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

SIN 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

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DUNS Number: 153887773
TAX ID: 62-1279457

CAGE Code: ONCB3
BUSINESS SIZE: Small Business

Contract Number: **GS-35F-366CA**

Period Covered by Contract: **July 1, 2015 – June 30, 2020 (Base Period)**

General Services Administration
Federal Supply Service

Pricelist current through Award, dated 7/1/2015 and Refresh #35
Prices shown herein are net (discount deducted)

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address for GSA Advantage!® is: <http://www.gsaadvantage.gov>. For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at www.fss.gsa.gov.

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CORPORATE OVERVIEW

Since its founding in 1986, **MILVETS Systems Technology, Inc. (MILVETS)** has been a reliable provider of quality services in the information and technology fields. As a Service-Disabled Veteran-Owned Small Business (SDVOSB), certified by the Small Business Administration (SBA) as a Small Disadvantaged Business (SDB), the company was founded to offer efficient, cost-effective information technology services to commercial and government clients.

Starting with a single subcontract to provide cleared personnel to Department of State Embassy Security Upgrade Program, MILVETS has evolved significantly in scope and sophistication to meet the ever-changing technology and program needs of its customers.

MILVETS supports more than 20 different government agencies in 18 states and over 25 work locations under many different contract vehicles. We hold a Department of Defense sponsored Facilities Clearance with staff clearances up to and including TS/SCI. Many employees have active DoD Secret or higher clearances in addition to unique customer agency issued credentials.

MILVETS' corporate vision is realized through the development of a strong commitment to long-term client satisfaction and corporate expansion. Successful application of good business principles and management techniques has been fundamental to the company's growth, integrity and financial stability.

MILVETS takes pride in its highly trained professional staff members who are exceptionally qualified to meet the evolving needs of our clients. Their capabilities span a broad spectrum of information technology systems engineering and related Information Technology (IT) infrastructure. We employed 170+ Employees (over 70% Veterans).

MILVETS specializes in resolving the best business solution for our customer and we do so by maintaining a considerable wealth of information technology skills. Our professionals derive their strengths from the use of structured methods and techniques, implementation of Information Technology Infrastructure Library (ITIL) and other commonly accepted conventions.

MILVETS' corporate headquarters is in Orlando, Florida with regional offices in Lanham, MD, and San Diego, CA. We have staff at numerous client sites throughout the Washington, D.C. metropolitan area as well as in 12 states. All offices are fully equipped with the latest automation technology, computers and business tools.

MILVETS' major clients are:

- United States Army
- United States Navy
- United States Department of Agriculture
- Veterans Administration

PRODUCTS AND/OR SERVICES

ASSISTIVE TECHNOLOGY / SECTION 508

MILVETS Section 508 services include:

- Content compliance testing and analysis
- Web and document content remediation
- Usability testing and analysis
- Training

MILVETS 508 goal is to support employers and individuals with disabilities in reducing or eliminating barriers posed by electronic information systems to persons with visual, speech, hearing, and mobility disabilities..."Opening the Workplace For People With Disabilities."

MILVETS provides services to the Federal Government and private sector to broaden opportunities for disabled individuals and carry out legal requirements. "Promoting Equal Access to Technology."

HELP DESK / DESKTOP SUPPORT

- Tiers 1, 2 and 3 Service-Desk Support including
 - VPNs, Firewalls and Router Connections
 - Network and Mobile Device Management
 - Workstation Management and Monitoring
 - E-mail Operations and Voice over IP (VoIP)
 - Domain Name Service (DNS)
 - Enterprise Exchange Operation and Monitoring
- Single Point-of-Contact for User Assistance, and Problem Reporting and Tracking
- 24 X 7 Staffing Where Necessary
- Trouble Call Analyses for Support Request Patterns; Implement Appropriate Measures to Reduce Recurring Calls
- Depot and On-site Maintenance of Systems Hardware and Software
- Software Problem Resolution Available via Remote Download

INDEPENDANT VERIFICATION & VALIDATION (IV&V) / TESTING & EVALUATION (T & E)

MILVETS Independent Verification and Validation (IV&V) and Test and Evaluation (T & E) services provide our customers with nonbiased critical analysis to ensure that the system that is being analyzed meets the requirements that it is being built to solve.

MILVETS provides the following IV&V and T&E support:

- Review Requirements
- Write Test Plans
- Execute Test Plans
- Conduct, Manage, and Support Formal Systems Tests
- Interoperability/Integration Tests
- Functional Testing
- Regression Testing
- Special Testing

NETWORK ADMINISTRATION

MILVETS provides department or enterprise-wide systems and network services including:

- Server and Desktop Deployment
- Server and Desktop Management
- Server and Desktop Support of customized solutions
- Virtual Server Administration
- Network Support 24/7 365
- Operating Systems
 - UNIX
 - Solaris
 - Windows
 - Citrix

We can also provide the design, deployment, and management of scalable, secure network-centric solutions to achieve information sharing and secure mobility.

RECORDS MANAGEMENT / IMAGING

MILVETS records management services provide trained and certified Records Managers to Government agencies. MILVETS records managers are able to develop and deploy records management plans for electronic and /or non-electronic records (departmentally or agency wide) working with agency records managers or independently. MILVETS records managers are National Archives and Records Administration (NARA) certified and able to work with NARA to develop and/or implement a records plan. MILVETS is also able to provide off Government site records management from MILVETS secure facility.

MILVETS provides electronic document conversion services for paper, microform, and magnetic content.

MILVETS conversion services are available on and/or off-site and are scalable to any requirement.

DISASTER RECOVERY (DR) / CONTINUITY OF OPERATIONS (COOP)

MILVETS Section DR/COOP services include:

- DR/COOP Continuity Planning in compliance with Federal and Agency Regulations and Policies
- DR/COOP Prioritization Assessment in Accordance with Agency and Federal Guidelines
- DR/COOP Testing for Functionality and Improvement
- DR/COOP Customization Based on Agency Demographics
- DR/COOP Customer Training

MILVETS DR/COOP services include redundant collocated storage of electronic data, divisional and full site recovery plans and implementation, and physical site recovery plans."

SYSTEMS ADMINISTRATION

MILVETS provides systems administration services including:

- Systems Design and Analysis
- Software and Hardware Configuration and Upgrade Analysis and Management
- Virtual Server Design
- Systems Cost Benefit Analysis
- Systems Support 24/7 365

MILVETS System Administration support services are dynamic, scalable, and customizable to answer unique customer requirements.

TRAINING

MILVETS provides training services including:

- Curriculum and syllabus creation
- Extensive Experience Providing Instructor Training and Guidance
- Facilitated virtual and traditional classroom options
- Customized professionally produced course materials
- Course Refresh and Updating
- Live Field Training Support and Facilitation

MILVETS training programs enable customers to provide cost effective training that improves agency efficiency and services.

VIRTUALIZATION

MILVETS virtualization services include:

- Design, Implementation, and Support of the Virtual Environment
- Multiple Platforms and Operating Systems
- Switch and Virtual Network Design
- Bandwidth Management
- Virtualization Support

MILVETS virtualization programs expand agency's network scope and functionality as efficiently as possible.

NAICS CODES

541512 – Computer Systems Design Services (Primary)
541513 – Computer Facility Management Services
541519 – Other Computer Related Services
541611 – Administrative Management and General Management
541618 – Other Management Consulting Services

CUSTOMER INFORMATION

1a. TABLE OF AWARDED SPECIAL ITEM NUMBER(S) with proposed hourly rates, description of all corresponding commercial jobs titles, experience, functional responsibility and education for those types of employees, appropriate cross-reference to item descriptions and awarded price(s) can be found in the terms and conditions (item 16).

2. MAXIMUM ORDER. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000 per order:

Special Item Number 132-51 - Information Technology Professional Services- Subject to Cooperative Purchasing

3. MINIMUM ORDER. The minimum dollar value of orders to be issued is \$0.00.

4 GEOGRAPHIC COVERAGE (DELIVERY AREA).

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

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

Offerors are requested to check one of the following boxes:

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

5. POINT(S) OF PRODUCTION (city, county, and State or foreign country). Same as Contractor address above

6. DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE. None
Prices shown are NET Prices; Basic Discounts have been deducted.

7. QUANTITY DISCOUNTS. +.5% ≥ \$250,000 orders

8. PROMPT PAYMENT TERMS*. NET 0 days from receipt of invoice or date of acceptance, whichever is later.

* Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. GOVERNMENT PURCHASE CARDS are accepted at or below the micro-purchase threshold.

9b. GOVERNMENT PURCHASE CARDS are accepted above the micro-purchase threshold.

10. FOREIGN ITEMS (list items by country of origin). N/A

11a. TIME OF DELIVERY. The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	Delivery will be based upon an agreement between MILVETS and the ordering agency

11b. EXPEDITED DELIVERY. Contact the Contractor for Availability

11c. OVERNIGHT AND 2-DAY DELIVERY. N/A

11d. URGENT REQUIREMENTS. N/A

12. F.O.B point(s). Destination*

** All contractor travel required in the performance of this contract and orders placed hereunder must comply with the Federal Travel Regulations (FTR) or Joint Travel Regulations (JTR), as applicable, in effect on the date(s) the travel is performed for the IT Professional labor types offered.*

13a. ORDERING ADDRESS.

MILVETS Systems Technology, Inc.
4200 Parliament Place, Suite 550, Lanham, MD 20706
Phone: (301) 731-9130 ♦ Fax: (301) 731-4773
E-mail: milvets@milvets.com

Technical and Ordering Assistance:
Mr. Bob Fier, Vice President
Phone: (301) 731-1834
E-mail: fierb@milvets.com

13b. ORDERING PROCEDURES. For Supplies and Services, the ordering procedures, information on Blanket Purchases Agreement (BPA's) and a sample BPA can be found at the GSA/FSS Schedule website (<http://www.gsa.gov/portal/content/199353>) and Federal Acquisition Regulation (FAR) 8.405.3.

14. PAYMENT ADDRESS.

MILVETS Systems Technology, Inc.
11825 High Tech Ave., Suite 150, Orlando, FL 32817
Phone (407) 207-2242 ♦ Fax: (407) 207-6356
E-mail: milvets@milvets.com

Payment and Credit Card Assistance:
Ms. Michael Adamcheck, CFO
Phone: (407) 207-2242
E-mail: AdamcheckM@milvets.com

15. WARRANTY PROVISION. N/A

16. EXPORT PACKING CHARGES. N/A

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (any thresholds above the micro-purchase level). Contractor is required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR. N/A

19. TERMS AND CONDITIONS OF INSTALLATION. N/A

20. TERMS AND CONDITIONS OF REPAIR PARTS. N/A

20a. TERMS AND CONDITIONS OF ANY OTHER SERVICES. N/A

21. LIST OF SERVICE AND DISTRIBUTION POINTS. N/A

22. LIST OF PARTICIPATING DEALERS. N/A

23. PREVENTIVE MAINTENANCE. N/A

24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. , recycled content energy efficiency, and/or reduced pollutants). N/A

24b. SECTION 508 COMPLIANCE.

Section 508 compliance information on Electronic and Information Technology (EIT) supplies and services are available at the following: www.milvets.com

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

25. Data Universal Number System (DUNS) number. 153887773

26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) database. Registered in CCR/SAM. Valid thru 06/02/2016.

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

1. SCOPE

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

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

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

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

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

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

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

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

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

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

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

6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS --COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I - OCT 2008)

(DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate.

Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

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

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

- a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells

to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

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

EXAMPLE: Labor Category: System Engineer

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

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

Minimum Education: Bachelor's Degree in Computer Science

LABOR CATEGORIES & DESCRIPTIONS

Program Manager

Minimum/General Experience:

Combination of ten years information technology experience, including three years of experience in a management or supervisory capacity, plus three years of experience in the functional area of the IT project to be managed.

Functional Responsibility:

Responsible for planning and executing an IT project. Prepares and maintains the project schedule and budget. Prepares and delivers status reports to the customer. Primary point of contact for the customer. Oversees all work and takes corrective action as necessary to ensure project success. Manages staffing, budget, prioritization, and other personnel matters. May serve as technical lead for the project.

Minimum Education:

Bachelor's degree in Computer Science or a related field, or in the project's functional area.

Project Manager I

Minimum/General Experience:

Five years of experience assisting a Project/Program Manager in the management of an IT contract, project, or task. Requires knowledge of and experience using specialized financial and project tracking software systems in addition to commercial off-the-shelf (COTS) office automation software packages.

Functional Responsibility:

Provides support to the overall IT project effort by providing expertise in developing business systems to include technical advice. Responsible for providing management assistance for planning and executing an IT project. Investigates, plans, analyzes, designs, codes, tests, implements, trains, and supports solutions to business sponsored initiatives. Supervises a technical support team and provides technical support to project team members. Assist the Program Manager during the preparation and maintenance of project schedules and budgets. Prepares and delivers status reports or reviews. Tracks staffing, budget, prioritization, and other personnel matters for the Program Manager.

Minimum Education:

Bachelor's degree in Computer Science or a related field.

Project Manager II

Minimum/General Experience:

Six years information technology experience, including three years of experience in a management or supervisory capacity, plus three years of experience in the functional area of the IT project to be managed.

Functional Responsibility:

Responsible for planning and executing an IT project. Prepares and maintains the project schedule and budget. Prepares and delivers status reports to the customer. Primary point of contact for the customer. Oversees all work and takes corrective action as necessary to ensure project success. Manages staffing, budget, prioritization, and other personnel matters. May serve as technical lead for the project.

Minimum Education:

Bachelor's degree in Computer Science or a related field, or in the project's functional area.

LAN/WAN Administrator

Minimum/General Experience:

Five years of experience in support of communication systems or networks.

Functional Responsibility: Monitors LAN, WAN, and servers. Provides batch monitoring, tape back-up, and restoration. Administers mail system and implements new database architecture. Monitors and conducts performance evaluation of networks. Supports, installs, maintains, and troubleshoots all local area and wide area networking devices and related software for branch offices and internal and external networks.
Minimum Education: Bachelor's degree or graduate of technical school.
LAN/WAN Integrator
Minimum/General Experience: Eight years of experience in support of communication systems or networks.
Functional Responsibility: Provides the overall integration of the enterprise-wide network including the planning, design, installation, maintenance, management, and coordination of the corporate LAN/WAN (may include local, metropolitan, and wide area networks). Works with Voice and/or Data Communications Analysts. May lead telecommunication task.
Minimum Education: Bachelor's degree or graduate of technical school.
Sr. Database Administrator
Minimum/General Experience: Ten years of experience in support of computer systems or networks.
Functional Responsibility: Supports the installation, testing, maintenance, and troubleshooting of operational database. Provides all activities related to the administration of computerized databases. Projects long-range requirements for database administration and design in conjunction with other managers in the information systems function.
Minimum Education: Bachelor's degree or graduate of technical school.
Network Systems Manager
Minimum/General Experience: Nine years of experience in support of communication systems or networks.
Functional Responsibility: Supervises all personnel engaged in the operation and support of network facilities, including all communications equipment in large scale or multi-shift operations. Supervises complex operations that involve two or more additional functions such as, but not limited to, network operations, systems security, systems software support, and production support activities.
Minimum Education: Bachelor's degree or graduate of technical school.
Subject Matter Expert
Minimum/General Experience: Ten years of experience in support of a technical discipline and is considered and expert in an area.
Functional Responsibility: Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, or the various sciences. Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems

analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions
Minimum Education: Bachelor's degree or graduate of technical school.
System Administrator Sr.
Minimum/General Experience: Six years of experience in system administration
Functional Responsibility: Monitors and administers the various business systems (be mainframe, mini, or client/server based), keeping system information documented and up-to-date. Establishes and maintains system users, user environment, directories, and security. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Assists with release management activities. Keeps system information documented and up-to-date. Responds to the needs and questions of system users concerning their access to resources on the system. Provides users with system technical support.
Minimum Education: Bachelor's degree or graduate of technical school.
Senior Test Engineer
Minimum/General Experience: Eight years of experience in support of software and systems testing. And two years supervisory experience.
Functional Responsibility: Subject matter specialist providing testing know-how in for the support of user requirements of complex to highly complex software/hardware applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.
Minimum Education: Bachelor's degree or graduate of technical school.
Systems Analyst
Minimum/General Experience: Five years of experience in support of computer systems or networks. Experience may include installation testing of hardware, and software.
Functional Responsibility: This Analyst provides several phases of the required systems analysis where the nature of the system is predetermined, uses established fact-finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment. Carries out fact finding and analyses as assigned, (usually of a single activity or a routine problem); applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher level analyst, and may research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents.
Minimum Education:

Bachelor's degree or graduate of technical school.
Senior Systems Analyst
Minimum/General Experience: Eight years experience, applies systems analysis and design skills in an area such as a record keeping or scientific operation. A system of several varied sequences or formats is usually developed,
Functional Responsibility: Works independently under overall project objectives and requirements, and appraises supervisor about progress and unusual complications. Guidelines usually include existing systems and the constraints imposed by related systems with which the incumbent's work must be meshed. This worker adapts design approaches successfully used in precedent systems, works on a segment of a complex data processing scheme or broad system, as described for Computer Systems Analyst, level III, works independently on routine assignments and receives instructions and guidance on complex assignments. Work is reviewed for accuracy of judgment, compliance with instructions, and to insure proper alignment with the overall system. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements.
Minimum Education: Bachelor's degree or graduate of technical school.
Senior Business Analyst
Minimum/General Experience: Eight (8) years of progressive experience, selectively or in combination, within the general functional area with specialized experience directly related to the specified task area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. Fully knowledgeable of all aspects of the program or programs under his/her management.
Functional Responsibility: Responsible for technical support and analysis of the effectiveness of commercial command and control (C2) data link, voice, and aviation services for AMC. He acts as technical liaison with providers of all services and managers of business areas., He provides assistance and analytic services for Program Management Office (PMO) support to document effectiveness of services, acquire and track execution of funding, and return on investment for these services. He gathers data and background information to document and analyze systems and interface performance. He researches enterprise technical problems, functional requirement gaps, and recommends solutions to equipment and support services.
Minimum Education: Bachelor's degree or graduate of technical school.
Technical Writer
Minimum/General Experience: Four years of experience in support of technical projects. Two years experience in developing technical documents.
Functional Responsibility: Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. Coordinates the display of graphics and the production of the document.
Minimum Education: Bachelor's degree or graduate of technical school.
Software Tester I

Minimum/General Experience: 3 years experience on multiple complex work assignments. Assignments may be broad in nature, requiring knowledge of software applications.
Functional Responsibility: With limited direction, carries out procedures to ensure that all information systems products and services meet system requirements. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools usage. Thoroughly tests software to ensure proper operation and freedom from defects. Reviews all documentation for completeness, accuracy, and correctness. Organizes and maintains all quality assurance documentation including maintaining information within the assigned test management system. Documents all problems and works to resolve them. Reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future processes. Performs work flow analysis and recommends quality improvements.
Minimum Education: Bachelor's degree or graduate of technical school.
Software Tester II
Minimum/General Experience: Five years experience. Possesses and applies expertise on multiple complex software and/or database assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems.
Functional Responsibility: With limited direction, carries out procedures to ensure that all information systems products and services meet system requirements. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools usage. Thoroughly tests software to ensure proper operation and freedom from defects. Reviews all documentation for completeness, accuracy, and correctness. Organizes and maintains all quality assurance documentation including maintaining information within the assigned test management system. Documents all problems and works to resolve them. Reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future processes. Performs work flow analysis and recommends quality improvements.
Minimum Education: Bachelor's degree or graduate of technical school.
User Support Technician
Minimum/General Experience: Three year experience in maintaining and upgrading personal computers at the board or component level.
Functional Responsibility: Provide user support for software and computers. Performs preventive maintenance, troubleshooting, and repair of computer systems and peripheral equipment. Responsible for maintaining an adequate spare parts inventory. May maintain network hardware. May configure Commercial off-the-shelf (COTS) software to operate on specific hardware.
Minimum Education: Bachelor's degree or graduate of technical school.
Training Specialist
Minimum/General Experience: Five years of experience in designing and delivering user training.

Functional Responsibility: The Computer Based Training Specialist works with courseware production team to design, develop, revise and validate interactive computer based courseware. This specialist uses specialized computer software and/or hardware to develop, integrate and edit instructional text, audio, graphics, animation and video for interactive presentations. This person also uses appropriate programming/branching logic and screen layout and remediation/feedback techniques. The Worker also implements quality control and review and revision procedures throughout the courseware development process.
Minimum Education: Bachelor's degree or graduate of technical school.
Computer Operator I
Minimum/General Experience: One year of experience in support of computer operations
Functional Responsibility: Monitor and control electronic computer and peripheral electronic data processing equipment to process business, scientific, engineering, and other data according to operating instructions. May enter commands at a computer terminal and set controls on computer and peripheral devices. Monitor and respond to operating and error messages.
Minimum Education: Associates degree or graduate of technical school.
Computer Operator II
Minimum/General Experience: Two years of experience in support of computer support functions
Functional Responsibility: Monitor and control electronic computer and peripheral electronic data processing equipment to process business, scientific, engineering, and other data according to operating instructions. May enter commands at a computer terminal and set controls on computer and peripheral devices. Monitor and respond to operating and error messages.
Minimum Education: Associates degree or graduate of technical school.
Computer Operator III
Minimum/General Experience: Four years of experience in support of computer operations with one year of project lead experience
Functional Responsibility: Monitor and control electronic computer and peripheral electronic data processing equipment to process business, scientific, engineering, and other data according to operating instructions. May enter commands at a computer terminal and set controls on computer and peripheral devices. Monitor and respond to operating and error messages.
Minimum Education: Associates degree

MILVETS GSA PRICE LIST

(Includes Industrial Funding Fee (IFF) of .75%)

Labor Category	Base Year: 7/1/2015 – 6/30/2016	Year 1: 7/1/2016 – 6/30/2017	Year 2: 7/1/2017– 6/30/2018	Year 3: 7/1/2018– 6/30/2019	Year 4: 7/1/2019 – 6/30/2020
Program Manager	\$ 96.77	\$ 98.61	\$100.48	\$102.39	\$104.34
Project Manager I	\$ 78.98	\$ 80.48	\$ 82.01	\$ 83.57	\$ 85.15
Project Manager II	\$ 86.72	\$ 88.36	\$ 90.04	\$ 91.75	\$ 93.50
LAN/WAN Administrator	\$ 66.64	\$ 67.90	\$ 69.19	\$ 70.51	\$ 71.85
LAN/WAN Integrator	\$ 72.48	\$ 73.86	\$ 75.26	\$ 76.69	\$ 78.15
Sr. Database Administrator	\$ 92.55	\$ 94.31	\$ 96.10	\$ 97.93	\$ 99.79
Network Systems Manager	\$ 79.92	\$ 81.44	\$ 82.99	\$ 84.57	\$ 86.17
Subject Matter Expert	\$ 96.79	\$ 98.63	\$100.50	\$102.41	\$104.36
System Administrator Sr.	\$ 60.75	\$ 61.91	\$ 63.08	\$ 64.28	\$ 65.50
Senior Test Engineer	\$ 71.52	\$ 72.88	\$ 74.27	\$ 75.68	\$ 77.12
Systems Analyst	\$ 60.66	\$ 61.81	\$ 62.99	\$ 64.19	\$ 65.40
Senior Systems Analyst	\$ 81.95	\$ 83.51	\$ 85.09	\$ 86.71	\$ 88.36
Senior Business Analyst	\$ 79.98	\$ 81.49	\$ 83.04	\$ 84.62	\$ 86.23
Technical Writer	\$ 50.51	\$ 51.47	\$ 52.44	\$ 53.44	\$ 54.46
Software Tester I	\$ 48.76	\$ 49.69	\$ 50.63	\$ 51.60	\$ 52.58
Software Tester II	\$ 59.19	\$ 60.32	\$ 61.46	\$ 62.63	\$ 63.82
User Support Technician	\$ 46.36	\$ 47.24	\$ 48.13	\$ 49.05	\$ 49.98
Training Specialist	\$ 45.70	\$ 46.57	\$ 47.45	\$ 48.35	\$ 49.27
Computer Operator I	\$ 19.25	\$ 19.62	\$ 19.99	\$ 20.37	\$ 20.76
Computer Operator II	\$ 19.68	\$ 20.05	\$ 20.43	\$ 20.82	\$ 21.22
Computer Operator III	\$ 24.96	\$ 25.43	\$ 25.91	\$ 26.41	\$ 26.91

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

**SPECIAL NOTICE TO AGENCIES:
Small Business Participation**

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

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

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

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

OUR COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

MILVETS Systems Technology, Inc. provides commercial products and services to the ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact **Bob Daniels** at daniels@milvets.com.

**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 **ordering activity that works better and costs less.**

Signatures

ORDERING ACTIVITY DATE

CONTRACTOR DATE

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

(4) This BPA does not obligate any funds.

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

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

OFFICE

POINT OF CONTACT

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

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

(a) Name of Contractor;

(b) Contract Number;

(c) BPA Number;

(d) Model Number or National Stock Number (NSN);

(e) Purchase Order Number;

(f) Date of Purchase;

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

(h) Date of Shipment.

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

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

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

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