



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

SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES
FPDS Code D302 IT Systems Development Services

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

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

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.

**Apex IT Services LLC
2925 Lord Baltimore Drive, Suite 200
Windsor Mill, MD 21244
(443)- 445-2212
www.usa.apex-its.com**

Contract Number: **GS-35F-431AA**

Period Covered by Contract: **6/20/2013 – 6/20/2018**

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>).



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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:

**Apex IT Services LLC
2925 Lord Baltimore Drive, Suite 200
Windsor Mill, MD 21244**



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:

(443)- 445-2212

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: **61-9655736**
Block 30: Type of Contractor: **A**

- 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**
Block 37: Contractor's Taxpayer Identification Number (TIN): **51-0561676**

- 4a. CAGE Code: **592B4**
- 4b. Contractor **has** registered with the Central Contractor Registration Database.

5. FOB DESTINATION

Destination including the Continental U.S., Alaska, Hawaii and Puerto Rico

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)
132-51	As negotiated in ordering activities





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: **net -30 days from receipt of invoice or date of acceptance, whichever is later.**
- b. Quantity- **None**
- c. Dollar Volume- **1% Discount for orders of \$100,000 to \$500,000 and 2% for \$500,000 and over**
- d. Other Special Discounts (i.e. Government Education Discounts, etc.)- **None**

8. **TRADE AGREEMENTS ACT OF 1979, as amended:**

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

9. **STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:**

Not Applicable

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

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

- a. 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.gsaadvantage.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: **NONE**

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 (X)

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.apex-its.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)

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.

PRICELIST AND DESCRIPTION OF IT SERVICES AND PRICING

1, EDUCATION/EXPERIENCE SUBSTITUIONS

2 years experience	Equals	Assoiciates Degree (AA Or AS)
2 years experience & AA/AS Degree	Equals	Bachelor's Degree (BS or BA)
4 years Experience	Equals	BS/BA Degree
3 years Experience & BS/BA	Equals	Masters Degree
7 Years Experience	EQUALS	Masters Degree (MS)
4 years Experience & MS	Equals	PHD

2. LABOR CATEGORY DESCRIPTION

Labor Category:	Business Analyst III
Minimum/General Experience:	<p>Minimum: 6 to 9 years of experience in providing business analysis preferable in an IT environment</p> <p>Strong knowledge and experience working on projects utilizing systems development life cycle methodologies</p> <p>Familiarity with CMMI standard processes and procedures for area of responsibility preferred</p> <p>Possesses and applies a comprehensive knowledge of particular field of specialization (Finance, Healthcare, HR) to the completion of difficult assignments</p> <p>Strong knowledge of Microsoft Office products (MS Word, Excel, PowerPoint)</p> <p>Knows and uses well the fundamental concepts, practices and procedures of a particular field of specialization</p> <p>MS Project</p> <p>Strong organizational skills</p> <p>Strong command of the English language and grammar</p> <p>Strong verbal communication</p> <p>Strong professional writing skills</p> <p>Knowledge of mainframe and client server</p>

<p>Functional Responsibility</p>	<p>Facilitates Joint Application Development (JAD) sessions with clients to generate present and future mode of operations documentation Develops Gap Analysis documentation for the purpose of defining customer's business needs Participates in development of business, user, functional, and non-functional requirements Generates business process, training, testing, and process monitoring documentation Develops strategies, systems, and processes to monitor the effectiveness of systems and controls across key brokerage systems Participates as business team member on long-term technology solution projects Performs analysis and generates documentation for ad-hoc requests from management, internal and external auditors, and examiners Assists management with special projects Performs analysis and documents system problems, issues, resolutions, and recommendations for improved operational and access controls Manages time and sets priorities and deadlines appropriately Develops and presents project status updates to leadership, including weekly status reports Maintains an issues log or other preferred mechanism for project problem tracking Facilitates the development and maintenance of best practice systems-related policies and procedures and promotes usage of appropriate controls throughout the organization Facilitates project coordination, and may coordinate user acceptance testing Works as a team member to support the implementation of system related initiatives, maintenance, and support for operational and control related brokerage system projects Works on information technology, operations, audit, access controls, regulatory, reconciliation, risk management, and business metrics projects Provides support for system issues Coordinates research, analysis, development, testing, and implementation of interim and long-term processes and technology solutions Provides analytical support during the development of business systems, databases, and interim technology solutions May train junior level personnel in technical complexities of assigned work Recommends changes in procedures Operates with substantial latitude for action or decision Adheres to applicable CMMI policies and procedures Responsible for providing suggestions for improving Apex IT Services CMMI standard processes and procedures for area of responsibility Usually reports to a Project Manager. Performs other duties as required.</p>
<p>Minimum Education:</p>	<p>Master's Degree in computer science or related field is required A Bachelor's Degree with 3 years of related professional experience or</p>

	<p>six (6) years of directly related professional experience may be substituted for the Master's Degree requirement</p>
Labor Category:	Senior Project Manager
Minimum/General Experience:	<p>10+ years of related professional experience Experience managing a related Department Demonstrated increased level of responsibility during their career Demonstrated experience/knowledge of monthly reporting process Previous experience in contracting with the federal government is highly preferred Excellent written and oral communication skills and the ability to understand and communicate technical concepts in a compelling persuasive manner. Strong, persuasive oral presentation skills for a wide variety of executive level audiences. Proven ability to analyze and synthesize information to support development of strategic decisions Excellent management skills to facilitate results across functional groups and organizations, including external organizations; and many types of professionals. Capable of working under tight deadlines, with flexibility to work on several projects concurrently. Excellent leadership ability to manage staff and processes. Excellent time and resource management skills. Expert use of Microsoft Office applications to produce reports, presentations, correspondence and a variety of other materials. Ability to work well as a team player. Demonstrated attention to details Demonstrated independence of judgment while maintaining core relationships with other areas of the company</p>
Functional Responsibility	<p>Allocates and actively manages program resources to achieve program technical, schedule and financial objectives. Develops subject matter expertise for program(s) managed Provides timely and meaningful communication about the Program's performance, customer needs and other business issues to the Director Maintains a high level of customer, team partner and program staff satisfaction Understands, advocates and ensures compliance with applicable Apex IT Services corporate policies and ensures awareness and utilization of company business processes and tools. Supports development of cost estimates for all follow-on task orders, modifications and new work (assisted by Finance), as required Provides input into the Strategic Plan and Budget Process Communicates new business development activities in a timely manner to Director and BD resources, as appropriate. Supports proposal activities (as required) either directly or by making key staff members available to participate Monitors staff performance and provides support or direction to ensure</p>

	<p>that project requirements, financial goals, and ensuring satisfactory contract performance are met.</p> <p>Provides timely and meaningful communication about program performance to the Director.</p> <p>Responsible for assisting the Director in customer relationship management, including monitoring the level of customer satisfaction and ensuring corrective action is initiated as required. Understands current customers' needs and priorities. Visits customers regularly to discuss performance and potential growth opportunities.</p> <p>Facilitates and coordinates internal staff resources to meet management requirements. Encourages utilization of resources across programs and shares resources with other groups as necessary.</p> <p>As appropriate, ensures adherence to standards related to CMMI compliance, project processes, best practices, methodology and procedures; i.e. billing, change control, and reporting</p> <p>As appropriate, monitors Service Level Agreement (SLA) and Award Fee metrics and works with managers to maximize the results</p> <p>Promotes open and effective communication between and within programs</p> <p>Working with the Director and the business development staff, assists in developing pricing strategy for follow-on task orders and other tactical bids.</p> <p>Reviews and provides first level approval of all Contract Awards, Modifications and Subcontracts for their program(s)</p> <p>Assesses financial health of assigned program and provides guidance to staff as required, including monitoring budget variances and working with staff to develop strategies for minimizing variance</p> <p>Participates in and facilitates Monthly Program Reviews to senior staff</p> <p>Proactively plans, supports and monitors BD activities within customer base.</p> <p>Actively pursues opportunities with potential new customers & identifies strategic opportunities early.</p> <p>Responsible for the successful performance of the staff.</p> <p>Creates environment that fosters ownership and accountability.</p> <p>Clearly communicates performance expectations and provides feedback about individual performance in a timely and consistent manner.</p> <p>Encourages career development activities by identifying training requirements, identifying other project opportunities, and encouraging cross-training.</p> <p>Identifies potential retention issues.</p> <p>Monitors open staff positions and works with Human Resources to ensure all positions are filled timely</p> <p>Performs other duties as required.</p>
<p>Minimum Education:</p>	<p>Bachelor's Degree in computer science or related field is required</p> <p>An Associate's Degree with 2 years of related professional experience or three (3) years of directly related professional experience may be substituted for the Bachelor's Degree requirement</p> <p>Professional certification (PMP is preferred)</p>

Labor Category:	Subject Matter Expert (SME)
Minimum/General Experience:	<p>The SME should possess five (5) years within the last seven (7) calendar years of intensive and progressive experience in the individual's field of study and specialization.</p> <p>The SME should possess two (2) years within the last four (4) calendar years of intensive and progressive experience in functional and ADP analysis/programming of subject matter closely related to the work to be automated</p> <p>Previous technical support/functional support experience in a Federal/State Government setting</p> <p>Ability to effectively communicate both orally and in writing</p> <p><u>May be required to have a</u> current government security clearance at the Secret level and be eligible for an upgrade to a Top Secret clearance.</p> <p><u>Must</u> be competent in the use of Microsoft Office Applications (Outlook, Word, Excel, PowerPoint and Access).</p>
Functional Responsibility	<p>Participates on a business development team</p> <p>Defines the knowledge, skills and abilities required for practitioners to perform given responsibilities, as requested</p> <p>Explains/documents the processes required for practitioners to perform given responsibilities</p> <p>Suggests exercises and/or case studies to reinforce learning</p> <p>Contributes core content and original materials</p> <p>Provides information acquisition through formal or informal interviews</p> <p>Supplies source materials, reference items, and supplemental resources</p> <p>Adds richness to the content by offering first-hand field knowledge (anecdotal stories, case studies, best practices, tips and/or “tricks-of-the-trade”) that can be shared with others to improve knowledge exchange and transfer</p> <p>Consults on issues that occur during reviews</p> <p>Meets all agreed-upon turnaround times for deliverables, deliverable reviews, or deliverable sign-off</p> <p>The scope will be established (and reviewed with the Subject Matter Expert) at the onset of the project</p> <p>Performs all other duties as required.</p>
Minimum Education:	<p>Master’s Degree in computer science or related field.</p> <p>A Bachelor’s Degree with 3 years of related professional experience or six (6) years of directly related professional experience may be substituted for the Master’s Degree requirement. Note: The experience requirement cited here as a replacement for education is <u>IN ADDITION</u> to the experience required above.</p>
Labor Category:	Quality Assurance Engineer III

<p>Minimum/General Experience:</p>	<p>6 – 9 years of related professional experience years in quality assurance</p> <p>Ability to work in a team environment, even when remote support is required</p> <p>Ability to communicate clearly in oral and written communications to interact and present findings to team members, customers, management and support personnel</p> <p>Strong analytical and problem solving skills and the ability to define, analyze, and report quality measurements</p> <p>Strong organization and time management skills. Ability to handle activities on multiple projects and tasks within the same or different accounts.</p> <p>Working knowledge of Software Development Lifecycle (SDLC) and associated models (i.e. waterfall, incremental, iterative)</p> <p>Ability to identify objective evaluation criteria and perform thorough audits of work products and processes</p> <p>Knowledge of CMMI Level 2 & 3 concepts and applications</p> <p>Ability to act as a subject matter expert on Quality Assurance principles and practices; Ability to monitor projects against those standards.</p> <p>Strong proficiency in using personal computer and business solutions software</p> <p>Ability to work independently with integrity</p> <p>Ability to deal with and manage change</p> <p>Ability to set scope, complete assigned tasks, and deliver quality results in a given timeframe within a given budget</p> <p>Leadership skills to guide and mentor the work of less experienced personnel</p>
<p>Functional Responsibility</p>	<p>Objectively evaluates performed processes, work products, deliverables, and services against applicable process descriptions, standards, and procedures</p> <p>Determines level of process and product quality</p> <p>Identifies and documents noncompliance issues, develops written reports of findings; escalates unresolved issues to appropriate management levels</p> <p>Ensures all non-conformance issues are identified, documented, and tracked to closure</p> <p>Participates in project activities as appropriate, assists in the development of the project plan(s), and gives input on the quality approach at the project level</p> <p>Researches alternative solutions to problems, determines proper approaches, and makes verbal and/or written recommendations to appropriate parties and implements solutions</p> <p>Gathers, uses, and independently analyzes non-conformance metrics data</p> <p>Participates in special projects, external audits, and process improvements in support of quality assurance initiatives</p> <p>Adheres to applicable CMMI policies and procedures, both written and verbal</p> <p>Responsible for providing suggestions for improving Apex IT Services CMMI standard processes and procedures for area of</p>

	<p>responsibility; Reviews progress, evaluates results, and recommends changes in process.</p> <p>Presents analysis findings to the appropriate levels of management verbally and through the preparation of periodic written reports</p> <p>Assists management in the definition and maintenance of an effective and efficient quality program, including the development and presentation of associated training and familiarization to affected staff</p> <p>May train junior level personnel in the technical complexities of Quality Assurance activities</p> <p>Performs other duties as required.</p>
<p>Minimum Education:</p>	<p>Master's Degree in computer science or related field is required</p> <p>A Bachelor's Degree with 3 years of related professional experience or six (6) years of directly related professional experience may be substituted for the Master's Degree requirement</p>
<p>Labor Category:</p>	<p>Configuration Management Analyst I</p>
<p>Minimum/General Experience:</p>	<p>3-5 years of related professional experience years in configuration management and experience using CMDB tools and software.</p> <p>In-depth understanding of CM practices and methodology.</p> <p>Multiplatform support (e.g., NT, and/or Linux, and/or UNIX).</p> <p>Experience in software development as required.</p> <p>Working knowledge of Change Management processes.</p> <p>Experience with Java, Java builds and Websphere as required.</p> <p>Experience with MKS is a plus.</p> <p>Experience with either Visual SourceSafe (VSS), Endeavor or Subversion</p> <p>Experience with other data management tools will be considered.</p> <p>Experience designing or overseeing version control and data management processes.</p> <p>Knowledge of CMMI-DEV Levels 2 and 3.</p> <p>Must be a team player and possess the ability to work with a diverse workforce.</p> <p>Proven ability to show initiative, understand and have insight into the big picture, relate current state to desired state, proactively develop, communicate, and execute plans to continuously improve as well as close gaps.</p> <p>Solid communication and interpersonal skills.</p> <p>Strong analytical ability.</p> <p>Skills in Business requirements analysis and documentation as they relate to CM goals.</p> <p>Demonstrated independence of judgment while maintaining core relationships in a multi-contractor / government FTE environment.</p>
<p>Functional Responsibility</p>	<p>Under general supervision, plans, conducts and may supervise assignments.</p> <p>May train junior level personnel in the technical complexities of Configuration Management activities.</p> <p>Reviews progress, evaluates results, and recommends changes in</p>

	<p>procedures.</p> <p>Oversees the efforts of CM staff responsible for defining and developing a configuration management methodology.</p> <p>Confers with client/customer representatives to establish change reporting procedure, and prepares directives for change authorization and documentation by company and subcontractor personnel as required.</p> <p>Analyzes proposed configuration item (CI) design changes and exhibits to prepare report of effect on the overall product for management action.</p> <p>Assists in the execution and maintenance of the corporate CM processes.</p> <p>Confers with project managers and management to obtain additional information or to interpret policies and procedures for reporting changes in product design as required.</p> <p>Participates in the installation, setup, configuration and maintenance of tools to support a project/corporate SDLC process.</p> <p>Performs the day-to-day Configuration Item (CI) identification, version control, and status accounting for multiple projects.</p> <p>Leads the effort in conducting configuration audits and in obtaining corporate CMMI goals relative to Configuration Management.</p> <p>Provides on-going support and training for users on all CM tools.</p> <p>Assists in trouble-shooting CM related issues.</p> <p>Adheres to applicable CMMI policies and procedures.</p> <p>Responsible for providing suggestions for improving Apex IT Services CMMI standard processes and procedures for area of responsibility.</p> <p>Responsible for producing and maintaining corporate-wide, as well as project derived documents for CM processes.</p> <p>Performs other duties as required.</p>
<p>Minimum Education:</p>	<p>Master's Degree in computer science or related field is required. A Bachelor's Degree with 3 years of related professional experience or six (6) years of directly related professional experience may be substituted for the Master's Degree requirement.</p> <p>ITIL certification preferred.</p>
<p>Labor Category:</p>	<p>Security Analyst II</p>
<p>Minimum/General Experience:</p>	<p>3-5 years of related professional experience years in a data security analysis and design with experience using data security tools and software.</p> <p>Experience in several of the following areas is required: understanding of business security practices and procedures; knowledge of current security tools available; hardware/software security implementation; different communication protocols; encryption techniques/tools; familiarity with commercial products, and current Internet technology</p> <p>Experience on large-scale enterprise systems or projects</p> <p>Ability to serve as Information Security Officer or Security Analyst for specified Projects</p>

	<p>Ability to work well as a team player. Excellent oral and written communication skills. Self motivated and able to work with minimal supervision</p>
Functional Responsibility	<p>Under general supervision, plans, conducts and may supervise security related assignments for Apex IT Services or a specific customer. May train junior level personnel in the technical complexities of Data Security activities for Apex IT Services or a specific customer. Reviews progress, evaluates results, and recommends changes in procedures. Reviews security requests from the customer, evaluates and makes recommendations for next actions. May oversees the efforts of security team members for specific projects staff to design, develop, engineer and implement solutions to security requirements. May be Responsible for the implementation and development of the IT security programs. Responsible for adherence to government regulations. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs. Identifies corporate or project security risks for Apex IT Services or for assigned projects. Adheres to applicable CMMI policies and procedures. Responsible for providing suggestions for improving Apex IT Services CMMI standard processes and procedures for area of responsibility. Performs other duties as required.</p>
Minimum Education:	<p>Master's Degree in computer science or related field is required. A Bachelor's Degree with 3 years of related professional experience or six (6) years of directly related professional experience may be substituted for the Master's Degree requirement. Certification in some form of data security (CISSP) is required.</p>
Labor Category:	Network Engineer III
Minimum/General Experience:	<p>At least 7 years of demonstrated experience in a position with similar responsibilities Ability to communicate clearly in oral and written communications. Ability to work well in a team environment. Demonstrated experience; With various tools for backing up and recovering servers With staging PCs, laptops, desktops and servers for deployment Diagnosing and resolving issues with voice/data networks, laptops, desktops and or servers Maintaining email systems Maintaining phone systems</p>



<p>Functional Responsibility</p>	<p>Trouble shoots and resolves reported issues with IT assets Ensures that servers are backed up regularly and that backup files are stored offsite Grants and revokes access to the organizations' voice and data networks Deploys IT assets Maintains an up to date inventory of IT assets Recovers IT assets from employees leaving the organization Grants and revokes access to the organizations email solution Maintains email system Performance and tuning of all IT assets Coordinates the design and deployment of IT assets at remote locations including servers, phone systems, voice and data networks Works with vendors to purchase hardware, software, and IT services. Coordinates changes, upgrades and maintenance of IT assets Coordinates changes to the network and or other IT assets in order to maintain the integrity and availability of the organizations' voice and data networks Perform software installation or upgrade, and repair of hardware equipment. Act as a coach to less senior system administrators Performs other duties as required.</p>
<p>Minimum Education:</p>	<p>Bachelor's degree in a computer related field with at least one IT industry certification</p>
<p>Labor Category:</p>	<p>Technical Writer II</p>
<p>Minimum/General Experience:</p>	<p>3-5 years of experience in a commercial technical writing environment (IT strongly preferred). Knowledge and experience with process improvement/quality assurance methodologies. Familiar with CMMI standard processes and procedures for area of responsibility. Strong knowledge of Microsoft Office products (MS Word, Excel, PowerPoint, Visio, Publisher, MS Project). Strong organizational skills. Strong oral and verbal communication skills.</p>
<p>Functional Responsibility</p>	<p>Provides input to the review and evaluation of personnel performance May act in liaison capacity with other departments, divisions, and organizations Evaluates progress and results and recommends major changes in procedures Write and edit white papers, case studies, articles, and other related materials at the direction of management Assists in establishing/preparing project plans Participates in project activities where applicable Write and edit project documents Meet with project professionals and subject matter experts to develop clear and concise written technical documentation</p>

	<p>Review and provide feedback on documentation to be submitted as project deliverables</p> <p>Use writing skills to ensure that documents are readable and easily understood Instrumental in providing standard templates and forms to project personnel</p> <p>Develops programmer, administrator and end-user documentation and training for customer accounts, based on customizations and original programming work performed by developers and consultants</p> <p>Develops competency-based training materials for users of Apex IT Services and solutions</p> <p>Develop, edit and review PowerPoint presentations and related materials at the direction of management</p> <p>Candidates must be willing to work irregular and long hours (nights and weekends) when deadlines require it</p> <p>Recommends changes in procedures</p> <p>Performs other duties as required.</p>
<p>Minimum Education:</p>	<p>Master's Degree in related field is required</p> <p>A Bachelor's Degree with 3 years of related professional experience or six (6) years of directly related professional experience may be substituted for the Master's Degree requirement</p>
<p>Labor Category:</p>	<p>Project Coordinator I</p>
<p>Minimum/General Experience:</p>	<p>3 + years of related experience</p> <p>Experience on large-scale enterprise systems or projects</p> <p>MS Office Suite (Excel, Word, PowerPoint)</p> <p>MS Project</p> <p>Good organizational skills.</p> <p>Good communication skills.</p> <p>Ability to work well in a team environment.</p>
<p>Functional Responsibility</p>	<p>Enters deliverables for project requests into the tracking system; ensuring all relevant background information is attached.</p> <p>Assists in developing and maintain a 'master schedule' for projects, assignments, development, and QA testing and implementation/release dates.</p> <p>Tracks each request to ensure timely completion.</p> <p>Develops and performs timely and consistent project reporting such as project status, outstanding issues and actions, decisions, upcoming tasks and deliverables, and late tasks and deliverables.</p> <p>Provides appropriate and timely responses to requests for information as directed by the Project Manager.</p> <p>Assists the Project Manager in ensuring compliance with project management policies, procedures and standards.</p> <p>Performs other duties as required</p>
<p>Minimum Education:</p>	<p>Bachelor's Degree required</p> <p>CAPM Certification Required</p>

Labor Category:	Senior Database Administrator
Minimum/General Experience:	<p>6 – 9 years of related professional experience years in a database analysis and design with experience using DBMS tools and software. Experience in several of the following areas is required: understanding of database practices and procedures; knowledge of current multiple database tools available Expertise with physical database design issues. Expertise with database backup and recovery issues, including hot backup scenarios. Experience with one or more data modeling tools, preferably Computer Associate’s Erwin/Allfusion Data Modeler. Familiar with one or more database technologies including DB2 and Oracle. Experience in management of Very Large Databases (VLDB) of 250 GB or greater. Ability to work well as a team player. Excellent oral and written communication skills. Skills in Business requirements analysis and documentation. Demonstrated independence of judgment while maintaining core relationships in a multi-contractor / government FTE environment. Familiar with standard concepts, practices and procedures within a Data Warehousing environment. Familiar with the current release level of the RBMS technologies. Expert with scripting and executing database utilities Familiar with multiple data access coding methods and reporting tools (REXX, COBOL, PL/SQL, SQL, QMF, etc.). Familiar with performance monitoring products Familiar with 3rd party software products used to support processing requirements in the most cost effective and timely manner. Familiar with the requirements and processes associated with one or more Configuration Management tools (Endevor, Pegasys, etc.) Familiar with Data security requirements for DBMS Expert with all aspects of Database design and object creation.</p>
Functional Responsibility	<p>Provides database administration support. Implements and maintains database structures, monitors and tunes database environment for improved application and system performance. Ensures integrity and recoverability of database structures. Migrate application data across multiple database platforms. Provides guidance and recommendations for efficient use of database resources and recommends changes to procedures. Responsible for understanding and remaining current with applicable customer standards. Provides consultation on complex projects and is considered to be a top-level contributor. Reviews progress and evaluates results. May train junior level DBAs in the technical complexities of assigned work. Adheres to applicable CMMI policies and procedures. Provides suggestions for improving Apex IT Services CMMI</p>



	<p>standard processes and procedures for area of responsibility. Performs other duties as required.</p>
<p>Minimum Education:</p>	<p>Master’s Degree in computer science or related field is required. A Bachelor’s Degree with 3 years of related professional experience or six (6) years of directly related professional experience may be substituted for the Master’s Degree requirement. Certification in one or more relational database technologies</p>
<p>Labor Category:</p>	<p>Software Engineer III</p>
<p>Minimum/General Experience:</p>	<p>Six (6) to nine (9) years of related professional experience years in systems development Experience on large-scale enterprise systems or projects Ability to work well as a team player Ability to communicate clearly and concisely in oral and written communications in a variety of settings, adjusting the message to match the audience Ability to determine and assign tasks to others to achieve project goals Ability to set scope, complete assigned tasks, and deliver quality results Excellent oral and written communication skills Skill in Business requirements analysis and documentation Demonstrated independence of judgment while maintaining core relationships in a multi-contractor / government FTE environment</p>
<p>Functional Responsibility</p>	<p>Works with business partners and systems personnel to identify and develop new processes and/or systems, change current processes to enhance their effectiveness, or eliminate processes that are not justified to insure system efficiency, integrity, productivity and maintainability Develop and deploy new applications, systems, software, and/or enhancements to existing applications throughout the enterprise (including but not limited to Oracle ERP applications software) In support of this, coordinates computer system changes and development processes. Produces project documentation including schedules, system requirements, technical design and testing plans Communicates system changes and processes to appropriate personnel, documenting any processes as necessary Trouble shoots any system failures and discrepancies. Recovery solutions are evaluated, selected and implemented. Communicates discrepancies determined in testing to impacted areas and monitors resolution Designs and tests systems and/or system changes accurately Sets appropriate goals and priorities that coordinate with the Business Areas and other organizational units and resources Identify and promote best practices and patterns for logical data modeling, and provide oversight for all activities related to data cleansing, data quality and data consolidation using standard data modeling methodologies and processes</p>

Perform data-manipulation as necessary, including database dumps, loads, and data transformation

Participate in developing guidelines and procedures for responsible for maintaining, developing, administering and implementing policies/procedures to ensure the security and integrity of the company's databases

Reviews progress, evaluates results, and recommends changes in procedures.

Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks.

Plans, schedules, conducts and supervises assignments, generally involving the larger and more important projects or more than one project. Provides daily supervision and direction to staff

May act in liaison capacity with other departments, divisions, and organizations

Assists in continuous improvement efforts in enhancing performance and providing increased functionality.

A wide degree of creativity and latitude is expected.

Adheres to applicable CMMI policies and procedures, and is responsible for providing suggestions for improving Apex IT Services CMMI standard processes and procedures for area of responsibility.

Performs other duties as required.

Software Engineer Specialty Areas:

Web Software Engineer 3: The Web Software Engineer 3 is responsible for designing and developing applications and scripts for the World Wide Web. Web Developers normally work in the programming languages common to the Internet and World Wide Web, including Java, HTML, XML, JavaScript, and Perl, and are mainly responsible for providing the programming which makes Web pages interactive or allows surfers to interact with back-end applications like databases. Web Software Engineers are instrumental in making electronic commerce on the World Wide Web possible.

Web Software Engineer 3 Duties and Responsibilities

Consults with clients and other project team members to design, build and manage web applications.

Develops installation programs for websites.

Will create web pages that are customized to the end user based on the requirements documentation collected during the beginning of the Systems Development Life Cycle.

Oracle Software Engineer 3: The Oracle Software Engineer 3 is responsible for developing and deploying new Oracle-based applications, systems, software, and/or enhancements to existing applications throughout the enterprise. The Oracle Software Engineer 3 usually reports to a Lead Oracle Software Engineer or a first line manager and possesses and applies a comprehensive knowledge of the principles, practices, and procedures related to systems development to the completion of difficult assignments and has well-developed leadership qualities.

Oracle Software Engineer 3 Duties and Responsibilities

Oversees the efforts of Oracle Development staff assigned under a specific project.

Oracle Software Engineer 3 Required Skills

Oracle Applications (11i and Oracle DB 9i or higher preferred)

Oracle PL/SQL

Oracle development tools such as Oracle workflow builder, Oracle report builder, Oracle Forms and Oracle discoverer a plus

Technically fluent in and/or strong aptitude for one or more of the following languages: PL SQL, Perl, XML and JAVA (including J2EE experience)

Knowledge of UNIX environment, Solaris required

Database Performance Tuning

Business Intelligence (BI) Software Engineer 3: The Business Intelligence Software Engineer 3 is responsible for the design and implementation of multidimensional database models (logical and physical), data marts, data warehousing, data transforms, data analytics, and reporting solutions. This includes programming and customizing servers using MDX, customer transforms, and custom reporting solutions. Business Intelligence Software Engineers are typically employed by midsize to large organizations.

BI Software Engineer 3 Duties and Responsibilities

Designs, implements and supports data warehousing and databases. Technical solution delivery of Multi-Dimensional Databases, OLAP Cubes, Star Schemas, Dimensional Data models, and comprehensive ETL processes.

Management of data quality issues within data mart and data warehouse solutions

Implements business rules via stored procedures, middleware, or other technologies.

Defines user interfaces and functional specifications.

Researching the data anomalies and reconciling the data against source and target database(s).

Responsible the maintenance and support of the data warehouse.

Performs source and target data analysis and demonstrate experience with business intelligence reporting/querying tools in a data warehousing environment.

In addition, will be responsible for developing report specifications, including identification of pertinent report metrics, dimensions, and navigation.

Java Software Engineer 3: The Java Software Engineer 3 is responsible for the all aspects of the Software/System Development Life Cycle (SDLC); requirements analysis, software design, development and integration, unit and integration testing, installation, problem diagnosis/resolution and maintenance requirements. Act as a software engineering resource for both external and internal project teams. Leverages Service Oriented Architecture (SOA) concepts and principals, software methodologies and development processes with a

	<p>specific emphasis on object-oriented design (OOD) and development using J2EE./Java EE, Java and Oracle Relational Database Management System (RDMS) in both enterprise and web environments.</p> <p><u>Java Software Engineer 3 Duties and Responsibilities</u></p> <p>Assists in interviewing potential Java software engineering candidates</p> <p>Coordinates software activities and consults with project team members regarding the design and development of enterprise and web applications</p> <p>Provides technical input and feedback to pertinent technical proposals</p>
<p>Minimum Education:</p>	<p>Master’s Degree in computer science or related field in addition to the experience above is required</p> <p>A Bachelor’s Degree with 3 years of related professional experience or six (6) years of directly related professional experience may be substituted for the Master’s Degree requirement</p>
<p>Labor Category:</p>	<p>System Administrator III</p>
<p>Minimum/General Experience:</p>	<p>At least 6 years of directly related experience in managing and supporting workstation operating systems (Windows 2000, Windows XP, Vista, etc.); server operating systems (Windows 2000 Server, Windows 2003 Server, Sun Solaris 8/9/10, Red Hat Linux, etc.); server hardware from (HP, Dell, IBM, Sun, etc.); and network and security devices</p> <p>Ability to communicate clearly in oral and written communications.</p> <p>Ability to work well in a team environment.</p> <p>Typical Microsoft application software – i.e., Office Suite</p> <p>Ability to construct and terminate UTP network cable</p>
<p>Functional Responsibility</p>	<p>Monitors and coordinates all computer system operations, including security procedures, and liaisons with end users.</p> <p>Ensures that necessary system backups are performed and storage and rotation of backups are accomplished.</p> <p>Monitor and maintain records of system performance and capacity to arrange vendor services or other actions for reconfiguration and anticipate requirements for system expansion.</p> <p>Perform software installation or upgrade, and repair of hardware equipment.</p> <p>Assist junior sysadmins in performing various tasks.</p> <p>Prepares IT documentations for end-users or junior sysadmins’ consumption.</p> <p>Adheres to applicable CMMI policies and procedures.</p> <p>Responsible for providing suggestions for improving Apex IT Services CMMI standard processes and procedures for area of responsibility.</p> <p>Performs other duties as required.</p>



Minimum Education:	<p>Master's Degree in computer science or related field is required A Bachelor's Degree with 3 years of related professional experience or six (6) years of directly related professional experience may be substituted for the Master's Degree requirement At least one IT industry certification</p>
Labor Category:	Customer Service Representative III
Minimum/General Experience:	<p>5 + years of call center/tech support experience Strong experience with MS Outlook, Excel & basic internet usage Familiarity with supporting web based applications Knowledge of TCP/IP communications networks, Interactive Voice Response, DNS Services. Business process improvement (CMMI) experience Knowledge of HTTP communications, Firewalls, ANSI X12 4010A1 transaction knowledge MS Access and/or Power Point experience Proficiency with IT concepts (networking, FTP, etc) Excellent written and verbal communications A proactive nature Dedication to taking care of the customer, anticipating their needs and following through with commitments Ability to adapt and deal with change Solid interpersonal skills -- with both customers and co-workers Ability to multi-task and prioritize multiple responsibilities Very good PC skills Strong time management skills.</p>
Functional Responsibility	<p>Providing first level phone, email, and technical support to program participants and stakeholders using a script provided by the customer Conducting routine correspondence activities and special communication projects Reviewing software requirements and Performing User Acceptance Testing. Assisting new submitters in establishing connectivity, implementing and testing connectivity Answering basic questions about applications and general eligibility information and systems. The Customer Service Representative must adhere to applicable CMMI policies and procedures, both written and verbal, and is responsible for providing suggestions for improving Apex IT Services CMMI standard processes and procedures for area of responsibility.</p>
Minimum Education:	<p>High School diploma Bi-lingual proficiency may be required</p>



3. GSA IT SCHEDULE – PRICE LIST

GSA Rates SIN 132-51

Labor Category Number	Labor Category	Year 1 6/20/2013 - 6/20/2014	Year 2 6/20/2014 - 6/20/2015	Year 3 6/20/2015 – 6/20/2016	Year 4 6/20/2016 – 6/20/2017	Year 5 6/20/2017 – 6/20/2018
1	Business Analyst III	\$113.52	\$115.79	\$118.11	\$120.47	\$122.88
2	Senior Project Manager	\$141.70	\$144.53	\$147.42	\$150.37	\$153.38
3	Subject Matter Expert	\$129.00	\$131.58	\$134.21	\$136.90	\$139.63
4	Configuration Management Analyst I	\$87.89	\$89.65	\$91.44	\$93.27	\$95.13
5	Security Analyst II	\$82.66	\$84.31	\$86.00	\$87.72	\$89.47
6	Technical Writer II	\$80.38	\$81.99	\$83.63	\$85.30	\$87.01
7	System Administrator III	\$115.75	\$118.07	\$120.43	\$122.83	\$125.29
8	Quality Assurance Engineer III	\$99.92	\$101.92	\$103.96	\$106.04	\$108.16
9	Network Engineer III	\$113.52	\$115.79	\$118.11	\$120.47	\$122.88
10	Project Coordinator I	\$60.78	\$62.00	\$63.24	\$64.50	\$65.79
11	Senior Database Administrator	\$118.68	\$121.05	\$123.47	\$125.94	\$128.46
12	Software Engineer III	\$108.36	\$110.53	\$112.74	\$114.99	\$117.29
13	Customer Service Representative III	\$55.72	\$56.83	\$57.97	\$59.13	\$60.31

Note 1: All rates above contain Industrial Funding Fee

Note 2: Rates developed are for customer/agency site services only & escalation is applied at 2% yearly



**USA COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS**

PREAMBLE

Apex IT Services LLC provides commercial products and services to 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:

Joshua Myers/Contract Manager

(443) -445-2212

Josh.Myers@apex-its.com



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 SCHEDULES / 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.



APPENDIX B - BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a 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 of the Federal Supply Schedule Contract.

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

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

Here is a general outline on how it works:

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