUMBER 132-8)

1. MATERIAL AND WORKMANSHIP

All equipment furnished hereunder must satisfactorily perform the function for which it is intended.

2. ORDER

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPA) agreements shall be the basis for purchase in accordance with the provisions of this contract. If time of delivery extends beyond the expiration date of the contract, the Contractor will be obligated to meet the delivery and installation date specified in the original order.

For credit card orders and BPAs, telephone orders are permissible.

3. TRANSPORTATION OF EQUIPMENT

FOB DESTINATION. Prices cover delivery to destination within the 48 contiguous states and the District of Columbia. Shipment to any location outside the 48 contiguous states and the District of Columbia is the responsibility of the Government. Installation services are separately orderable and priced elsewhere in this Contract.

4. INSTALLATION AND TECHNICAL SERVICES

a. INSTALLATION

When the equipment provided under this contract is not normally self-installable, the Contractor's technical personnel shall be available to the Government, at the Government's location, to install the equipment and to train Government personnel in the use and maintenance of the equipment. The charges, if any, for such services are listed in Appendix A - Support Services.

b. OPERATION AND MAINTENANCE MANUALS

SMS shall furnish the Government with one (1) copy of all operating and maintenance manuals which are normally provided with the equipment being purchased.

c. TECHNICAL SERVICES

SMS's technical personnel shall be available to the Government at the Government's location to assist the Government in implementation, review and improvement of the data processing operations involving the equipment and software procured from SMS at the labor rates stated in Paragraph 9.d.(4) of Special Item 132-12, plus all travel costs incurred.

d. TRAINING

If requested by the Government, SMS will conduct training classes in the operation, care, and maintenance of the equipment and software procured from SMS. Prices for the class will vary depending on the size, location and complexity of the class requested. SMS will quote the price of a class upon the Government's request outside the scope of this contract.

5. INSPECTION/ACCEPTANCE

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any equipment that has been tendered for acceptance. The

Government may require repair or replacement of nonconforming equipment at no increase in contract price. The Government must exercise its post acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item. The user agency should give SMS a notice of acceptance or rejection within 30 days from receipt of the equipment. If no notification is received, in accordance with the Prompt Payment Act, equipment acceptance will be deemed to have occurred 7 days after its receipt, unless there is a disagreement over quantity, quality, or SMS's compliance with a contract provision.

6. WARRANTY

a. Unless specified otherwise in this contract, the manufacturer's standard commercial warranty as stated in the contract's commercial pricelist will apply to this contract. The products are warranted to comply with their published specifications. Software is not warranted to be bug free or to operate without errors. The above warranties are contingent upon proper use of the products. The warranties will not apply to:

- Remedial and preventive maintenance procedures.
- Electrical work external to the equipment.
- Repair or damage from accident, transportation, neglect, misuse or abuse, failure of electrical power, a/c or humidity control, acts of God, theft, vandalism, or causes other than ordinary use.
- Supplies or accessories, cosmetic repair of the equipment, specification changes, adding or removing accessories, attachments or other devices, or performing services connected with relocating equipment.
- Service which is impractical due to alterations which are not approved by SMS or which involve connection to another machine or operating device.
- Non-equipment related failures – including application programming or application program maintenance service.
- Repairs required for restoring equipment after repairs, modifications, and/or any other service provided by an unauthorized agent.
- Service related to installation or de-installation of equipment.

The warranty periods for products also vary from product to product. The applicable warranty period is provided in the price list. The warranty runs from date of delivery.

b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.

d. All parts replaced during the warranty period shall become the property of SMS.

e. Prior to the expiration of the warranty period, whenever equipment is shipped for repair or mechanical replacement purposes, the cost of standard ground transportation (i.e. UPS Ground) from locations within the continental U.S. to SMS's service department will be the responsibility of SMS. Any shipping charges incurred in excess of standard ground transportation will be the responsibility of the Government. SMS will pay return shipping charges via standard ground transportation to locations within the continental U.S. The Government is responsible for all shipping charges, both to and from SMS, for equipment located outside the continental U.S.

f. When equipment is returned to SMS's establishment for repairs, SMS shall be responsible for any damage or loss from the time the equipment is removed from the Government facility until the equipment is returned to the Government's location.

g. This warranty does not apply if damage to the equipment is occasioned by fault or negligence of the Government.

h. Unless otherwise agreed by SMS, inspection and repair of defective equipment under this warranty will be performed only at SMS's Repair Center at (address):

SMS Data Products Group, Inc.
22923 Quicksilver Drive, Unit #113
Dulles, VA 20166
703-288-8100

(i.) Equipment found to be defective while under warranty will be repaired or replaced (at SMS's discretion) as soon as possible after receiving the equipment. This normally should be within 10 days after receipt of the equipment at SMS's facility, subject to the availability of parts.

(ii.) To obtain warranty repair, users must contact the SMS Customer Response Center at (703) 288-8100 during the hours of 8 a.m. and 5 p.m. (Eastern Time), Monday through Friday, exclusive of Holidays observed at the Government location. The SMS Customer Response Center will issue a Return Authorization (RA) number to the customer. This number must be clearly displayed on the exterior of the shipping container when the item is returned for repair. The RA number will be the reference for all correspondence and questions concerning the status of a unit in for repair.

(iii.) Equipment must be received by SMS within 14 days of the issuance of an RA number. If the equipment is not returned within that period of time, the RA number will expire and a new RA number must be obtained by the Government.

i. If a product is returned to SMS for warranty repair and the returned unit does not require repair, SMS may invoice the customer \$150 for expenses incurred to test the equipment and for shipping charges to the customer location.

j. Enhanced On-Site Warranty is available outside the scope of this contract.

7. PURCHASE PRICE FOR ORDERED EQUIPMENT

The purchase price that the Government will be charged will be the Government purchase price in effect at the time the order is processed.

8. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City or otherwise) covering work of this character, and shall include all costs, if any, of such compliance in the prices quoted in this offer.

9. TRADE-IN OF INFORMATION TECHNOLOGY EQUIPMENT

When an agency determines that Information Technology equipment will be replaced, the agency shall follow the contracting policies and procedures in the Federal Acquisition Regulation (FAR), the policies and procedures regarding disposition of information technology excess personal property in the Federal Property Management Regulations (FPMR) (41 CFR 101-43.6), and the policies and procedures on exchange/sale contained in the FPMR (41 CFR part 101-46).

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

1. SCOPE

a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT/EC Services within the scope of this Information Technology Schedule.

b. The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

2. PERFORMANCE INCENTIVES

- 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 in accordance with this clause.
- 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.
- d. The above procedures do not apply to Time and Material or labor hour orders.

3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK) (G- FCI-920) (MAR 2003)

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

When ordering services over \$100,000, Department of Defense (DOD) ordering offices and non-DOD agencies placing orders on behalf of the DOD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 – Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence.

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(a) When ordering services, ordering offices shall—

(1) Prepare a Request (Request for Quote or other communication tool):

(i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

(ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

(iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.

(iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in

determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate) and transmit the request as follows:

NOTE: When buying IT professional services under SIN 132-51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

(i) The request should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.

(ii) For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency's needs.

(iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.

(iv) Ordering activities should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

(b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall—

(1) INFORM CONTRACTORS in the request (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

(i) Single BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

(ii) MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing the BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the Schedule contractor that represents the best value.

(2) REVIEW BPAS PERIODICALLY: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

(c) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

(d) When the ordering office's requirement involves both products as well as executive, administrative and/or professional, services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

(e) The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

4. 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 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.

5. PERFORMANCE OF SERVICES

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.

c. The Agency 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/EC Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts. Travel is charged at actual cost.

6. 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.

7. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time and Materials and Labor-Hour (JAN 1986) clause at FAR 52.246-6 applies to time and materials and labor hour orders placed under this contract.

8. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character.

9. RESPONSIBILITIES OF THE GOVERNMENT

Subject to security regulations, the ordering office shall permit Contractor access to all facilities necessary to perform the requisite IT/EC Services.

10. INDEPENDENT CONTRACTOR

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

11. 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 Government contract, without some restriction on 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 Government, ordering offices 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.

12. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT/EC services. Progress payments may be authorized by the ordering office 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.

13. 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 52.232-7 (DEC 2002), Alternate I (APR 1984) 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 52.232-7 (DEC 2002), Alternate II (DEC 2002) applies to labor hour orders placed under this contract.

14. RESUMES

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

15. INCIDENTAL SUPPORT COSTS

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

16. 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.

17. PRICING

a. Unless otherwise agreed by the contacting agency, prices for the Services are on an hourly basis at the rates set forth in this Pricelist. The rates are for normal business hours. Services performed outside of normal business hours are chargeable at one and a half times the standard rates except for Services on Government holidays which are chargeable at double the standard hourly rates. All orders for services shall contain a minimum of 16 hours if only services are ordered or 4 hours if hardware or software is also ordered.

b. The service rates listed herein are applicable to all Government locations within 25 miles of the Washington, DC Beltway and Government agencies in Baltimore, MD, Frederick, MD, and Fredericksburg, VA. Outside the Service Area, the Services shall include travel time except as otherwise agreed by SMS and the user agency, or except where the SMS employee's travel distance to the site is no more than 25 miles.

18. DESCRIPTION OF SERVICES

A description of the services offered under this SIN is set forth below. Resumes shall be provided to the GSA Contracting Officer or user Agency upon request. In each of the descriptions set forth below, where qualifications permit the substitution of equivalent experience for education or education for equivalent experience, SMS will apply the following minimum standards:

Each year of education is equivalent to one year of experience.

a. PROJECT MANAGER – SERPM03

Minimum/General Experience: Four years of project management experience in networking, data communications fields, or related fields or education and experience equivalent to four years of managerial experience.

Functional Responsibility: Overall responsibility for company performance on specific programs or projects. Functions as the leader, manager, and coordinator of all contributing disciplines and resources in the completion of projects or management of the program. Engages in such activities as: assigning tasks; establishing and maintaining

task schedules; maintaining liaison between appropriate engineering personnel and the customer to ensure effective coordination of all projects or program efforts; prepares and adheres to project cost and staffing plans; prepares plans, proposals, and briefings. Also provides management of contract negotiations and company representation with customers and subcontractors as required.

MINIMUM EDUCATION: Bachelors degree or equivalent experience and/or education in project management.

b. COMMUNICATIONS NETWORK MANAGER – SERCNM01

Minimum/General Experience: Three years of project management experience in networking and/or data communications fields or education and experience equivalent to three years of managerial experience.

Functional Responsibility: The Communications Network Manager is responsible for overall contract performance. The Communications Network Manager serves as the overall manager of all contractor personnel assigned to any individual task order and all contractor functions performed under any task order, and serves as the authorized interface with the government designated representatives, management personnel, or related agencies. The Communications Network Manager is responsible for all phases of contract management, work flow, and resource management including: formulating and reviewing strategic plans; subcontractor management; supervising personnel and communicating policies, purposes, and goals of the organization to personnel; assigning contractor schedules; and preparing oral and written status reports. The Communications Network Manager is responsible for the quality of the program and the task deliverables, timeliness, minimizing problems, risk assessment, and reviewing work discrepancies.

Minimum Education: Bachelors degree or equivalent experience and/or education in project management.

c. NETWORK DESIGNER – SERNDC01

Minimum/General Experience: 10 years minimum experience in systems design and related networking and data communications fields.

Functional Responsibility: Provides subject matter expertise in the field of computer science and information technologies. Plans, designs, and provides leadership in the development and implementation of complex data communications networks and systems applications, using the wide application of state of the art engineering principles, theories, and concepts. Designs large WANs which interface with legacy equipment and state of the art equipment, as well as networks that permit multiple environments to work together, including UNIX, Windows NT, Novell, TCP/IP, FDDI, and ATM. Leads customer engagements and plays a key role developing recommendations based on customer requirements. Leads development and definitions of programs and projects, and implementation solutions. Other duties include providing technical guidance to senior members of the technical staff and developing and implementing procedures and techniques to ensure that technical solutions are achieved. Responsible for the overall management of the project.

Minimum Education: Ph.D. or Masters degree in appropriate field such as Engineering or Computer Science.

d. DESIGN AND PLANNING ENGINEER – SERDE01

Minimum/General Experience: Five years of experience in networking and data communications fields or education and experience equivalent to five years of experience.

Functional Responsibility: Plans and conducts engineering projects and network implementations involving the wide application of engineering principles, theories and concepts from various engineering specialties to the design, development and evaluation of equipment required for complex network systems and applications. Duties include directing work requiring the exercise of considerable technical judgment in the independent development or evaluation of major tasks or program efforts. Selects, adapts and modifies procedures, techniques and problem-solving approaches as needed to satisfy tasks requirements. Also serves as technical planning staff member.

Minimum Education: Bachelors degree or equivalent experience and/or education in network engineering.

e. CISCO CERTIFIED INTERNETWORKING EXPERT – SERCCIE01

Minimum/General Experience: Five years of minimum experience in network engineering field or education and experience equivalent to five years of experience. Must be CCIE certified.

Functional Responsibility: Acts as lead engineer in engineering projects and network implementations involving the extension and application of highly advanced engineering and networking principals and concepts. Capable of networking design implementation. Performs work that may include a variety of complex features and requires multi- or interdisciplinary approaches. Conducts advanced and state-of-the-art assignments under general supervision. Provides technical information for, and final technical editing of, all documents and proposals. Provides diagnosis of and resolutions for, complex networking and engineering problems.

Minimum Education: Bachelors degree or equivalent years of experience or education. Must be Cisco Certified Internetworking Expert (CCIE).

f. NETWORK SYSTEMS ENGINEER – SERNSE01

Minimum/General Experience: 5 years minimum experience in network engineering field.

Functional Responsibility: Participates in engineering projects and network implementations involving the extension and application of highly advanced engineering and networking principals and concepts. Capable of networking design implementation. Performs work that may include a variety of complex features and requires multi- or interdisciplinary approaches. Conducts advanced and state-of-the-art assignments under general supervision. Provides technical information for, and final technical editing of, all documents and proposals. Provides diagnosis of and resolutions for, complex networking and engineering problems.

Minimum Education: Bachelors degree required. Certified Network Engineer for one or more network systems.

g. SYSTEMS ENGINEER – SERSE01

Minimum/General Experience: 1-3 years experience or equivalent relevant experience.

Functional Responsibility: Analyzes the customer's data processing and telecommunications systems elements. Develops specific technical designs and recommended system configurations involving computer/terminal/network arrangements. Assists the sales team in preparing and presenting specific sales proposals.

Minimum Education: Bachelors degree in engineering or related field

h. NETWORK SYSTEMS FIELD ENGINEER – SERNFE01

Minimum/General Experience: 5 years minimum experience in network engineering field.

Functional Responsibility: Performs a variety of repair, restoral, maintenance, and installation tasks to network systems and components. Performs diagnostics and evaluations either remotely or on-site. Identifies problem causes and resolutions and implements those resolutions in a timely manner. Follows conventional and established procedures with minimal technical or administrative supervision. Duties also include: completion of field service report documentation; written and verbal information input for failure tracking and analysis; direct customer interface with good interpersonal skills; accountability for resolution of encountered problems.

Minimum Education: Certified or working towards Network Engineer certification for one or more network systems.

i. ENTERPRISE ENGINEER – SEREE01

Minimum/General Experience: Five years of minimum experience in network engineering field or education and experience equivalent to five years of experience.

Functional Responsibility: Independently performs engineering tasks of an advanced nature but of limited scope, involving conventional and established procedures with minimal technical or administrative supervision. Participates in engineering projects and network implementations involving the extension and application of advanced engineering and networking principles and concepts. Capable of networking design implementation. Performs work which may include a variety of complex features and requires multi or interdisciplinary approaches.

Conducts advanced and state-of-the-art assignments under general supervision. Provides technical information for, and final technical editing of, all documents and proposals. Provides diagnosis of, and resolution for, networking and engineering problems.

Minimum Education: Bachelors degree or equivalent years of experience or education. Has, or is in process of obtaining, Network Engineering Certification in one or more of the network systems currently available.

j. ENGINEER III – SERE301

Minimum/General Experience: 9-plus years of engineering experience or equivalent experience.

Functional Responsibility: Carries out complex or novel assignments requiring the development of new or refined equipment, materials, procedures, and/or scientific methods. Applies intensive and diversified knowledge of engineering and practices in broad areas of assignments and related fields. Independently makes decisions on engineering problems and methods. Represents the organization at conferences to resolve important questions and to plan and coordinate work. Uses advanced techniques and modifications and extensions of theories, precepts, and practices of own engineering field, and related sciences and disciplines. May be supervised and guided in relation largely to overall objectives, critical issues, new concepts, and policy matters. Consults with supervisor concerning unusual problems and developments.

Minimum Education: Advanced degree in engineering or related field.

k. SENIOR INFORMATION ENGINEER – SERSIE01

Minimum/General Experience: Six years of systems analysis experience in networking, data communications fields, or related fields or education and experience equivalent to six years of experience.

Functional Responsibility: Collects, organizes, and analyzes networking systems for design purposes. Develops system requirements for network installations and upgrades. Ensures that legacy equipment is integrated properly into design plans. Certifies functionality and viability of legacy equipment. Provides customer with strategies for the use, upgrade and design of computer network systems. Conducts site surveys to assess physical and logical feasibility of planned network installations.

Minimum Education: Bachelors degree or equivalent experience and/or education in project analysis.

l. WORK GROUP ENGINEER – SERWE01

Minimum/General Experience: Three years minimum experience in computer systems integration, data communications or network systems integration or education and experience equivalent to three years of experience.

Functional Responsibility: Independently performs engineering tasks of advanced nature but limited scope, involving conventional and established procedures with minimal technical or administrative supervision. Performs assignments in support of higher level engineering personnel by participating in various studies and projects associated with the analysis, design and development of network systems. Analyzes, evaluates and recommends equipment, layouts or configurations, obtaining information and preparing descriptions pertaining to functions, speeds, capabilities and physical features to facilitate the most efficient equipment utilization in the development and implementation of various systems.

Minimum Education: Requires High School degree and participation in the process of obtaining Network Engineering Certification in one or more of the network systems currently available.

m. LAN ENGINEER III – SERLAN03

Minimum/General Experience: Five years of minimum experience in network engineering field or education and experience equivalent to five years of experience.

Functional Responsibility: Independently performs engineering tasks of an advanced nature but of limited scope, involving conventional and established procedures with minimal technical or administrative supervision. Performs assignments in support of higher level engineering personnel by participating in various studies and projects associated with the analysis, design, and development of network systems. Analyzes and evaluates and recommends

equipment, layouts or configurations, obtaining information and preparing descriptions pertaining to functions, speeds, capabilities and physical features to facilitate the most efficient equipment utilization in the development and implementation of various systems.

Minimum Education: Bachelors degree or equivalent years of experience or education. Has or is in the process of obtaining Network Engineering Certification in one or more of the network systems currently available.

n. ENGINEER II – SERE201

Minimum/General Experience: 6-9 years experience or equivalent relevant experience.

Functional Responsibility: Plans, schedules, conducts, or coordinates detailed phases of the engineering work in a part of a major project of moderate scope. Performs work that involves conventional engineering practices but may include a variety of complex features such as conflicting design requirements, unsuitability of standard materials, and difficult coordination requirements. Commands a broad knowledge of precedents in the specialty area, and a good knowledge of principles and practices of related specialties. Plans and conducts work requiring judgment in the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedures and criteria. Devises new approaches to problems encountered. Independently performs most assignments with instructions about general results expected. Receives technical guidance on unusual or complex problems, and supervisory approval on the proposed plans for projects.

Minimum Education: Bachelors degree in engineering or related field.

o. APPLICATIONS ENGINEER – SERAPP01

Minimum/General Experience: Four years of experience in networking and data communications fields or education and experience equivalent to four years of experience.

Functional Responsibility: Plans and conducts engineering projects and network implementations involving the wide application of engineering principles, theories and concepts from various engineering specialties to the design, development and evaluation of equipment required for complex network systems and applications. Duties include directing work requiring the exercise of considerable technical judgment in the independent development or evaluation of major tasks or program efforts. Selects, adapts and modifies procedures, techniques and problem-solving approaches as needed to satisfy tasks requirements. Also serves as technical planning staff member.

Minimum Education: Bachelors degree or equivalent experience and/or education in network engineering.

p. ENGINEER I – SERE101

Minimum/General Experience: 1-3 years experience or equivalent relevant experience.

Functional Responsibility: Performs a variety of routine tasks under close supervision. Uses company methods, practices, programs, and products of the company while performing tasks. Receives specific and detailed instructions about required tasks and expected results.

Minimum Education: Bachelors degree in engineering or related field.

q. WORK GROUP TECHNICIAN – SERWT01

Minimum/General Experience: First level technical engineering position. Requires 18 months of experience in computer/network field. A basic knowledge of computer systems and/or data communications equipment is required.

Functional Responsibility: Performs well defined entry-level technical assignments in support of more senior engineering or field engineering personnel. Capable of performing basic hardware and software testing.
Minimum Education: High School.

r. LAN ENGINEER II – SERLAN02

Minimum/General Experience: Three years minimum experience in computer systems integration, data communications or network systems integration or education and experience equivalent to three years of experience.

Functional Responsibility: Independently performs engineering tasks of advanced nature but limited scope, involving conventional and established procedures with minimal technical or administrative supervision. Performs assignments in support of higher level engineering personnel by participating in various studies and projects associated with the analysis, design and development of network systems. Analyzes, evaluates and recommends equipment, layouts or configurations, obtaining information and preparing descriptions pertaining to functions, speeds, capabilities and physical features to facilitate the most efficient equipment utilization in the development and implementation of various systems.

Minimum Education: Requires High School degree and participation in the process of obtaining Network Engineering Certification in one or more of the network systems currently available

s. COMMUNICATIONS SPECIALIST – SERCOM01

Minimum/General Experience: Four years of experience in networking and data communications fields or education and experience equivalent to four years of experience.

Functional Responsibility: Plans and conducts engineering projects and network implementations involving the wide application of engineering principles, theories and concepts from various engineering specialties to the design, development and evaluation of equipment required for complex network systems and applications. Duties include directing work requiring the exercise of considerable technical judgment in the independent development or evaluation of major tasks or program efforts. Selects, adapts and modifies procedures, techniques and problem-solving approaches as needed to satisfy tasks requirements. Also serves as technical planning staff member.

Minimum Education: Bachelors degree or equivalent experience and/or education in network engineering.

t. CONFIGURATION MANAGEMENT SPECIALIST – SERCMS01

Minimum/General Experience: Three years minimum experience in computer systems integration, data communications or network systems integration or education and experience equivalent to three years of experience.

Functional Responsibility: Performs a variety of tasks specific to program/project requirements for configuration management. Develops or specifies format and related requirements for deliverable data and supporting configuration documentation. Provides for maintenance/statusing of baseline products and systems fielded. Other duties include preparation of configuration identification systems, changes, proposals, deviations or waivers, and/or status accounting reports. This includes the review/preparation of configuration management data (specifications, ECPs, status reports, etc.) prior to customer submittal. Maintains traceability of data. Reports to Project Manager.

Minimum Education: Requires High School degree and participation in the process of obtaining Network Engineering Certification in one or more of the network systems currently available.

u. HARDWARE INSTALLATION TECHNICIAN – SERHIT01

Minimum/General Experience: One year of minimum experience in network engineering field or education and experience equivalent to one year of experience.

Functional Responsibility: Independently performs engineering tasks of an advanced nature but of limited scope, involving conventional and established procedures with minimal technical or administrative supervision. Participates in engineering projects and network implementations involving the extension and application of advanced engineering and networking principles and concepts. Capable of networking design implementation. Performs work which may include a variety of complex features and requires multi or interdisciplinary approaches. Conducts advanced and state-of-the-art assignments under general supervision. Provides technical information for, and final technical editing of, all documents and proposals. Provides diagnosis of, and resolution for, networking and engineering problems.

Minimum Education: Has, or is in process of obtaining, Network Engineering Certification in one or more of the network systems currently available.

v. LAN ENGINEER I – SERLAN01

Minimum/General Experience: First level technical engineering position. Requires 1 year of experience in computer/network field. A basic knowledge of computer systems and/or data communications equipment is required.

Functional Responsibility: Performs well defined entry-level technical assignments in support of more senior engineering or field engineering personnel. Capable of performing basic hardware and software testing.

Minimum Education: High School diploma required.

w. SENIOR HARDWARE INSTALLATION TECHNICIAN – SERSRHIT01

Minimum/General Experience: 1-year minimum experience in network engineering field.

Functional Responsibility: Participates in engineering projects and network implementations involving the extension and application of highly advanced engineering and networking principals and concepts. Capable of networking design implementation. Performs work that may include a variety of complex features and requires multi- or interdisciplinary approaches. Conducts advanced and state-of-the-art assignments under general supervision. Provides technical information for, and final technical editing of, all documents and proposals. Provides diagnosis of and resolutions for, complex networking and engineering problems.

Minimum Education: High School degree required.

x. NETWORK INSTALLATION TECHNICIAN – SERNIT01

Minimum/General Experience: 1-year minimum experience in network engineering field.

Functional Responsibility: Performs a variety of repair, restoral, maintenance, and installation tasks to network systems and components. Performs diagnostics and evaluations either remotely or on-site. Identifies problem causes and resolutions and implements those resolutions in a timely manner. Follows conventional and established procedures with minimal technical or administrative supervision. Duties also include: completion of field service report documentation; written and verbal information input for failure tracking and analysis; direct customer interface with good interpersonal skills; accountability for resolution of encountered problems.

Minimum Education: Certified or working towards Network Engineer certification for one or more network systems.

y. CABLE SPLICER – SERCS01

Minimum/General Experience: Three years of experience in networking cabling field or education and experience equivalent to three years of experience.

Functional Responsibility: Performs Splicing operations in connection with installation, rearrangement, and repair of outside plant facilities. This includes cable, wire, terminals, loop carrier electronics, and light guide facilities. Locates and clears troubles in outside planet facilities. Works with hot molten solder and torches. Climbs poles and ladders and operates motor vehicles.

Minimum Education: High School degree required.

z. DATABASE MANAGEMENT SPECIALIST – SERDME01

Minimum/General Experience: Four years of experience in database management field or education and experience equivalent to four years of experience.

Functional Responsibility: Under general supervision, designs, implements, and maintains moderately complex databases with respect to access methods, access time, device allocation, validation checks, organization, protection and security, documentation, standards, guidelines, and statistical methods. Includes maintenance of database dictionaries and integration of systems through database design. Is expected to competently work in most phases of database management.

Minimum Education: Bachelors degree or equivalent years of experience or education.

aa. HELP DESK MANAGER – SERHPDSK01

Minimum/General Experience: Six years of management experience in networking, data communications, or related fields or education and experience equivalent to six years of experience.

Functional Responsibility: Responsible for the management and direction of help desk resources. Ensures that necessary resources and expert technicians are in place to assist users in the maintenance of desktop hardware and software. Ensures that response customer issues are prompt, effective, and thorough. Advises customer on technology issues such as; upgrades, re-networking, year 2000 compliance issues, and other issues regarding network efficiency. Escalates customer issues when appropriate to provide quick and efficient solutions to complex computing issues.

Minimum Education: Bachelors degree or equivalent experience and/or education in project management.

bb. ASSISTANT TECHNICIAN – SERAT01

Minimum/General Experience: First level technical engineering position. Requires 18 months of experience in computer/network field. A basic knowledge of computer systems and/or data communications equipment is required.

Functional Responsibility: Performs well defined entry-level technical assignments in support of more senior engineering or field engineering personnel. Capable of performing basic hardware and software testing.

Minimum Education: High School Degree required.

cc. COMPUTER ATTENDANT – SERCA01

Minimum/General Experience: Involves day, evening and night hours, including weekends, and holidays. Overtime may be required. Ability to lift and carry boxes of computer cards, cartridges and paper. May require ability to perceive differences in colors depending on location/equipment.

Functional Responsibility: Operates single program computers and equipment directly associated with computers such as card readers, cardpunches, tape drives, and printers. Selects and loads magnetic tapes or cartridges used in data processing. May maintain tape logs, trouble logs and schedules. Lifts and carries boxes of computer cards, cartridges, paper, etc., of approximately 40 pounds. May collate, sort, and distribute completed jobs.

Minimum Education: High School Diploma.

dd. SENIOR COMPUTER SECURITY SYSTEMS SPECIALIST – SERSCSS01

Minimum/General Experience: Eight years of experience in networking, data communications, or related fields or education and experience equivalent to eight years of experience. Four of these eight years of experience to be in computer security capacity.

Functional Responsibility: Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers and implements solutions to MLS requirements. Responsible for the implementation and development of the MLS. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses which also includes risk assessment. Provides daily supervision and direction to staff.

Minimum Education: Bachelors degree or equivalent experience and/or education in computer security systems.

ee. COMPUTER SECURITY SYSTEMS SPECIALIST – SERCSS01

Minimum/General Experience: Six years of experience in networking, data communications, or related fields or education and experience equivalent to eight years of experience.

Functional Responsibility: Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers and implements solutions to MLS requirements. Gathers and organizes technical

information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses which also includes risk assessment.

Minimum Education: Bachelors degree or equivalent experience and/or education in computer security systems.

ff. QUALITY ASSURANCE ANALYST – SERQA01

Minimum/General Experience: Six years of experience in networking, data communications, or related fields or education and experience equivalent to six years of experience. Two of these six years of experience to be in quality assurance or quality control capacity.

Functional Responsibility: Under limited supervision, carries out procedures to ensure that all information systems products and services meet minimum company standards and end-user requirements. Thoroughly tests software to ensure proper operation and freedom from defects. Documents all problems and work to resolve them; reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations. Performs work flow analysis and recommends quality improvements.

Minimum Education: Bachelors degree or equivalent experience and/or education in quality assurance.

gg. SYSTEMS ADMINISTRATOR – SERSYSAD01

Minimum/General Experience: Two Years experience in Systems Administration field.

Functional Responsibility: Responsible for the testing and analysis of all elements of the network facilities (including power, software, communications devices, lines, modems, and terminals). Monitors and controls the performance and status of the network resources. Utilizes software and hardware tools, identifies and diagnoses complex problems and factors affecting network performance and oversees their resolution. Provides guidance and direction for less experienced Network Control Technicians. May assume duties and responsibilities of Network Control Supervisor in his/her absence, including staff supervision and vendor interface.

Minimum Education: High school degree and certification in one of the major network operating systems.

hh. ADMINISTRATIVE ASSISTANT – SERAA01

Minimum/General Experience: 2 years administrative experience and typing skills of no less than 60 words per minute.

Functional Responsibility: Provides administrative support to management principal and staff. Duties include but are not limited to answering telephones, word processing, spreadsheet analysis, file organization, record keeping, meeting and event planning, calendar/schedule keeping, expense reporting, courier and mail shipments, photocopying, and documentation preparation. Reports to management principal.

Minimum Education: High School Degree required.

ii. DATA ENTRY CLERK – SERDEC01

Minimum/General Experience: 1 year administrative experience and typing skills of no less than 60 words per minute.

Functional Responsibility: Provides administrative support to management principal and staff. Duties include but are not limited to answering telephones, word processing, spreadsheet analysis, file organization, record keeping, meeting and event planning, calendar/schedule keeping, expense reporting, courier and mail shipments, photocopying, and documentation preparation. Reports to management principal.

Minimum Education: High School Degree required.

jj. DOCUMENTATION SPECIALIST – SERDOC01

Minimum/General Experience: One year experience in word processing and documentation control or experience and education equivalent to one year experience.

Functional Responsibility: Responsible for the creation and maintenance updating of required technical documentation (both hardware and software) and technical training materials. Works with project and staff managers and engineers on content and format of documentation. Works with little guidance. Provides documentation project planning and direction. Reports to Project Manager.

Minimum Education: High School Degree required.

kk. DRAFTSMAN – SERDRAFT01

Minimum/General Experience: 2 years experience as a electrical engineering draftsman.

Functional Responsibility: Responsible for the creation and update maintenance of line drawings, wiring layouts and drawings, site drawings, and other diagrams as required. Works closely with Configuration Management Specialist to ensure consistency and continuity of drawing revisions. Reports directly to Project Manager.

Minimum Education: High School Degree required.

ll. SENIOR TRAINING SPECIALIST – SERSTS01

Minimum/General Experience: Four years of experience in networking , data communications, or related fields or education and experience equivalent to four years of experience.

Functional Responsibility: Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Prepares all instruction materials (course outlines, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshop, and seminars. Provides supervision and direction to staff.

Minimum Education: Bachelors degree or equivalent experience and/or education in network training.

mm. TRAINING SPECIALIST – SERTS01

Minimum/General Experience: Two years of experience in networking, data communications, or related fields or education and experience equivalent to two years of experience.

Functional Responsibility: Using course material provides training to customers as specified in the task order. Prepares student materials including handouts, completion certificates, and course critique forms. Assists the Senior Training Specialist in the conduct of formal classroom courses, workshops, and seminars, as needed.

Minimum Education: Bachelors degree or equivalent experience and/or education in network training.

nn. SENIOR NETWORK MANAGEMENT DESIGNER– SERSNMD01

Minimum/General Experience: 7 years minimum experience in network engineering field.

Functional Responsibility: Acts as lead engineering director for Campus-wide and Enterprise networking projects and implementations. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools, such as I-CASE tools. Applies reverse engineering and reengineering disciplines to develop migration, strategic, and planning documents. Performs networking design implementation including technologies such as ATM, Gigabit Ethernet, VPN, and/or Frame Relay. Designs, installs, and tests data communication equipment providing LAN, MAN, and WAN connectivity to user communities in excess of 1000 individuals. Integrates technologies such as VOIP and VOATM with QoS features to provide converged voice, video, and data networks to provide seamless reliable communication services to end users. Provides technical information for, and final technical editing of, all documents and proposals. Provides diagnosis of and resolutions for, complex networking and engineering problems such as bandwidth bottlenecks, equipment interoperability, and legacy equipment integration.

Minimum Education: Bachelors degree required. Requires Cisco Certified Network Associate (CCNA) certification.

oo. NETWORK MANAGEMENT DESIGNER – SERNMD01

Minimum Education: Bachelors degree required. Certified Network Engineer for one or more network systems.

Minimum/General Experience: 6 years minimum experience in network engineering field.

Functional Responsibility: Acts as lead engineer for backbone, Remote Office and SOHO networking projects and implementations. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools, such as I-CASE tools. Performs networking design implementation including technologies such as DSL, T1, Fast Ethernet, VPN, and/or ISDN. Designs, installs, and tests data communication equipment providing secure LAN and WAN connectivity to user communities of 1000 individuals or smaller. Uses tools such as QoS, RMON, VLAN, and ELAN to provide high quality, reliable, and manageable network solutions. Ensures interoperability of multi-vendor, multi-technology networks to provide integrated, seamless services to end-users. Provides diagnosis of and resolutions for networking and engineering issues such as bandwidth bottlenecks, remote dial-in security assurance, and technology migration planning.

pp. PROGRAM MANAGER – SERPRGM01

Minimum/General Experience: Fifteen (15) years of progressive experience in managing, directing, and implementing information technology projects. Experienced in managing a diverse group of functional activities, subordinate groups of technical and administrative personnel. Experienced in management and control of large funds and resources, and demonstrated capability in managing complex, multi-task commercial and government contracts. SMS Program Managers are our most senior and valuable employees and are responsible for directing the Corporate Business Units and large business areas.

Functional Responsibility: For a given Delivery Order, the Program Manager serves as SMS's single contract manager, and will be SMS's authorized interface with the government's Contracting officer's Representative (COR), other government management personnel, and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, and communicating policies, purposes, and goals of SMS, Inc. to subordinates and subcontractors. Responsible for the overall contract performance. May manage multiple projects simultaneously. Manages ADP services and support operations that may include multiple projects. Manages complex VoIP, ATM, Frame Relay, WAN, LAN, MAN, Fiber Optic infrastructure, and or PBX installation projects. Designs logical networks using tools such as: QoS, ELAN, VLAN, WEP, and IEEE 802.11 devices. Organizes resources to support multiple concurrent projects and manages the execution of multiple concurrent projects. Organizes, directs, and coordinates planning and production of all contract support activities. Conducts oral and written communications with all levels of management for planning and control of projects. Communicates with all levels of Government management personnel, other contract personnel, and customer agency representatives. Formulates and reviews project feasibility studies, determines costs, and ensures conformance to work standards. Assigns, schedules, and reviews work of subordinate Project Managers including subcontractors. Prepares and delivers presentations to colleagues, subordinates, and government representatives. The Program Manager will be an employee of SMS.

Minimum Education: Bachelor's Degree (or equivalent experience and/or education) in Business, Engineering, Computer Science, Information Systems, Social Science, or other related analytical, scientific, or technical disciplines.

qq. SENIOR NETWORK PROFESSIONAL – SNETP01

Minimum/General Experience: 8 years minimum experience in systems design and related networking and data communications fields.

Functional Responsibility: Provides subject matter expertise in the field of computer science and information technologies. Plans, designs, and provides leadership in the development and implementation of complex data communications networks and systems applications, using the wide application of state of the art engineering principles, theories, and concepts. Designs large WANs which interface with legacy equipment and state of the art equipment, as well as networks that permit multiple environments to work together, including UNIX, Windows NT, Novell, TCP/IP, FDDI, and ATM. Leads customer engagements and plays a key role developing recommendations based on customer requirements. Leads development and definitions of programs and projects, and implementation solutions. Other duties include providing technical guidance to senior members of the technical staff and developing

and implementing procedures and techniques to ensure that technical solutions are achieved. Responsible for the overall management of the project.

Minimum Education: Bachelors degree in appropriate field such as Engineering or Computer Science or equivalent experience in network engineering.

rr. PRINCIPLE IT SPECIALIST – SERPITS01

Minimum/General Experience: Principal Information Technology (IT) Specialists have twelve (12) years of substantive IT knowledge and demonstrated hands-on expertise and/or training in areas of emerging technologies. These areas include, but are not limited to, national policy development, continuity of government and operations, crisis management, disaster recovery, database frameworks, enterprise resource planning, HyperText Markup Language (HTML), HyperText Transfer Protocol (HTTP), Web portals, firewalls, geographic information systems, visual simulation applications, and remote sensing/satellite imagery.

Functional Responsibility: Provides technical expertise, support, and oversight in one or more emerging technology areas including, but not limited to, knowledge discovery, data mining, wireless communications, Internet technologies, secure messaging, enterprise engineering, fraud detection, intrusion detection, bioinformatics, information assurance, public key infrastructure (PKI), critical infrastructure protection, and Frame Relay, ATM, and other enterprise-wide WAN technologies. Reviews and recommends solutions to customer problems based on prior experience and hands-on understanding of how products and services interrelate and support the customer mission.

Minimum Education: Bachelor's Degree (or equivalent experience and/or education) in Business, Engineering, Computer Science, Information Systems, Social Science, or other related analytical, scientific, or technical disciplines.

ss. NETWORK TROUBLESHOOTING ENGINEER – SERTSEN01

Minimum/General Experience: 6 years minimum experience in network engineering field.

Functional Responsibility: Assesses and repairs complex network bottleneck and performance problems. Designs and proposes enterprise solutions to improve network throughput, reliability, and overall performance. Performs disaster-recovery services in emergency situations during major network failures. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools, such as I-CASE tools. Performs networking design implementation including technologies such as DSL, T1, Fast Ethernet, VPN, and/or ISDN. Uses tools such as QoS, RMON, VLAN, and ELAN to provide high quality, reliable, and manageable network solutions. Ensures interoperability of multi-vendor, multi-technology networks to provide integrated, seamless services to end-users.

Minimum Education: Bachelors degree or equivalent years of experience or education. Certified Network Engineer for one or more network systems.

tt. SENIOR SYSTEM ARCHITECT – SERSSAC01

Minimum/General Experience: 5 years minimum experience in network engineering field.

Functional Responsibility: Acts as lead engineer for backbone, Remote Office and SOHO networking projects and implementations. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools, such as I-CASE tools. Performs networking design implementation including technologies such as DSL, T1, Fast Ethernet, VPN, and/or ISDN. Designs, installs, and tests data communication equipment providing secure LAN and WAN connectivity to user communities of 1000 individuals or smaller. Uses tools such as QoS, RMON, VLAN, and ELAN to provide high quality, reliable, and manageable network solutions. Ensures interoperability of multi-vendor, multi-technology networks to provide integrated, seamless services to end-users. Provides diagnosis of and resolutions for networking and engineering issues such as bandwidth bottlenecks, remote dial-in security assurance, and technology migration planning..

Minimum Education: Bachelors degree or equivalent years of experience or education. Certified Network Engineer for one or more network systems.

uu. SENIOR IT SPECIALIST – SERSITS01

Minimum/General Experience: Senior Information Technology (IT) Specialists have nine (9) years of substantive IT knowledge and demonstrated hands-on expertise and/or training in areas of emerging technologies. These areas include, but are not limited to, national policy development, continuity of government and operations, crisis management, disaster recovery, database frameworks, enterprise resource planning, HyperText Markup Language (HTML), HyperText Transfer Protocol (HTTP), Web portals, firewalls, geographic information systems, visual simulation applications, and remote sensing/satellite imagery.

Functional Responsibility: Provides technical expertise, support, and oversight in one or more emerging technology areas including, but not limited to, knowledge discovery, data mining, wireless communications, Internet technologies, secure messaging, enterprise engineering, fraud detection, intrusion detection, bioinformatics, information assurance, public key infrastructure (PKI), critical infrastructure protection, and installation of ATM, Frame Relay, and other WAN equipment into enterprise backbones.. Reviews and recommends solutions to customer problems based on prior experience and hands-on understanding of how products and services interrelate and support the customer mission.

Minimum Education: Bachelor's Degree (or equivalent experience and/or education) in Business, Engineering, Computer Science, Information Systems, Social Science, or other related analytical, scientific, or technical disciplines.

vv. SENIOR ENGINEER/ANALYST – SERSEA01

Minimum/General Experience: Nine (9) years in systems lifecycle management, structured system development methodologies (preferably Information Engineering), structured analysis, and/or information systems development or a relevant technical discipline. Experience in some of the following or related technical disciplines: data communications, network management, and operational activities of a network; functional requirements analysis; computer security systems; and quality assurance. Progressive experience may include software development, software management, data management, ADP engineering, and enterprise-wide strategic systems planning, business information planning, and business analysis. Experienced with design techniques or process reengineering across all phases, including change management, business analysis management and techniques, cost benefit analysis, activity and data modeling, information systems development methods and practices, workshop facilitation, and training. Skilled in the interface of software with computer hardware systems, computer-aided software engineering (CASE) tools, complex and software system development. Experience in developing and providing technical and end-user training on computer hardware and application software. Demonstrated ability to communicate orally and in writing. Must possess strong organizational skills and strong interpersonal skills to effectively relate to agency and customer needs. Supervisory experience in managing and providing direction to engineers, programmers, and analysts.

Specialized Experience: Engineer: Experienced in one of the following engineering disciplines: systems engineering, systems integration, software engineering, information engineering telecommunications engineering, network engineering, electrical engineering, and data quality engineering or other relevant engineering disciplines. Analyst: Experienced in one of the following disciplines: strategic systems planning, business process reengineering, facilitation, activity based costing (ABC), business cases analysis, training, change management, economic analysis, operations research, statistics, market surveys, cost/benefit analysis, computer security, or other relevant social science, analytical, scientific, or related fields.

Functional Responsibility: Provide design, programming, documentation and implementation of applications which requires knowledge of government information technology systems for effective development and deployment of software modules. Directs and participates in all phases of software development with emphasis on analysis, coding, testing, documentation, and acceptance phases. Responsible for identifying new and emerging technology to support strategic planning initiatives required to meet business needs. Conducts assessments, evaluations, selections, site surveys, requirements analysis and definition, technology prototyping, and cost analysis related to information technology. Designs and prepares technical reports and documentation to record results. Applies process improvement and reengineering methodologies and principles to conduct process modernization projects including process and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Gathers information by developing and implementing data collection

instruments and conducts surveys, document reviews, and interviews. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Facilitation support includes cross-functional team building, project scoping work sessions, facilitation using creative dynamics techniques, and conflict resolution techniques. Performs manual or automated modeling of process or data models, data flow diagrams, and simulation models. Develops prototype database systems. Designs transaction-driven modules to satisfy functional requirement in an on-line or internet/intranet environment. Designs test environments for new applications against databases. Creates entity relationships models to support logical and physical database designs. Creates the metadata describing the database design and attribute descriptions. Creates the schema for building the database. Works with technologies such as: T1, T3, DSL, Frame-Relay, SAN, NAS, ATM, QoS, LANE, VLAN, ELAN, 802.11, Token Ring, FDDI and PBX systems. Assists in the management of database projects. Assists in the preparation and delivery of presentations on database management systems concepts. Responsible for overall administration and maintenance of the database, identification and resolution of problems encountered by the users of the system, analysis and implementation of enhancements, and operation and maintenance of databases.

Minimum Education: Bachelor's Degree (or equivalent experience and/or education) in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines.

ww. IT SPECIALIST – SERITS01

Minimum/General Experience: Information Technology (IT) Specialists have six (6) years of IT knowledge and demonstrated hands-on experience and/or training in areas of emerging technologies. These areas include, but are not limited to, national policy development, continuity of government and operations, crisis management, disaster recovery, database frameworks, enterprise resource planning, HyperText Markup Language (HTML), HyperText Transfer Protocol (HTTP), Web portals, firewalls, geographic information systems, visual simulation applications, and remote sensing/satellite imagery.

Functional Responsibility: Provides technical expertise and support in one or more emerging technology areas including, but not limited to, knowledge discovery, data mining, wireless communications, Internet technologies, secure messaging, enterprise engineering, fraud detection, intrusion detection, bioinformatics, information assurance, public key infrastructure (PKI), critical infrastructure protection, and installation or maintenance of WAN, MAN, and LAN equipment. Reviews and recommends solutions to customer problems based on prior experience and hands-on understanding of how products and services interrelate and support the customer mission.

Minimum Education: Bachelor's Degree (or equivalent experience and/or education) in Business, Engineering, Computer Science, Information Systems, Social Science, or other related analytical, scientific, or technical disciplines.

xx. SENIOR TECHNICIAN – SERSTECH01

Minimum/General Experience: Seven (7) years of progressive experience in supervision of installation software and hardware technicians; analysis, design, and installation of computer based systems; analysis, design, and installation of LANs/WANs; and analysis, design, and installation of communications systems. General experience includes increasing responsibilities in technical management. Progressive experience including at least two projects in technical areas (e.g., automated data processing equipment, networks, software, client/server configurations, LANs/WANs, communications, etc). At least one project must have occurred within the past three years. Experience in developing and providing technical and end-user training on computer hardware and application software. Demonstrated ability to communicate orally and in writing.

Functional Responsibility: Performs direct technical work on projects. Selects and adapts plans, techniques, designs, or layouts. Supervises other technicians and installs, operates, maintains, configures, troubleshoots, and repairs general purpose commercial automated data processing computer system devices, circuits, cables, components, software, and end-user devices, components, software, and connectivity. Reviews, analyzes, and integrates the technical work of others. Coordinates with the SMS Project Manger, GSA COR, and Government user representatives to ensure accurate solutions and user satisfaction on technical matters. Performs systems analysis and plans tests to evaluate equipment performance, hardware capabilities and configurations. Conducts tests and prepares reports on findings and recommendations.

Minimum Education: High School education required.

yy. ENTRY LEVEL IT SPECIALIST – SEREITS01

Minimum/General Experience: Recent college graduates with IT knowledge and hands-on experience or training in areas of emerging technologies. These areas include, but are not limited to, national policy development, continuity of government and operations, crisis management, disaster recovery, database frameworks, enterprise resource planning, HyperText Markup Language (HTML), HyperText Transfer Protocol (HTTP), Web portals, firewalls, geographic information systems, visual simulation applications, and remote sensing/satellite imagery.

Functional Responsibility: Works under close supervision. Provides technical support in one or more emerging technology areas including, but not limited to, knowledge discovery, data mining, wireless communications, Internet technologies, secure messaging, enterprise engineering, fraud detection, intrusion detection, bioinformatics, information assurance, public key infrastructure (PKI), and critical infrastructure protection. Reviews and recommends solutions to customer problems based on prior experience and hands-on understanding of how products and services interrelate and support the customer mission.

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

zz. TECHNICIAN – SERTECH01

Minimum/General Experience: Four (4) years of progressive experience in supervision of installation software and hardware technicians; analysis, design, and installation of computer based systems; analysis, design, and installation of LANs/WANs; and analysis, design, and installation of communications systems. General experience must include increasing responsibilities in technical management. Progressive experience including at least two projects in technical areas (e.g., automated data processing equipment, networks, software, client/server configurations, LANs/WANs, communications, etc). At least one project must have occurred within the past three years. Experience in developing and providing technical and end-user training on computer hardware and application software. Demonstrated ability to communicate orally and in writing.

Functional Responsibility: Performs direct technical work on projects. Works with minimal supervision and installs, operates, maintains configures, troubleshoots, and repairs general purpose commercial automated data processing computer systems devices, circuits, cables, components, software, and end-user devices, components, software, and connectivity. Coordinates with the SMS Project Manger, GSA COR, and Government user representatives to ensure accurate solutions and user satisfaction on technical matters. Performs systems analysis and evaluation of hardware capabilities and configurations.

Minimum Education: High School education required.

aaa. JUNIOR TECHNICIAN – SERJTECH01

Minimum/General Experience: Two (2) years of experience in analysis, design, and installation of computer based systems; analysis, design, and installation of LANs/WANs; and/or analysis, design, and installation of communications systems. Experience in developing and/or providing technical and end-user training on computer hardware and application software. Demonstrated ability to communicate orally and in writing.

Functional Responsibility: Performs direct technical work on projects. Follows standard work methods on recurring assignments but receives instruction on unfamiliar assignments. Assembles, constructs, services, and/or repairs simple or standard equipment or parts. Coordinates with the SMS Project Manger, Senior Technician, GSA COR, and Government user representatives to ensure accurate solutions and user satisfaction on technical matters. Conducts tests using established procedures, adjusts and operates equipment, records test data, and presents data in a prescribed form.

Minimum Education: High School education required.

bbb. CABLING TECHNICIAN – SERCT01

Minimum/General Experience: Three years of experience in networking and data communications fields or education and experience equivalent to three years of experience.

Functional Responsibility: Independently performs passive engineering tasks of an advanced nature but of limited scope, involving conventional and established procedures with minimal technical or administrative supervision. Participates in passive engineering projects and network implementations involving the extension and application of advanced engineering and networking principles and concepts. Capable of passive networking design implementation. Performs work that may include a variety of complex features and requires multi or interdisciplinary approaches. Conducts advanced and state-of-the-art assignments under general supervision. Provides technical information for, and final technical editing of, all documents and proposals. Provides diagnosis of, and resolution for, networking and engineering problems.

Minimum Education: Requires High School degree.

ccc. SENIOR DELIVERY ORDER MANAGER – SERSD01

Minimum/General Experience: Ten Years project Management experience with 5 years experience managing large complex network and systems integration projects, or education and experience equivalent to ten years of managerial experience.

Functional Responsibility: Provides project management guidance to include preparation, implementation, and requirements gathering for large complex projects. Acts as the direct primary customer interface, develops and manages task order schedules and technical plans. Engages in such activities as: assigning tasks; establishing and maintaining task schedules; maintaining liaison between appropriate engineering personnel and the customer to ensure effective coordination of all projects or program efforts; prepares and adheres to project cost and staffing plans; prepares plans, proposals, and briefings.

Minimum Education: High School Degree.

ddd. COMMUNICATIONS NETWORK SPECIALIST – SERCNS01

Minimum/General Experience: Ten years of experience in networking and data communications fields or education and experience equivalent to ten years of experience.

Functional Responsibility: Supervises telecommunications projects. Performs site surveys and systems analysis for the successful integration of telecommunications hardware and systems. Duties include directing work requiring the exercise of considerable technical judgment in the independent development or evaluation of major tasks or program efforts. Selects, adapts and modifies procedures, techniques and problem-solving approaches as needed to satisfy tasks requirements. Also serves as technical planning staff member.

Minimum Education: High School Education

eee. PRINCIPLE OPEN SYSTEMS ENGINEER – SERPOS01

Minimum/General Experience: 15 plus years of experience in the Networking industry.

Functional Responsibility: Provides analytical expertise in support of Systems Engineering projects. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools, such as I-CASE tools. Performs networking design implementation including technologies such as DSL, T1, Fast Ethernet, VPN, and/or ISDN. Designs, installs, and tests data communication equipment providing secure LAN and WAN connectivity to user communities of 500 individuals or smaller. Uses tools such as QoS, RMON, VLAN, and ELAN to provide high quality, reliable, and manageable network solutions. Ensures interoperability of multi-vendor, multi-technology networks to provide integrated, seamless services to end-users. Provides diagnosis of and resolutions for networking and engineering issues such as bandwidth bottlenecks, remote dial-in security assurance, and technology migration planning.

Minimum Education: Bachelor's Degree (or equivalent experience and/or education) in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines.

fff. SENIOR SYSTEMS ENGINEER – SERSSE01

Minimum/General Experience: 6 years minimum experience in the systems engineering field, or education and experience equivalent to 6 years.

Functional Responsibility: Performs analytical expertise in support of systems engineering projects. Conducts advanced and state-of-the-art assignments under general supervision. Provides technical information for, and final technical editing of, all documents and proposals. Provides diagnosis of and resolutions for, complex networking and engineering problems.

Minimum Education: High School Degree.

ggg. TELECOMMUNICATIONS SYSTEM ENGINEER – SERTSE01

Minimum/General Experience: 6 years experience or equivalent relevant experience.

Functional Responsibility: Acts as a lead engineer in the area of telecommunications engineering and implementation. Provides technical expertise and support in one or more emerging technology areas including, but not limited to, knowledge wireless communications, Internet technologies, secure messaging, IP telephony, unified messaging, enterprise engineering, fraud detection, intrusion detection, information assurance, public key infrastructure (PKI), critical infrastructure protection, and installation or maintenance of PBX equipment.

Minimum Education: High School Degree.

hhh. JUNIOR SYSTEMS ENGINEER – SERJSE01

Minimum/General Experience: 2 years experience in Systems Engineering field or education and experience equivalent to two years.

Functional Responsibility: Performs analytical expertise in support of systems engineering projects. Conducts advanced and state-of-the-art assignments under general supervision. Provides technical information for, and final technical editing of, all documents and proposals. Provides diagnosis of and resolutions for, complex networking and engineering problems.

Minimum Education: High School Degree.

iii. SENIOR DESIGN AND PLANNING ENGINEER – SERDE02

Minimum/General Experience: Eight years of experience in networking and data communications fields or education and experience equivalent to eight years of experience.

Functional Responsibility: Plans and conducts engineering projects and network implementations involving the wide application of engineering principles, theories and concepts from various engineering specialties to the design, development and evaluation of equipment required for complex network systems and management applications. Duties include directing work requiring the exercise of considerable technical judgment in the independent development or evaluation of major tasks or program efforts. Selects, adapts and modifies procedures, techniques and problem-solving approaches as needed to satisfy tasks requirements. Also serves as technical planning staff member.

Minimum Education: Bachelors degree or equivalent experience and/or education in network engineering.

jjj. PASSIVE PROJECT MANAGER – SERPM04

Minimum/General Experience: 8 years experience overseeing cable plant installations with 4 years managing large implementations

Functional Responsibility: Provides project management guidance to include preparation, implementation, and requirements gathering for large complex projects involving the installation of distributed cable systems. Acts as the direct primary customer interface, develops and manages task order schedules and technical plans. Engages in such activities as: assigning tasks; establishing and maintaining task schedules; maintaining liaison between appropriate engineering personnel and the customer to ensure effective coordination of all projects or program efforts; prepares and adheres to project cost and staffing plans; prepares plans, proposals, and briefings.

Minimum Education: High School Degree.

kkk. APPLICATION/SECURITY ENGINEER – SERSEC02

Minimum/General Experience: 3 years minimum experience in network engineering field.

Functional Responsibility: Acts as security engineer in engineering projects and network implementations involving the extension and application of highly advanced engineering and networking principals and concepts. Works with Firewall, Intrusion Detection Systems and other security hardware and software to establish coherent logical security procedures and policies. Establishes and maintains VPN tunnels, firewall policies, and monitors system logs to prevent unauthorized access to network resources and to prevent malicious attacks on network systems. Performs work that may include a variety of complex features and requires multi- or interdisciplinary approaches. Conducts advanced and state-of-the-art assignments under general supervision. Provides diagnosis of and resolutions for, complex networking and engineering problems. Must have thorough knowledge of Network Security systems, protocols, and designs.

Minimum Education: Certified Network Engineer for one or more network systems.

III. PRINCIPLE OPEN SYSTEMS ENGINEER – SERPOE01

Minimum/General Experience: 8 plus years of experience in the Networking industry

Functional Responsibility: Provides analytical expertise in support of Systems Engineering projects. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools, such as I-CASE tools. Performs networking design implementation including technologies such as DSL, T1, Fast Ethernet, VPN, and/or ISDN. Designs, installs, and tests data communication equipment providing secure LAN and WAN connectivity to user communities of 500 individuals or smaller. Uses tools such as QoS, RMON, VLAN, and ELAN to provide high quality, reliable, and manageable network solutions. Ensures interoperability of multi-vendor, multi-technology networks to provide integrated, seamless services to end-users. Provides diagnosis of and resolutions for networking and engineering issues such as bandwidth bottlenecks, remote dial-in security assurance, and technology migration planning.

Minimum Education: Certified Network Engineer for one or more network systems.

mmm. HAZMAT TECHNICIAN – SERHZMT01

Minimum/General Experience: 3 years experience handling, removing and disposing of hazardous building materials.

Functional Responsibility: Safely removes, contains, handles, and disposes hazardous materials (primarily asbestos) in the retrofit of office and industrial spaces. Places, reads, and analyzes environmental monitors to ensure proper abatement of hazardous materials. Able to work in confined areas wearing environmental protection clothing and gear.

Minimum Education: High School Degree.

nnn. SENIOR TECHNICIAN – SERSRT01

Minimum/General Experience: Five years of experience in passive networking and data communications fields or education and experience equivalent to three years of experience.

Functional Responsibility: Supervises the installation, movement, and rearrangement of analog and digital customer premises equipment such as key systems, terminals, and related peripherals. May analyze and repair troubles on analog and digital customer premises equipment through the use of test equipment and manuals. Performs system translations on computerized customer premises equipment control units and microchip-controlled terminals. Installs, rearranges, cross-connects, and maintains wire and cable associated with analog and digital customer premises equipment. Interfaces with customers to understand and satisfy specific needs or troubles with respect to customer premises equipment, and to provide basic instructions on use of equipment.

Minimum Education: High School Degree

ooo. FIBER TECHNICIAN – SERFOT01

Minimum/General Experience: Three years of experience in passive networking and data communications fields or education and experience equivalent to three years of experience.

Functional Responsibility: Places, terminates, moves, and inventories Fiber Optic cable plants. May analyze and repair troubles on analog and digital customer premises equipment through the use of test equipment and manuals. Performs system translations on computerized customer premises equipment control units and microchip-controlled terminals. Installs, rearranges, cross-connects, and maintains wire and cable associated with analog and digital customer premises equipment. Interfaces with customers to understand and satisfy specific needs or troubles with respect to customer premises equipment, and to provide basic instructions on use of equipment.

Minimum Education: High School Degree

ppp. QUALITY ASSURANCE FIELD SUPERVISOR– SERPQA01

Minimum/General Experience: Five years experience in the passive implementation field.

Functional Responsibility: Acts as central point of contact to initiate and carryout procedures to ensure that all information systems products and services meet minimum company standards and end-user requirements. Thoroughly tests cabling systems to ensure proper operation and freedom from defects. Documents all problems and works to resolve them; reports progress on problem resolution to client. Devises improvements to current procedures and develops models of possible future configurations. Performs work flow analysis and recommends quality improvements.

Minimum Education: High School Degree

qqq. PASSIVE EQUIPMENT TECHNICIAN – SERPET01

Minimum/General Experience: 3 years experience in the passive infrastructure field.

Functional Responsibility: Installs, moves, rearranges, inventories, and maintains analog and digital customer premises equipment such as key systems, terminals, and related peripherals. May analyze and repair troubles on analog and digital customer premises equipment through the use of test equipment and manuals. Performs system translations on computerized customer premises equipment control units and microchip-controlled terminals. Installs, rearranges, cross-connects, and maintains wire and cable associated with analog and digital customer premises equipment. Interfaces with customers to understand and satisfy specific needs or troubles with respect to customer premises equipment, and to provide basic instructions on use of equipment.

Minimum Education: High School Degree

rrr. PASSIVE EQUIPMENT INSTALLER – SERPEI01

Minimum/General Experience: 1-3 years experience in the passive infrastructure field

Functional Responsibility: Installs, moves, rearranges, inventories, and maintains analog and digital customer premises equipment such as key systems, terminals, and related peripherals. May analyze and repair troubles on analog and digital customer premises equipment through the use of test equipment and manuals. Performs system translations on computerized customer premises equipment control units and microchip-controlled terminals. Installs, rearranges, cross-connects, and maintains wire and cable associated with analog and digital customer premises equipment. Interfaces with customers to understand and satisfy specific needs or troubles with respect to customer premises equipment, and to provide basic instructions on use of equipment.

Minimum Education: High School Degree

sss. PROJECT MANAGER II – SERPM05

Minimum/General Experience: Ten years of project management experience in networking, data communications fields, or related fields or education and experience equivalent to ten years of managerial experience.

Functional Responsibility: Overall responsibility for company performance on complex large scale networking projects. Functions as the leader, manager, and coordinator of all contributing disciplines and resources in the completion of projects or management of the program. Engages in such activities as: assigning tasks; establishing and maintaining task schedules; maintaining liaison between appropriate engineering personnel and the customer to ensure effective coordination of all projects or program efforts; prepares and adheres to project cost and staffing plans; prepares plans, proposals, and briefings. Also provides management of contract negotiations and company representation with customers and subcontractors as required.

Minimum Education: Bachelors degree or equivalent experience and/or education in project management.

ttt. LOGISTICS MANAGER – SERLOG01

Minimum/General Experience: Five Years project logistics experience.

Functional Responsibility: Provides logistics expertise and guidance for large complex projects. Familiar with government regulations concerning procurement, packaging, security, and materials management. Provides asset management, warehouse management, and delivery management for large projects. Maintains inventory management systems for tracking of project assets.

Minimum Education: High School Degree.

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

SMS Data Products Group, Inc. 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 demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact Luis Laranjeira; Phone: 703-288-8100; Email: llaranjeira@sms.com; Fax: 703-356-6151.

SERVICES OF SMS DATA PRODUCTS GROUP, INC.

SMS' P/N	Item Description	Government or GSA Price Calendar Year 2013	Warranty Period (months)
SERPRGM01	Program Manager (hourly rate)	\$158.23	3
SERPM03	Project Manager (hourly rate)	\$105.33	3
SERSD01	Senior Delivery Order Manager (hourly rate)	\$90.28	3
SERPM04	Passive Project Manager (hourly rate)	\$107.02	3
SERPM05	Project Manager II (hourly rate)	\$113.55	3
SERD01	Delivery Order Manager (hourly rate)	\$79.95	3
SERLOG01	Logistics Manager (hourly rate)	\$69.53	3
SERCNM01	Communications Network Manager (hourly rate)	\$54.93	3
SERNDC01	Network Designer (hourly rate)	\$226.03	3
SNETP01	Senior Network Professional	\$196.24	3
SERDE02	Senior Design & Planning Engineer (hourly rate)	\$154.11	3
SERDE01	Design & Planning Engineer (hourly rate)	\$129.57	3
SERCNS01	Communications Network Specialist (hourly rate)	\$95.01	3
SERCCIE01	Cisco Certified Internetworking Expert (hourly rate)	\$303.49	3
SERSEC02	Application / Security Engineer	\$131.93	3
SERPITS01	Principal IT Specialist	\$135.54	3
SERSNMD01	Senior Network Management Designer (hourly rate)	\$123.29	3
SERTSEN01	Network Troubleshooting Engineer (hourly rate)	\$123.29	3
SERNMD01	Network Management Designer (hourly rate)	\$113.01	3
SERPOS01	Principal Open System Engineer (hourly rate)	\$125.12	3
SERPOE01	Principal Open Engineer	\$158.32	3
SERSSAC01	Senior Systems Architect (hourly rate)	\$106.37	3
SERSITS01	Senior IT Specialist (hourly rate)	\$101.44	3
SERNSE01	Network Systems Engineer (hourly rate)	\$142.96	3
SERSSE01	Senior Systems Engineer (hourly rate)	\$107.75	3
SERSEA01	Senior Engineer/ Analyst (hourly rate)	\$90.99	3
SERITS01	IT Specialist (hourly rate)	\$79.49	3
SERTSE01	Telecommunications System Engineer (hourly rate)	\$86.31	3
SERSE01	Systems Engineer (hourly rate)	\$107.46	3
SERE301	Engineer III (hourly rate)	\$97.96	3
SERNFE01	Network Systems Field Engineer (hourly rate)	\$94.80	3
SERSTECH01	Senior Technician (hourly rate)	\$63.15	3
SERJSE01	Junior Systems Engineer (hourly rate)	\$67.20	3
SEREITS01	Entry Level IT Specialist (hourly rate)	\$59.33	3
SERSIE01	Senior Information Engineer (hourly rate)	\$86.11	3
SERLAN03	LAN Engineer III (hourly rate)	\$82.68	3
SERE201	Engineer II (hourly rate)	\$82.19	3
SEREE01	Enterprise Engineer (hourly rate)	\$79.00	3
SERAPP01	Applications Engineer (hourly rate)	\$73.82	3
SERE101	Engineer I (hourly rate)	\$66.50	3
SERTECH01	Technician (hourly rate)	\$44.79	3
SERWE01	Work Group Engineer (hourly rate)	\$63.21	3
SERJTECH01	Junior Technician (hourly rate)	\$38.51	3
SERLAN02	LAN Engineer II (hourly rate)	\$57.25	3
SERCOM01	Communications Specialist (hourly rate)	\$54.92	3
SERCMS01	Configuration Management Specialist (hourly rate)	\$52.66	3
SERWT01	Work Group Technician (hourly rate)	\$47.37	3
SERHIT01	Hardware Installation Technician (hourly rate)	\$43.12	3
SERLAN01	LAN Engineer I (hourly rate)	\$43.05	3
SERSRHIT01	Senior Hardware Installation Technician (hourly rate)	\$36.05	3
SERNIT01	Network Installation Technician (hourly rate)	\$30.02	3
SERSRT01	Senior Technician (hourly rate)	\$114.35	3
SERFOT01	Fiber Technician (hourly rate)	\$95.28	3

SMS' P/N	Item Description	Government or GSA Price Calendar Year 2013	Warranty Period (months)
SERCT01	Cabling Technician (hourly rate)	\$51.37	3
SERPQA01	Quality Assurance Field Supervisor	\$73.29	3
SERPET01	Passive Equipment Technician	\$73.18	3
SERPEI01	Passive Equipment Installer	\$63.41	3
SERCS01	Cable Splicer (hourly rate)	\$67.66	3
SERDME01	Database Management Specialist (hourly rate)	\$63.56	3
SERHPDSK01	Help Desk Manager (hourly rate)	\$79.04	3
SERAT01	Assistant Technician (hourly rate)	\$35.10	3
SERCA01	Computer Attendant (hourly rate)	\$87.68	3
SERSCSS01	Senior Computer Security Systems Specialist (hourly rate)	\$73.82	3
SERCSS01	Computer Security Systems Specialist (hourly rate)	\$63.56	3
SERQA01	Quality Assurance Analyst (hourly rate)	\$63.56	3
SERSYSAD01	Systems Administrator (hourly rate)	\$53.81	3
SERAA01	Administrative Assistant (hourly rate)	\$36.87	3
SERDEC01	Data Entry Clerk (hourly rate)	\$25.78	3
SERDOC01	Documentation Specialist (hourly rate)	\$63.21	3
SERDRAFT01	Draftsman (hourly rate)	\$47.37	3
SERSTS01	Senior Training Specialist (hourly rate)	\$64.77	3
SERTS01	Training Specialist (hourly rate)	\$48.83	3

APPENDIX A – SUPPORT SERVICES

1. TEST AND INTEGRATION

When ordered and purchased by the Government, SMS will perform integration of all products under this Contract at SMS's Test and Integration facility in Sterling, Virginia.

Customize Multi-user Operating System, Network Operating System or Network Ready Application to customer specifications during Test and Integration - \$120/hour (estimate to be provided prior to work being performed).

2. GOVERNMENT INTEGRATION

Should the Government elect to perform integration of products acquired from this Contract, the SMS and/or Original Equipment Manufacturer (OEM) shall not be liable for any damage or malfunction of equipment resulting from Government negligence. Additionally, any warranty may be voided by the Government's action. If a maintenance contract is desired for a component that was not integrated by SMS, the terms for inspection stated in Paragraph 4.c. of Special Item 132-12 will apply.

3. INSTALLATION

SMS will provide on-site installation of equipment listed in this contract at a Government's location. The charge for this service will be at \$120 per hour portal to portal, two-hour minimum. Travel expenses are additional outside the Local Service Area.

4. SOFTWARE SUPPORT

SMS will provide support for all software available under this contract at the rate of \$120 per hour on-site or to any location via telephone. All support charges are portal to portal (for on-site support) with a 2 hour minimum. These charges are in addition to manufacturer's charges for updates and revisions. Travel charges are additional outside the Local Service Area. Actual travel expenses will be charged in accordance with the rates established in the Government Joint Travel Regulations.

APPENDIX B – LOGISTICAL SUPPORT PRIVILEGES

Where SMS may require Logistical Support in overseas areas in order to meet contract obligations, the ordering activities should obtain the required support in accordance with their applicable regulations prior to issuance of any delivery orders under this GSA contract. SMS will provide all the necessary information required of them by the applicable regulations in order to assist the ordering activity in obtaining the Logistical Support Privileges.

The ordering agency, in all cases, will make the decision as to whether SMS will be granted the requested support. The General Services Administration will neither assist in the decision nor arbitrate any dispute pertaining to logistical support. Logistical support which may be furnished by the Government hereunder includes, but is not limited to, use of the following:

- (a) Military or other U.S. Government Clubs, exchanges, other non-appropriated fund organizations.
- (b) Military or other U.S. Government commissary stores.
- (c) Military or other U.S. Government postal facilities.
- (d) Utilities and services in accordance with priorities, rates or tariffs established by military or other U.S. Government agencies.
- (e) Military Payment Certificate (MPC), where applicable.
- (f) Military or other U.S. Government banking facilities.
- (g) Military or other U.S. Government provided telephones, lines, and services with direct dialing capability and access to the Defense Switched Network (DSN), (formerly AUTOVON). The precedence of usage shall be coincident with the urgency of the requirement and in accordance with Government/Military regulations.

APPENDIX C – CONTRACTOR USE OF FEDERAL SUPPLY SCHEDULES

Contracting Officers should refer to FAR 51.101 regarding the authorization for contractors to use Federal Supply Schedule contracts in the performance of Government cost-reimbursement contracts. A sample format, which may be used to create a LETTER OF AUTHORIZATION, is shown below.

Contractors placing orders under Federal Supply Schedules must comply with the terms of the applicable Schedule and letter of authorization. In accordance with FAR 51.103, contractors shall include the following with each order placed under Federal Supply Schedules:

- A copy of the letter of authorization, unless a copy of the authorization was previously furnished to the Federal Supply Schedule contractor.
- 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.

SAMPLE FORMAT FOR LETTER OF AUTHORIZATION

_____ [Insert Name and Title of Official, Company Name, and Complete Address]

Dear _____:
As a Government cost-reimbursement contractor under contract number(s) _____, you are hereby authorized to place orders under GSA's Federal Supply Schedules Program, subject to the conditions listed below. A written finding supporting the issuance of this authorization has been made in accordance with FAR 51.102.

1. This authorization expires on _____.
2. Purchases made under this authorization are limited to \$_____.
3. This authorization is limited to the following GSA Federal Supply Schedule contract(s): _____.[Insert contractor name(s) and corresponding contract number(s)]
4. This authorization _____ [Insert "does" or "does not"] apply to overhead supplies and _____ [Insert "does" or "does not"] apply to production supplies.
5. This authorization is limited to the following facilities: _____.[Insert location of each facility]
6. Vesting of title for supplies purchased under this authorization shall be as follows: _____.[Insert vesting information]
7. _____.[Insert any other limitations or conditions deemed necessary]

Any supplies and services purchased under this authorization must be properly accounted for and properly used. You are authorized to order only those supplies and services required in the performance of your contract(s) referenced above. You are responsible for compliance with the applicable policies and procedures prescribed in FAR 51.1, particularly FAR 51.103, regarding the purchasing from GSA Federal Supply Schedule contracts.

Should you have any questions, you may contact _____ [Insert Name of Contracting Officer] on _____.[Insert telephone number]

Sincerely,

[Insert Name of Contracting Officer, Office Name, and Symbol]

[This information and language was made available by GSA at the Web site <http://pub.fss.gsa.gov/sched/cuse.cfm>.

APPENDIX D – SAMPLE BEST VALUE BPA

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE
(Insert Customer Name)

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

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

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

Signatures

AGENCY

DATE

CONTRACTOR

DATE

APPENDIX E – SAMPLE BPA

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

MODEL NUMBER/PART NUMBER *SPECIAL BPA DISCOUNT/PRICE

(2) Delivery:

DESTINATION DELIVERY 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.

APPENDIX F – GUIDELINES FOR USING CONTRACTOR TEAM ARRANGEMENTS

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.

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

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

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

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

Here is a general outline on how it works:

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



SMS DATA PRODUCTS

SMS[®]