

Crawford Technical Services, Inc.

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

Crawford Technical Services, Inc. (“CTS, Inc.” or the Company”) is an Information Technology and Telecommunication Corporation. CTS, Inc. only focus on the areas they specialize in. Therefore providing exceptional quality Cabling Infrastructure, Security Systems, Telephones Computers & Networks (Services, Installation & Maintenance) support to its customers. Incorporated since 1997, CTS, Inc. has provided excellent high quality customer services in a timely, reliability and cost-effective solutions manner. **CTS, Inc. is a small disadvantaged Business. However, CTS, Inc. strongly supports and encourages other small and small disadvantaged businesses whenever possible through partnerships and direct vendor sources.** CTS, Inc. offers Special Item Number, FSC Classes and FPDS Codes for SIN: 132-51 Information Technology Professional Services.

Special Item No. 132-51 Information Technology Professional Services

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

SPECIAL ITEM NUMBER 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 D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
- FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

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

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

Crawford Technical Services, Inc.
2474 Bell Branch Road, Suite 101
Gambrills, MD 21054
Tele. No. 443.292.4748
Fax No. 443.292.4745
www.crawfordtechnical.com

Contract Number: GS35F398AA

Period Covered by Contract: May 29, 2013 through May 28 2018

General Services Administration
Federal Acquisition Service

Pricelist current through Modification # _____, dated _____.

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

CRAWFORD TECHNICAL SERVICES, INC FEDERAL SUPPLY SERVICE INFORMATION
TECHNOLOGY SCHEDULE PRICELIST

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INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

Offerors are requested to check one of the following boxes:

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

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

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

**Crawford Technical Services, Inc.
2474 Bell Branch Road, Suite 101
Gambrills, MD 21054**

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

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

Direct No. 443.292.4748

Fax No. 443.292.4745

3. LIABILITY FOR INJURY OR DAMAGE

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

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

Block 9: G. Order/Modification Under Federal Schedule Contract
Block 16: Data Universal Numbering System (DUNS) Number: 03-667-0230
Block 30: Type of Contractor: A Small Disadvantaged Business

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

Block 31: Woman-Owned Small Business - No ****Yes or No****
Block 37: Contractor's Taxpayer Identification Number (TIN): 52-2049330
Block 40: Veteran Owned Small Business (VOSB): No

****Copy the applicable letter and corresponding language from the following list****

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

- 4a. CAGE Code: 1QTW8
- 4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

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

| SPECIAL ITEM NUMBER | DELIVERY TIME (Days ARO) |
|---------------------|--------------------------|
| <u>132-51</u> | <u>30</u> Days |

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

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

- a. Prompt Payment: .001 % - 15 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity - NONE

- c. Dollar Volume - NONE
- d. Other Special Discounts (i.e. Government Education Discounts, etc.)

8. TRADE AGREEMENTS ACT OF 1979, as amended:

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

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

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

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

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

Special Item Number 132-51 - Information Technology Professional Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:

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

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

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

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

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

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

16. GSA ADVANTAGE!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

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

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

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

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

19. OVERSEAS ACTIVITIES

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

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

23. SECTION 508 COMPLIANCE.

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant:

Yes _____

No _____

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

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

- (b) The following statement:

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

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

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

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

27. ADVANCE PAYMENTS

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

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

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

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT/IAM 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/IAM 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/IAM Professional Services.

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

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

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT/IAM PROFESSIONAL SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT/IAM Service offered under Special Item Numbers 132-51 IT/IAM 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/IAM 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.

| Line Item Number | Special Item No. 132-51 Information Technology Professional Services Job Title/Labor Category | GSA Rates/Per Hour |
|-----------------------------|--|-----------------------------------|
| 1 | Project Manager | \$129.42 |
| 2 | Task Leader | 121.90 |
| 3 | Program/Project Management Tech. Assistant | 71.64 |
| 4 | Quality Assurance Analyst | 91.41 |
| 5 | Sr. Network Engineer | 150.00 |
| 6 | Network Engineer | 115.00 |
| 7 | H/W Engineer | 175.80 |
| 8 | CAD Engineer | 120.00 |
| 9 | Help Desk Manager | 106.10 |
| 10 | Help Desk Specialist | 85.00 |
| 11 | Sr. Computer Specialist | 105.00 |
| 12 | Computer Specialist | 95.00 |
| 13 | Sr. LAN Administrator | 111.75 |
| 14 | LAN Administrator | 95.31 |
| 15 | Sr. Network Installation Technician | 115.00 |
| 16 | Network Installation Technician | 95.00 |
| 17 | PC Maintenance Technician | 85.00 |
| 18 | Sr. Telecommunication Specialist | 91.35 |
| 19 | Telecommunication Specialist | 76.10 |
| 20 | Cable Installation Manager | 143.10 |
| 21 | Sr. Cable Technician | 72.46 |
| 22 | Cable Technician | 68.84 |
| 23 | Jr. Cable Technician | 54.00 |
| 24 | Security/Media Systems Specialist | 153.19 |
| 25 | Site Surveyor | 143.10 |
| 26 | Administrative Assistant | 49.00 |
| 27 | Project Admin. Support Specialist | 59.36 |
| 28 | Trainer/Facilitator | 113.01 |

CTS. Inc.'s GSA Labor Category Descriptions

001 Commercial Job Title: Project Manager

Minimum/General Experience: Combination of five 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 project to be managed.

Functional Responsibility: Responsible for managing a project which is of moderate risk and complexity and/or part of a larger program. Ensures that required resources such as manpower, production, computer time, facilities and the likes are available. May have supervisory responsibilities for hiring, firing, and salary and performance management for technical staff. Responsible for all phases of contract management, workflow, and resource management; and for the quality of the program and deliverables, Estimate and manage multiple projects of various sizes and environments. Has responsibility for program growth, marketing and follow-on business and conduct business briefings and presentations.

Minimum Education: B.S. degree in IT, Telecommunication or equivalent experience.

002 Commercial Job Title: Task Leader

Minimum/General Experience: Three (3) years experience in supervising an IT and/or Telecommunications projects.

Functional Responsibility: Supervises on one or more Task Orders (depending upon complexity), and is authorized interface with the Government Contracting Officer's Technical Representative regarding all technical Task Order issues. Is responsible for assigning work schedules, reviewing progress according to schedules, reviewing and resolving work discrepancies, and supervising Task Order deliverable entities.

Minimum Education: A.A. degree in IT or Telecommunication or equivalent experience.

003 Commercial Job Title: Program/Project Management Technical Assistant

Minimum/General Experience: Two (2) years of experience assisting in Program/Project Management.

Functional Responsibility: Provide management assistance for planning and executing a project. Assist the Project/Program Manager during the preparation and maintenance of project schedules and budgets. Prepares and delivers status reports or views, track staffing budget and assist in personnel project related matters.

Minimum Education: Associate degree in Business, Information Technology, Telecommunication or equivalent experience.

004 Commercial Job Title: Quality Assurance Analyst

Minimum/General Experience: Two (2) years experience in quality assurance and control management.

Functional Responsibility: Assists in the evaluation of software and associated documentation. Conduct Cabling testing, software testing and integration and demonstrated knowledge of system and project life systems include working with quality control methods and tools. Participates in formal and informal reviews to determine quality assurance compliance.

Minimum Education: A. A. degree in IT, Telecommunication or equivalent experience.

005 Commercial Job Title: Sr. Network Engineer

Minimum/General Experience: Five (5) years experience in network design and integration.

Functional Responsibility: Responsible for design, integration, operation and management of complex enterprise networks, linking a variety of platforms, operating systems, network topologies and network protocols. Troubleshoot network problems using test equipment and network management tools. Makes recommendations related to network architecture, evaluation of hardware and software products, and problem resolution. Requires advance knowledge in area of local and wide area networking, communication, and related hardware/software. May function in a task leader or manager.

Minimum Education: Bachelors degree or equivalent experience.

006 Commercial Job Title: Network Engineer

Minimum/General Experience: Two years experience in networking support experience.

Functional Responsibility: Responsible for design, integration, operation and management of enterprise networks, linking a variety of platforms, operating systems, network topologies and network protocols. Troubleshoot network problems using test equipment and network management tools. Makes recommendations related to network architecture, evaluation of hardware and software products, and problem resolution. Requires advance knowledge in area of local and wide area networking, communication and related hardware/software.

Minimum Education: Bachelors degree in a technical discipline or equivalent experience.

007 Commercial Job Title: Hardware Engineer

Minimum/General Experience: Two (2) years in hardware development and support.

Functional Responsibility: Performs design, development, and testing and evaluation of procedures, processes, techniques and models to produce sophisticated equipment. Works under general supervision. Computer expertise and technology skill in one or more in MICROSOFT OFFICE PRODUCTS I.E., SHAREPOINT, OUTLOOK, WORD, EXCEL, ACCESS, PUBLISHER, POWER POINT, Operating systems and programs such as ORACLE, C++, UNIX, WINDOWS SERVER 2008, WINDOWS SERVER 2003.

Minimum Education: Bachelors degree or equivalent experience.

008 Commercial Job Title: CAD Engineer

Minimum/General Experience: Five (5) years experience in CAD systems, equipment, drafting and design

Functional Responsibility: Under limited supervision with considerable latitude, performs complex design tasks and projects. May design products from start to finish or enhance and/or improve existing products. Conducts parts searches. Conducts design assignments with CAD systems and equipment.

Minimum Education Level: Associates degree or equivalent experience.

009 Commercial Job Title: Help Desk Manager

Minimum/General Experience: Five (5) years of relevant experience. One (1) year of supervisory experience.

Functional Responsibility: Supervises a staff of Customer Service/Helpdesk Assistants and/or Administrators who accept calls to customer service/helpdesk and records detailed information as to the nature of the call and problems identified. Provide assistance after referring to established

procedures, guidelines, techniques, and standard products and applications available on PC's and file servers. As manager must be knowledgeable of standard office suites, microcomputer workstations, configuration and repair of PC's and peripherals.

Minimum Education: Bachelors degree in computer science or equivalent experience.

010 Commercial Job Title: Help Desk Specialist

Minimum/General Experience: Two (2) years of experience in customer service/helpdesk support.

Functional Responsibility: Respond to customer's calls and records detailed information as to the nature of the call and problems identified. Provides assistance after referring to established procedures, guidelines, techniques, and standard products and applications available on PC's and file servers. Must be knowledgeable of standard office suites, microcomputer workstations, configuration and repair of PC's and peripherals.

Minimum Education: B. S. degree in computer science or equivalent experience.

011 Commercial Job Title: Sr. Computer Specialist

Minimum Experience: Five (5) years of experience in computer management.

Functional Responsibility: Under limited supervision tests, troubleshoots, installs, calibrates, repairs and/or modifies computer equipment and systems. May conduct tests to evaluate performance and reliability. Repairs computer equipment and components. May provide guidance and direction to junior staff.

Minimum Education: B.S. degree in or equivalent experience.

012 Commercial Job Title: Computer Specialist

Minimum/General Experience: Two (2) years of experience in computer management.

Functional Responsibility: Under limited supervision tests, troubleshoots, installs, calibrates, repairs and/or modifies computer equipment and systems. May conduct tests to evaluate performance and reliability. Repairs computer equipment and components.

Minimum Education: Associates degree or equivalent experience.

013 Commercial Job Title: Sr. LAN Administrator

Minimum/General Experience: Five (5) years' relevant experience in LAN administration.

Functional Responsibility: Responsible for installation, maintenance, and usage of a program, department, facility, or company's Local Area Network. Installs software and troubleshoots user and LAN problems. Maintains LAN security. Assist with evaluation of vendor products for initial acquisition or system enhancements. Trains users on LAN operation. Implements LAN policies, procedures and standards to ensure conformity to program, department, facility and/or company standards. Extensive technical experience installing, maintaining, and managing Local Area Networks (LAN's), Wide Area Networks (WAN's), and Metropolitan Area Networks (MAN's).

Minimum Education: B.S. degree or equivalent experience.

014 Commercial Job Title: LAN Administrator

Minimum/General Experience: Two (2) years experience in local area network

Functional Responsibility: Maintains and upgrade customers network as required. Installs software and troubleshoots user and LAN problems. Provide information to management, which may result in purchase and installation of hardware, software, and telecommunication equipment. Provide on-site component service, peripheral, and workstation connection, configuration integration, and testing, including loading customer applications software configurations. Extensive knowledge of network management software and Personal Computer/Local Area Network (PC/LAN) communications hardware and software in a multi-protocol environment.

Minimum Education: A.A. degree and/or an accredited technical school or equivalent experience.

015 Commercial Job Title: Senior Network Installation Technician

Minimum/General Experience: Five (5) years experience in analysis, design and installation of LANs.

Functional Responsibility: Responsible for the network management of a program, facility or department. Organizes and directs network installations and perform site surveys. Assesses and documents current site network configuration and user requirements. Develops installation schedules. Mobilizes network installation team. Directs and leads the preparation of drawings documenting configuration changes at each site. Prepares site installation and test reports. Coordinates post installation operations and maintenance support. Has overall responsibility for the design, integration, operation and management of multiple networks linking a variety of platforms, systems topologies and protocols.

Minimum Education: B.S. degree in Information Systems, Telecommunication or equivalent experience.

016 Commercial Job Title: Network Installation Technician

Minimum/General Experience: Two (2) years experience in analysis, design and installation of LAN's.

Functional Responsibility: Assist in site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes topologies. Follows engineering plans and site installation. Technical Design Packages. Develops installation schedules. Works with network installation team. Assist in the preparation of drawings and documenting configuration changes at each site. Prepares site installation and test reports.

Minimum Education: AA degree, or equivalent experience.

017 Commercial Job Title: PC Maintenance Technician

Minimum Experience: Three (3) years experience of personal computer maintenance.

Functional Responsibility: 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. Under general supervision tests, troubleshoots, installs, calibrates, repairs, and/or modifies electronic/computer equipment and systems. Conduct tests to evaluate performance and reliability. Performs a wide range of complex activities and operations requiring application of one or more disciplines and procedures such as electrical testing, engineering mathematics, etc. Repairs equipment and components.

Minimum Education: A.A. degree or equivalent experience.

018 Commercial Job Title: Sr. Telecommunication Specialist

Minimum/General Experience: Five years of experience in support of communication systems or networks.

Functional Responsibility: Supports the planning, analysis, design, testing, and troubleshooting of networks or operational systems. Participates in systems planning, information planning, and analysis in support of telecommunications support functions, including trouble ticket management, service order entry, and/or configuration management. Tests processes and data models in support of the planning and analysis efforts using both manual and automated tools. Evaluates system problems of workflow, organization, and planning. Develops appropriate corrective action. Knowledgeable of applicable telecommunications engineering techniques and the use of automated support tools. Performs all work in accordance with established standards

Minimum Education: B.S./B.A. degree or an accredited technical school or equivalent experience.

019 Commercial Job Title: Telecommunication Specialist

Minimum/General Experience: Two (2) years of related experience in telecommunications

Functional Responsibility: Supports the assembly, installation, and repair of daily operations. Performs a variety of telecommunications or network support functions, including trouble ticket management, service order entry, and/or configuration management. Performs scheduled system maintenance activities. Participates in the resolution of systems problems. Performs all work in accordance with established standards. Verify configuration of telecommunications hardware. Analyze existing production of telecommunications services to increase reliability/reduce costs. Test hardware/software upgrades and recommend change/acceptance/rejection. Test and evaluate selected telecommunication hardware.

Minimum Education: A.A. degree or an accredited technical school or equivalent experience.

020 Commercial Job Title: Cable Installation Manager

Minimum/General Experience: Five (5) years of experience as a cabler/technician with two years of management experience. Must have Voice/Data, Category 6 and Category 5e/5 and fiber optic (single mode and multi-mode) installation, termination, testing and labeling experience.

Functional Responsibility: Help prepare budget, determine work force requirements, and establish production schedules to meet work requirements. Conduct walk-through. Inspect construction sites and installations to ensure service deadlines are met. Supervised job task until completed. Plan, assign, direct work and address complaints resolve problems.

Minimum Education: B.S./B.A. degree and/or technical school certificate or equivalent experience.

021 Commercial Job Title: Sr. Cable Technician

Minimum/General Experience: Four (4) years experience cable installation.

Functional Responsibility: Consist of installing cable, terminations, (closets and workstations), testing, labeling and certifying as built drawings. (Voice/Data, Category 6 and Category 5e/5 and fiber optic (single mode and multi-mode) installation, termination, testing and labeling.

Minimum Education: High school degree and/or technical school certificate or equivalent experience.

022 Commercial Job Title: Cable Technician

Minimum/General Experience: Three (3) year of experience as a technician. Must have Category 6 and Category 5e/5 and fiber optic (single mode and multi-mode) installation experience.

Functional Responsibility: Install, terminate, test and label voice and data communications cabling systems locally and nationwide. Consist of installing cables from closet to closet or to work stations, and testing, certifying, labeling and as-built drawings doing all fiber optic terminations and certifying.

Minimum Education: A.A. Degree and/or technical school certificate or equivalent experience.

023 Commercial Job Title: Jr. Cable Technician

Minimum/General Experience: One (1) year of experience as a technician. Must have Category 6 and Category 5e/5.

Functional Responsibility: Plans, monitors, and tests the installation of cable. Tests all newly installed cable to ensure proper functioning. Maintains current, accurate diagrams of the network cable plant. Troubleshoots cable problems. Makes custom patch cables to replace unusable cable and for special requirements. Maintains compliance with all applicable building and fire code regulations.

Minimum Education: High school degree/GED plus one year of experience. A technical/cabling school certificate plus or equivalent One-Two (1-2) years experience is preferred.

024 Commercial Job Title: Security/Media Systems Specialist

Minimum/General Experience: Five (5) years experience in information Systems development, flectional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation.

Functional Responsibilities: Install security systems surround sound, audio and video equipment, structured wiring, fire and intrusion alarm systems and intercom. Diagnose equipment malfunctions. Report and monitor service order changes Maintain and repair security systems and equipment according to manufacturer recommendations and specifications. Perform additional functions incidental to technician activities. Install structured wiring and/or audio visual and video data voice equipment. Train the customer on system use and how to obtain system maintenance if needed

Minimum Education: B.S Computer Science, Information Systems or a associate's degrees with experience. A certificates acquired through a technical college is a plus.

025 Commercial Job Title: Site Surveyor

Minimum/General Experience: Five (5) years experience in cabling design and system integration. Must have knowledge TIA/EIA standards and LAN/WAN terminology.

Functional Responsibility: Perform site surveys, review SOW, able to read blueprints/floor plans, determining material and labor requirements, and design and developing cost estimates for structured cabling systems require to meet customers conductivity requirements. Able to design copper/fiber optic structured cabling systems. In-depth knowledge of EIA/TIA standards. Manage multiple projects simultaneously.

Minimum Education Required: B.A. degree or an accredited technical school in telecommunication or electronics. RCDD preferred or equivalent experience.

026 Commercial Job Title: Position Name: Administrative Assistant

Minimum/General Experience: One year experience in general administrative and clerical support.

Functional Responsibility: Conducts a variety of clerical and other administrative tasks. Responsible for answering phones, routing messages, light typing, photocopying of documents, faxing of documents, filing of documents, perform data entry and other basic clerical skills. Assists in the preparation of management plans and reports. Coordinates schedules to facilitate the completion of proposals, contract deliverable, task order review, briefings/presentations, and In-Process Review (PR) preparation.

Minimum Education: High School diploma/GED or equivalent experience.

027 Commercial Job Title: Project Administrative Support Specialist

Minimum/General Experience: Two (2) years experience in directly related, comprehensive administrative.

Functional Responsibility: Responsible for managing multiple administrative functional areas on the project. Oversees the operation of various areas, which may include general administrative support, finance and accounting office facilities, security, purchasing and human resources for the project.

Minimum Education: B.S./B.A. in Business and or AA Degree plus four years of administrative experience. AA degree preferred.

028 Commercial Job Title: Trainer/Facilitator

Minimum/General Experience: Three (3) years experience in training and instruction of IT courses.

Functional Responsibility: Develop instructor and student materials (course outline, course manuals, workbooks, handouts, background material, and training aids) Identifies, develops, implements and conducts training and instruction of technical-based or administrative related subjects. conducts complex training and education programs for information systems or user personnel. May design and develop in-house programs. Maintains records of training activities, employee progress, and program effectiveness.

Minimum Education: B.S. Degree Information Technology or Telecommunication, a training field or equivalent experience.