



GSA Federal Supply Schedule

*FSC Group 70, Sections B & C
General Purpose Information Technology,
Software and Services
Contract Number GS-35F-4649G*



*10632 Little Patuxent Parkway, Suite 200
Columbia, MD 21044-6250
Tel 410.964.8000 Fax 410.964.8001
www.plan-sys.com*

**AUTHORIZED ADP SCHEDULE
PRICELIST**

**FSC GROUP 70
PART I, SECTIONS B & C**

GENERAL PURPOSE COMMERCIAL AUTOMATIC DATA PROCESSING EQUIPMENT, END USER COMPUTERS (NORMALLY MICROCOMPUTERS) AND EQUIPMENT USED PRIMARILY OFF-LINE, AND SOFTWARE

Contractor:

**Planned Systems International, Inc.
10632 Little Patuxent Parkway, Suite 200
Columbia, MD 21044-6250
410.964.8000**

Contract Number: GS-35F-4649G

Period Covered by Contract:

August 7, 2012 through August 6, 2017

Pricelist current through Modification PO-0020 dated Feb 20, 2013

General Services Administration
Federal Supply Service

Products and ordering information in this Authorized ADP Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! By accessing GSA's Home Page via Internet at www.gsa.gov.

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About Planned Systems International, Inc.

Planned Systems International, Inc. (PSI) is focused on the application of information technology to improve the performance of client organizations. PSI supports its customers in modernization and reengineering efforts through the analysis, development, and deployment of solutions that meet operational and organizational needs. PSI's staff of 200 experienced professionals serves clients in the Department of Defense and Federal civilian agencies, and the commercial sector.

With corporate headquarters in Columbia, MD, PSI is centrally located in the Washington-Baltimore corridor. In addition, PSI has project locations nationwide plus field offices in Lexington Park, MD – supporting the Naval community in the Patuxent River area – and Falls Church, VA – supporting the work of DoD Health Affairs.

Founded in 1988, PSI has grown steadily over its ten-year history by building strong working relationships with its customers. Through these long-term business relationships, PSI has earned a reputation for the quality of its work, the integrity of its people, and the value it delivers to its clients.

PSI's ADP Services

PSI offers the following range of ADP Services:

- Software Development
- System Engineering/ Reengineering
- Systems Integration
- System Migration
- Database Development and Administration
- Business Process Reengineering
- COTS Evaluation and Validation
- Functional Studies and Analysis
- Year 2000 Services and Remediation
- Desktop Solutions and Support
- Computer Hardware Repair
- Training Development and Delivery
- Communications Systems Development
- Network Engineering and Administration
- Imaging Services
- Web Technologies

In delivering this scope of ADP services, PSI offers experience and current capabilities in the following technical areas:

- **Hardware Platforms:** Unisys, IBM, Wang, DEC, HP, SUN, PCs, Macintosh
- **Operating Systems:** OS-1100, VM, MVS, VMS, Unix/AIX, DOS, Windows, Windows NT
- **Database Management Systems:** DMS-1100, IDMS, DB2, IMS, Oracle, Sybase, Informix, XDB,
- **Programming Languages:** COBOL, Visual C++, Visual Basic, Powerbuilder, PL1, SQL
- **CASE Tools:** Excelerator, APS, ERWIN, Systems Engineer, IEF, Knowledgeware
- **Telecommunications and Networks:** Windows NT, Novell, TCP/IP, SDLC, Satellite Communication, Direct PC, HL-7, ATM
- **Development Tools and Methods:** Information Engineering, Rapid

Applications Development, DoD Lifecycle Management, Business Process Reengineering, IDEF-0 and IDEF-X Modeling

- **Web Technologies:** Website and Database Design, Internet/Intranet Solutions, Custom Programming, HTML, FrontPage, JAVA

Special Item No. 132-51 Information Technology Professional Services

PSI provides the following services under Special Item No. 132-51:

- IT Facility Operation and Maintenance (FPDS Code D301)
- IT Systems Development Services (FPDS Code D302)
- IT Services Analysis Services (FPDS Code D306)
- Automated Information Systems Design and Integration Services (FPDS Code D307)
- Programming Services (FPDS Code D308)
- IT Backup and Security Services (FPDS Code D310)
- IT Data Conversion Services (FPDS Code D311)
- IT Network management Services (FPDS Code D316)
- Other Information Technology Services, Not Elsewhere Classified (FPDS Code D399)
- Millennium Conversion Services (Y2K)

About PSI's GSA Schedule

The GSA Schedule is a "Priority Source of Supply." It is an IDIQ contract that offers PSI's commercially available services under standard prices, terms, and conditions. As a "Priority Source of Supply" this pre-competed contract vehicle is available for use by all federal agencies, contractors under cost reimbursement type contracts, and quasi-government organizations. The rates PSI offers under this schedule are inclusive of all fees and the contract is self-administered – PSI files all reports and forwards the agency-use fees. The following list summarizes the advantages of ordering PSI services directly through its GSA Schedule:

- No further competition
- No CBD Synopsis
- No Fair/Reasonable Price Determination
- No T's and C's Negotiation
- Helps Fulfill Set-Aside Requirements
- Low (0.75%) Agency Fee – *Included in rates and paid by PSI*
- No Protests
- No Dollar Ceiling
- Direct Supplier Relationship
- Price Renegotiation
- Blanket Purchase Agreements

With freedom from further competition and a self-administered contract, our GSA Schedule fosters significant gains in efficiency and timeliness in ordering. Together with PSI's quality of service and aggressive rate structure, this vehicle offers significant value in the delivery of information technology services.

Information for Ordering Offices

1. Geographic Scope of Contract

Consistent with the provisions of the Federal Supply Schedule, PSI offers these Information Technology Professional Services to authorized buyers in the 48 contiguous states and the District of Columbia. In addition, PSI offers these services in OCONUS locations on a site-specific basis.

2. Contractor's Ordering Address and Payment Information

Consistent with Sections G.6 and G.7 of our proposal, PSI provides the following information:

- (a) EDI Orders: dabed@plan-sys.com
 (b) Facsimile Orders: Darrell Abed, 410.964.8001
 (c) Mail Orders:

Darrell Abed
 Planned Systems International, Inc
 10632 Little Patuxent Parkway, Suite 200
 Columbia, MD 21044-6250
 443.832.5018
 Darrell.Abed@plan-sys.com

- (d) Dealer Offers: Not Applicable

Government Commercial Credit Cards will be acceptable for payment. In addition, bank account information for wire transfer payments will be shown on the invoice.

Financial Institution: M&T Bank
 1 Research Court, Suite 400
 Rockville, MD 20850
 Financial Institution ABA/Routing Number: 252073018
 Collection Account Number: 6191150

Below are the telephone number(s) that can be used by ordering agencies to obtain technical and/or ordering assistance: 443.832.5018, POC: Darrell Abed.

3. Liability for Injury or Damage

The Contractor shall not be liable for any injury to Government personnel or damage to Government 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
 Block 16: Contractor Establishment Code (DUNS): 60-357-1613
 Block 30: Type of Contractor - B. Other Small Business
 Block 31: Woman-Owned Small Business - No
 Block 34: Reserved
 Block 36: Contractor's Taxpayer Identification Number (TIN) - 52-157-6690

4a. CAGE Code
 0PS84

5. FOB Point
 Addressed in product tables

6. Commercial Delivery Schedule (Multiple Award Schedules)
 Not applicable

7. Discounts
- a. Prompt Payment: Not applicable
 - b. Quantity: Not applicable
 - c. Dollar Volume: Not applicable
 - d. Government Educational Institutions: PSI offers Government Educational Institutions the same discounts as all other Government customers.
 - e. Discount for use of Government Commercial Credit Card: Not applicable
 - f. Other: Not applicable

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

9. Statement Concerning Availability of Export Packing
 Not applicable

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

11. Maximum Order
 Paragraph g. Special Item Number 132-51 - Information Technology (IT) Professional Services
 The maximum dollar value per order for all IT Professional services will be \$500,000.

12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS. In accordance with FAR 8.404

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

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in

accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

a. Orders placed at or below the micro-purchase threshold. Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the supply or service representing the best value, the ordering office may consider--

- (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
- (2) Trade-in considerations;
- (3) Probable life of the item selected as compared with that of a comparable item;
- (4) Warranty considerations;
- (5) Maintenance availability;
- (6) Past performance; and
- (7) Environmental and energy efficiency considerations.

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

Review additional Schedule Contractors' catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;

(2) Based upon the initial evaluation, generally seek price reductions from the Schedule contractor(s) appearing to provide the best value (considering price and other factors); and

(3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

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

(1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);

(2) Offer the lowest price available under the contract; or

(3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

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

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

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

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

12. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS)

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal

Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS)

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, 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. SECURITY REQUIREMENTS

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is lessor.

15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES

Any ordering office, 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 Government's convenience, and (m) Termination for Cause (See C.1.)

16. GSA Advantage!

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

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

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

17. PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

(1) Time of delivery/installation quotations for individual orders;

(2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.

(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

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

19. OVERSEAS ACTIVITIES

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

Not Applicable

Upon request of the Contractor, the Government may provide the Contractor with logistics support, as available, in accordance with all applicable Government regulations. Such Government 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. YEAR 2000 WARRANTY — COMMERCIAL SUPPLY ITEMS

"Year 2000 compliant" means information technology that accurately processes date/time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000 and leap year calculations. Furthermore, Year 2000 compliant information technology, when used in combination with other information technology, shall accurately process date/time data if the other information technology properly exchanges date/time data with it.

The Contractor warrants that each hardware, software, and firmware product delivered under this contract shall be able to accurately process date data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first

centuries, including leap year calculations, when used in accordance with the product documentation provided by the Contractor, provided that all listed or unlisted products (e.g. hardware, software, firmware) used in combination with such listed product properly exchange date data with it. If the contract requires that specific listed products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those listed products as a system. The duration of this warranty and the remedies available to the Government for breach of this warranty shall be as defined in, and subject to, the terms and limitations of the Contractor's standard commercial warranty or warranties contained in this contract, provided that notwithstanding any provision to the contrary in such commercial warranty or warranties, the remedies available to the Government under this warranty shall include repair or replacement of any listed product whose non-compliance is discovered and made known to the Contractor in writing within ninety (90) days after acceptance. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

21. BLANKET PURCHASE AGREEMENTS (BPAs)

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

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

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

22. CONTRACTOR TEAM ARRANGEMENTS

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer agency requirements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. See the additional information regarding Contractor Team Arrangements in this Schedule Pricelist.

Planned Systems International, Inc.
Information Technology Professional Services Price List

| <i>Labor Categories</i> | <i>Year 2012</i> | | <i>Year 2013</i> | |
|--|---------------------------|----------------------|---------------------------|----------------------|
| | <i>Customer Site Rate</i> | <i>PSI Site Rate</i> | <i>Customer Site Rate</i> | <i>PSI Site Rate</i> |
| 1. Program Manager | 131.99 | 147.03 | 134.23 | 149.53 |
| 2. Project Manager | 104.54 | 116.47 | 106.32 | 118.45 |
| 3. Task Manager | 94.52 | 108.93 | 96.13 | 110.78 |
| 4. Subject Matter Expert I | 154.08 | 171.70 | 156.70 | 174.62 |
| 5. Subject Matter Expert II | 174.19 | 194.10 | 177.15 | 197.40 |
| 6. Subject Matter Expert III | 194.31 | 216.48 | 197.61 | 220.16 |
| 7. Subject Matter Expert IV | 299.23 | 333.45 | 304.32 | 339.12 |
| 8. Subject Matter Expert V | 384.71 | 428.66 | 391.25 | 435.95 |
| 9. Quality Assurance Analyst | 60.31 | 67.20 | 61.34 | 68.34 |
| 10. Project Control Specialist | 55.63 | 61.99 | 56.58 | 63.04 |
| 11. Senior Systems Architect | 87.13 | 97.03 | 88.61 | 98.68 |
| 12. Information Engineer | 80.41 | 89.58 | 81.78 | 91.10 |
| 13. Principal Data Base Systems Administrator | 126.38 | 150.49 | 128.53 | 153.05 |
| 14. Data Base Systems Administrator | 86.87 | 103.41 | 88.35 | 105.17 |
| 15. Senior Data Base Management Specialist | 100.48 | 111.95 | 102.19 | 113.85 |
| 16. Data Base Management Specialist | 80.41 | 89.58 | 81.78 | 91.10 |
| 17. Principal Systems Analyst | 104.40 | 120.31 | 106.17 | 122.36 |
| 18. Senior Systems Analyst | 80.41 | 89.58 | 81.78 | 91.10 |
| 19. Systems Analyst | 66.97 | 74.69 | 68.11 | 75.96 |
| 20. Senior Application Programmer | 87.92 | 97.98 | 89.41 | 99.65 |
| 21. Application Programmer | 60.31 | 67.20 | 61.34 | 68.34 |
| 22. Principal Programmer | 104.40 | 120.31 | 106.17 | 122.36 |
| 23. Senior Systems Programmer | 86.43 | 96.32 | 87.90 | 97.96 |
| 24. Systems Programmer | 66.97 | 74.69 | 68.11 | 75.96 |
| 25. Senior Communications Network Engineer | 114.70 | 132.22 | 116.65 | 134.47 |
| 26. Communications Network Engineer | 94.09 | 108.34 | 95.69 | 110.18 |
| 27. Communications Network Manager | 100.48 | 111.95 | 102.19 | 113.85 |
| 28. Communications Specialist | 73.69 | 82.14 | 74.94 | 83.54 |
| 29. Senior Network Installation Technician | 64.29 | 71.67 | 65.38 | 72.89 |
| 30. Network Installation Technician | 46.90 | 52.25 | 47.70 | 53.14 |
| 31. Senior Hardware/Software Installation Specialist | 60.31 | 67.20 | 61.34 | 68.34 |
| 32. Hardware/Software Installation Technician | 46.90 | 52.25 | 47.70 | 53.14 |
| 33. Hardware/Software Specialist | 47.87 | 53.34 | 48.68 | 54.25 |
| 34. Senior Training Specialist | 73.69 | 82.14 | 74.94 | 83.54 |
| 35. Training Specialist | 50.91 | 56.73 | 51.78 | 57.69 |
| 36. Data Entry Clerk | 26.82 | 29.86 | 27.28 | 30.37 |
| 37. Technical Writer/Editor | 46.90 | 52.25 | 47.70 | 53.14 |
| 38. Administrative Assistant | 36.85 | 41.07 | 37.48 | 41.77 |
| 39. Year 2000 Conversion Specialist I | 100.82 | 115.12 | 102.53 | 117.08 |
| 40. Year 2000 Conversion Specialist II | 115.22 | 128.38 | 117.18 | 130.56 |
| 41. Year 2000 Conversion Specialist III | 144.04 | 160.51 | 146.49 | 163.24 |
| 42. Help Desk Manager | 78.52 | 93.47 | 79.85 | 95.06 |
| 43. Help Desk Technician | 61.76 | 73.54 | 62.81 | 74.79 |

Planned Systems International, Inc.
Information Technology Professional Services Price List

| <i>Labor Categories</i> | <i>Year 2014</i> | | <i>Year 2015</i> | |
|--|---------------------------|----------------------|---------------------------|----------------------|
| | <i>Customer Site Rate</i> | <i>PSI Site Rate</i> | <i>Customer Site Rate</i> | <i>PSI Site Rate</i> |
| 1. Program Manager | 136.51 | 152.07 | 138.83 | 154.66 |
| 2. Project Manager | 108.13 | 120.46 | 109.97 | 122.51 |
| 3. Task Manager | 97.76 | 112.66 | 99.42 | 114.58 |
| 4. Subject Matter Expert I | 159.36 | 177.59 | 162.07 | 180.61 |
| 5. Subject Matter Expert II | 180.16 | 200.76 | 183.22 | 204.17 |
| 6. Subject Matter Expert III | 200.97 | 223.90 | 204.39 | 227.71 |
| 7. Subject Matter Expert IV | 309.49 | 344.89 | 314.75 | 350.75 |
| 8. Subject Matter Expert V | 397.90 | 443.36 | 404.66 | 450.90 |
| 9. Quality Assurance Analyst | 62.38 | 69.50 | 63.44 | 70.68 |
| 10. Project Control Specialist | 57.54 | 64.11 | 58.52 | 65.20 |
| 11. Senior Systems Architect | 90.12 | 100.36 | 91.65 | 102.07 |
| 12. Information Engineer | 83.17 | 92.65 | 84.58 | 94.23 |
| 13. Principal Data Base Systems Administrator | 130.72 | 155.65 | 132.94 | 158.30 |
| 14. Data Base Systems Administrator | 89.85 | 106.96 | 91.38 | 108.78 |
| 15. Senior Data Base Management Specialist | 103.93 | 115.79 | 105.70 | 117.76 |
| 16. Data Base Management Specialist | 83.17 | 92.65 | 84.58 | 94.23 |
| 17. Principal Systems Analyst | 107.97 | 124.44 | 109.81 | 126.56 |
| 18. Senior Systems Analyst | 83.17 | 92.65 | 84.58 | 94.23 |
| 19. Systems Analyst | 69.27 | 77.25 | 70.45 | 78.56 |
| 20. Senior Application Programmer | 90.93 | 101.34 | 92.48 | 103.06 |
| 21. Application Programmer | 62.38 | 69.50 | 63.44 | 70.68 |
| 22. Principal Programmer | 107.97 | 124.44 | 109.81 | 126.56 |
| 23. Senior Systems Programmer | 89.39 | 99.63 | 90.91 | 101.32 |
| 24. Systems Programmer | 69.27 | 77.25 | 70.45 | 78.56 |
| 25. Senior Communications Network Engineer | 118.63 | 136.76 | 120.65 | 139.08 |
| 26. Communications Network Engineer | 97.32 | 112.05 | 98.97 | 113.95 |
| 27. Communications Network Manager | 103.93 | 115.79 | 105.70 | 117.76 |
| 28. Communications Specialist | 76.21 | 84.96 | 77.51 | 86.40 |
| 29. Senior Network Installation Technician | 66.49 | 74.13 | 67.62 | 75.39 |
| 30. Network Installation Technician | 48.51 | 54.04 | 49.33 | 54.96 |
| 31. Senior Hardware/Software Installation Specialist | 62.38 | 69.50 | 63.44 | 70.68 |
| 32. Hardware/Software Installation Technician | 48.51 | 54.04 | 49.33 | 54.96 |
| 33. Hardware/Software Specialist | 49.51 | 55.17 | 50.35 | 56.11 |
| 34. Senior Training Specialist | 76.21 | 84.96 | 77.51 | 86.40 |
| 35. Training Specialist | 52.66 | 58.67 | 53.56 | 59.67 |
| 36. Data Entry Clerk | 27.74 | 30.89 | 28.21 | 31.42 |
| 37. Technical Writer/Editor | 48.51 | 54.04 | 49.33 | 54.96 |
| 38. Administrative Assistant | 38.12 | 42.48 | 38.77 | 43.20 |
| 39. Year 2000 Conversion Specialist I | 104.27 | 119.07 | 106.04 | 121.09 |
| 40. Year 2000 Conversion Specialist II | 119.17 | 132.78 | 121.20 | 135.04 |
| 41. Year 2000 Conversion Specialist III | 148.98 | 166.02 | 151.51 | 168.84 |
| 42. Help Desk Manager | 81.21 | 96.68 | 82.59 | 98.32 |
| 43. Help Desk Technician | 63.88 | 76.06 | 64.97 | 77.35 |

Planned Systems International, Inc.
Information Technology Professional Services Price List

| <i>Labor Categories</i> | <i>Year 2016</i> | | <i>Year 2017</i> | |
|--|---------------------------|----------------------|---------------------------|----------------------|
| | <i>Customer Site Rate</i> | <i>PSI Site Rate</i> | <i>Customer Site Rate</i> | <i>PSI Site Rate</i> |
| 1. Program Manager | 141.19 | 157.29 | 143.59 | 159.96 |
| 2. Project Manager | 111.84 | 124.59 | 113.74 | 126.71 |
| 3. Task Manager | 101.11 | 116.53 | 102.83 | 118.51 |
| 4. Subject Matter Expert I | 164.83 | 183.68 | 167.63 | 186.80 |
| 5. Subject Matter Expert II | 186.33 | 207.64 | 189.50 | 211.17 |
| 6. Subject Matter Expert III | 207.86 | 231.58 | 211.39 | 235.52 |
| 7. Subject Matter Expert IV | 320.10 | 356.71 | 325.54 | 362.77 |
| 8. Subject Matter Expert V | 411.54 | 458.57 | 418.54 | 466.37 |
| 9. Quality Assurance Analyst | 64.52 | 71.88 | 65.62 | 73.10 |
| 10. Project Control Specialist | 59.51 | 66.31 | 60.52 | 67.44 |
| 11. Senior Systems Architect | 93.21 | 103.81 | 94.79 | 105.57 |
| 12. Information Engineer | 86.02 | 95.83 | 87.48 | 97.46 |
| 13. Principal Data Base Systems Administrator | 135.20 | 160.99 | 137.50 | 163.73 |
| 14. Data Base Systems Administrator | 92.93 | 110.63 | 94.51 | 112.51 |
| 15. Senior Data Base Management Specialist | 107.50 | 119.76 | 109.33 | 121.80 |
| 16. Data Base Management Specialist | 86.02 | 95.83 | 87.48 | 97.46 |
| 17. Principal Systems Analyst | 111.68 | 128.71 | 113.58 | 130.90 |
| 18. Senior Systems Analyst | 86.02 | 95.83 | 87.48 | 97.46 |
| 19. Systems Analyst | 71.65 | 79.90 | 72.87 | 81.26 |
| 20. Senior Application Programmer | 94.05 | 104.81 | 95.65 | 106.59 |
| 21. Application Programmer | 64.52 | 71.88 | 65.62 | 73.10 |
| 22. Principal Programmer | 111.68 | 128.71 | 113.58 | 130.90 |
| 23. Senior Systems Programmer | 92.46 | 103.04 | 94.03 | 104.79 |
| 24. Systems Programmer | 71.65 | 79.90 | 72.87 | 81.26 |
| 25. Senior Communications Network Engineer | 122.70 | 141.44 | 124.79 | 143.84 |
| 26. Communications Network Engineer | 100.65 | 115.89 | 102.36 | 117.86 |
| 27. Communications Network Manager | 107.50 | 119.76 | 109.33 | 121.80 |
| 28. Communications Specialist | 78.83 | 87.87 | 80.17 | 89.36 |
| 29. Senior Network Installation Technician | 68.77 | 76.67 | 69.94 | 77.97 |
| 30. Network Installation Technician | 50.17 | 55.89 | 51.02 | 56.84 |
| 31. Senior Hardware/Software Installation Specialist | 64.52 | 71.88 | 65.62 | 73.10 |
| 32. Hardware/Software Installation Technician | 50.17 | 55.89 | 51.02 | 56.84 |
| 33. Hardware/Software Specialist | 51.21 | 57.06 | 52.08 | 58.03 |
| 34. Senior Training Specialist | 78.83 | 87.87 | 80.17 | 89.36 |
| 35. Training Specialist | 54.47 | 60.68 | 55.40 | 61.71 |
| 36. Data Entry Clerk | 28.69 | 31.95 | 29.18 | 32.49 |
| 37. Technical Writer/Editor | 50.17 | 55.89 | 51.02 | 56.84 |
| 38. Administrative Assistant | 39.43 | 43.93 | 40.10 | 44.68 |
| 39. Year 2000 Conversion Specialist I | 107.84 | 123.15 | 109.67 | 125.24 |
| 40. Year 2000 Conversion Specialist II | 123.26 | 137.34 | 125.36 | 139.67 |
| 41. Year 2000 Conversion Specialist III | 154.09 | 171.71 | 156.71 | 174.63 |
| 42. Help Desk Manager | 83.99 | 99.99 | 85.42 | 101.69 |
| 43. Help Desk Technician | 66.07 | 78.66 | 67.19 | 80.00 |

Planned Systems International, Inc.

Information Technology Professional Services Labor Categories

1. Program Manager

Functional Responsibility: Serves as the contract manager and administrator over the entire contract effort. Acts as the primary interface and point of contact with Government project authorities and representatives on technical and contract administration issues. Supervises project operations by developing management procedures, planning and directing project execution, monitoring and reporting progress. Manages and controls financial and administrative aspects of the project with respect to contract requirements, enforces work standards, and assigns schedules.

Required Experience: Two years experience in managing large complex projects including at least 25 persons in subordinate groups in diverse locations with demonstrated capability in the overall management of contracts of similar type or complexity. Plus an additional eight years of progressively responsible experience in a Government contracting environment.

Required Education: Graduate Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional two years of relevant experience may be substituted for the Graduate Degree. An additional four years of relevant experience (a total of six years of experience) may be substituted for the Bachelors Degree.

2. Project Manager

Functional Responsibility: Serves as the central point of contact for delivery orders and interfaces with the Contracting Officers Technical Representatives. Establishes and enforces procedures to assure that all tasks are performed in accordance with applicable standards, quality requirements, estimated costs, and schedules. Coordinates development, quality assurance, configuration management, documentation support, software maintenance, and daily supervision of subordinates. Prepares reports and delivers briefings on the status of task assignments to contract management personnel and technical points of contact. Reviews work of subordinates, resolves discrepancies, prioritizes work, and accommodates changes.

Required Experience: Six years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

3. Task Manager

Functional Responsibility: Serves as the central point of contact for a particular delivery/task order and interfaces with the Government's Technical Representative. Establishes and enforces procedures to assure that the task is performed in accordance with applicable standards, quality requirements, estimated costs, and schedules. Coordinates development, quality assurance, configuration management, documentation support, software maintenance, and daily

supervision of subordinates. Prepares reports and delivers briefings on the status of task assignments to contract management personnel and technical points of contact. Reviews work of subordinates, resolves discrepancies, prioritizes work, and accommodates changes.

Required Experience: Four years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

4. Subject Matter Expert I

Functional Responsibility: Performs analytic work in support of systems engineering or planning activities, including the development of preliminary and detailed functional analysis required for ADP systems. Subject matter functional expertise provided includes areas such as inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration.

Required Experience: Five years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

5. Subject Matter Expert II

Functional Responsibility: Performs analytic work in support of systems engineering or planning activities, including the development of preliminary and detailed functional analysis required for ADP systems. Subject matter functional expertise provided includes areas such as inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to small teams of functional or technical personnel.

Required Experience: Seven years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

6. Subject Matter Expert III

Functional Responsibility: Performs analytic work in support of systems engineering or planning activities, including the development of preliminary and detailed functional analysis required for ADP systems. Subject matter functional expertise provided includes areas such as inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to large teams of functional or technical personnel.

Required Experience: Nine years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

7. Subject Matter Expert IV

Functional Responsibility: Performs analytic work in support of systems engineering or planning activities, including the development of preliminary and detailed functional analysis required for ADP systems. Subject matter functional expertise provided includes areas such as inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to large teams of functional or technical personnel.

Required Experience: Ten years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

8. Subject Matter Expert V

Functional Responsibility: Performs analytic work in support of systems engineering or planning activities, including the development of preliminary and detailed functional analysis required for ADP systems. Subject matter functional expertise provided includes areas such as inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to large teams of functional or technical personnel.

Required Experience: Twelve years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

9. Quality Assurance Analyst

Functional Responsibility: Serves as the focal point for maintaining the quality of contract deliverables. Develops plans and guidelines for quality assurance, instructs project staff in the principles of quality management and the specifics of quality programs for projects and tasks, and works with project leadership to implement quality assurance procedures. Leads independent quality review teams for project and task deliverables and prepares reports and delivers briefings on the quality status of deliverables.

Required Experience: Four years experience including the development and implementation of quality assurance programs for projects and tasks of similar scope and complexity.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

10. Project Control Specialist

Functional Responsibility: Supports project management team in controlling project cost and schedule. Uses state-of-the-art tools and methods (e.g. Microsoft Project, Project Scheduler) to develop project plans, status reports, and data updates for Government and contractor project management personnel to use in the management and control of project activities.

Required Experience: Four years experience in the development and implementation of project management tools. Experience in the use state-of-the-art tools and methods (e.g. Microsoft Project, Project Scheduler) to control cost, schedule, and technical conduct of projects of similar scope and complexity.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

11. Senior Systems Architect

Functional Responsibility: Applies knowledge of computer concepts and techniques to develop and implement automated solutions to engineering, scientific, or business data acquisition and management problems. Uses scientific and engineering logic to independently identify conceptual or theoretical solutions to problems of computer hardware or software design and operation. Develops alternative approaches to design, test, and evaluation techniques for solving automation problems. Evaluates and recommends optimum solutions balancing specific project needs with economic constraints. Interfaces with and uses micro, mini, and mainframe computer systems in addressing project objectives. Formulates architectural design, functional specification, interfaces and documentation of computer systems considering system interrelationships, operating modes, and equipment configurations. Responsible for developing project plans, justifications, guidelines, and controls.

Required Experience: Six years experience in the functions described above.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering or

related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

12. Information Engineer

Functional Responsibility: Applies knowledge of computer concepts and techniques to develop and apply automated solutions to engineering, scientific, or business data acquisition and management problems. Uses scientific and engineering logic to independently identify conceptual or theoretical solutions to problems of computer hardware or software design and operation. Develops alternative approaches to design, test, and evaluation techniques for solving automation problems, evaluates and recommends that which will provide the optimum solution glancing specific project needs with economic constraints. Formulates systems design, functional specification, interfaces and documentation of computer systems considering system interrelationships, operating modes, and equipment configurations. Responsible for developing project plans, justifications, guidelines, and controls.

Required Experience: Four years experience in the functions described above.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

13. Principal Data Base Systems Administrator

Functional Responsibilities: Applies current technology in providing MIS solutions. Provides highly technical expertise in providing business application solutions. Must have a comprehensive understanding of hardware/software and communication environments such as: client/server technology, host/mainframe technology, IS, and related peripheral equipment. Specifies proper types of files organization, indexing methods, and security procedures. Advises contractor project teams on the design of complex databases (e.g., schema and subschema details). Defines specialized aspects of user's data base administrator documentation. Performs detailed comparisons of various data base systems. Provides expertise in data storage systems. Develops backup and archival policies and procedures. Configures storage systems software to meet requirements. Performs administration tasks (installing, maintaining, monitoring, recovering, rebuilding, upgrading, patching and performance tuning). Implements software solutions for performance enhancement, operator interface, and increased user capability.

Required Experience: Six years experience in a complex, distributed, heterogeneous computing environments, which may involve different types of hardware platforms, operating systems applications, data base systems and network environments. Two years specific experience as a Data Base Systems Administrator on the target system.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

14. Data Base Systems Administrator

Functional Responsibilities: Applies current technology in providing MIS solutions. Provides highly technical expertise in providing business application solutions. Must have a comprehensive

understanding of hardware/software and communication environments such as: client/server technology, host/mainframe technology, IS, and related peripheral equipment. Specifies proper types of files organization, indexing methods, and security procedures. Advises contractor project teams on the design of complex databases (e.g., schema and subschema details). Defines specialized aspects of user's data base administrator documentation. Performs detailed comparisons of various data base systems. Provides expertise in data storage systems. Develops backup and archival policies and procedures. Configures storage systems software to meet requirements. Performs administration tasks (installing, maintaining, monitoring, recovering, rebuilding, upgrading, patching and performance tuning). Implements software solutions for performance enhancement, operator interface, and increased user capability.

Required Experience: Three years experience in a complex, distributed, heterogeneous computing environments, which may involve different types of hardware platforms, operating systems applications, data base systems and network environments. One year specific experience as a Data Base Systems Administrator on the target system.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

15. Senior Data Base Management Specialist

Functional Responsibility: Provides database support to all members of the project team. Performs database analysis, conversion loads, reorganizations, verifications, recoveries and general maintenance support. Provides application support during development and testing. Provides production database support. Reviews logical and physical design of existing databases and makes recommendations for modifications to ensure optimum operation efficiency. Monitors the operational databases at production sites for the purpose of identifying problems of database availability, efficiency, validity and security.

Required Experience: Six years experience in logical and physical database design; three years experience writing structure software; and three years experience in structured analysis and design.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or other relevant discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

16. Data Base Management Specialist

Functional Responsibility: Provides database support to all members of the project team. Performs database analyze, conversions loads, reorganizations, verifications, recoveries and general maintenance support. Provides application support during development and testing. Provides production database support. Reviews logical and physical design of existing databases and makes recommendations for modifications to ensure optimum operation efficiency. Monitors the operational databases at production sites for the purpose of identifying problems of database availability, efficiency, validity and security.

Required Experience: Four years experience in logical and physical database design; two years experience writing structure software; and two years experience in structured analysis and design.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or other relevant discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

17. Principal Systems Analyst

Functional Responsibility: Applies knowledge of computer science principles, automated data processing functions, and software languages to develop solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing ADP solutions to user requirements. Acts as team leader, providing guidance to junior level staff.

Required Experience: Ten years experience in ADP systems analysis, design, and or maintenance. Experience shall include a broad band range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

18. Senior Systems Analyst

Functional Responsibility: Applies knowledge of computer science principles, automated data processing functions, and software languages to develop solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing ADP solutions to user requirements. Acts as team leader, providing guidance to junior level staff.

Required Experience: Six years experience in ADP systems analysis, design, and or maintenance. Experience shall include a broad band range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

19. Systems Analyst

Functional Responsibility: Applies knowledge of computer science principles, automated data processing functions, and software languages to develop solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing ADP solutions to user requirements. Acts as team leader, providing guidance to junior level staff.

Required Experience: Four years experience in ADP systems analysis, design, and or maintenance. Experience shall include a broad band range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

20. Senior Application Programmer

Functional Responsibility: Applies basic knowledge of programming techniques. Develops program specifications for writing and testing programs. Develops, modifies and maintains assigned software according to specifications. Develops test data, performs thorough testing and corrects faulty code to ensure compliance with specifications. Documents programs according to Government standards and procedures.

Required Experience: Four years experience in the functions described above.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

21. Application Programmer

Functional Responsibility: Applies basic knowledge of programming techniques. Develops program specifications for writing and testing programs. Develops, modifies and maintains assigned software according to specifications. Develops test data, performs thorough testing and corrects faulty code to ensure compliance with specifications. Documents programs according to Government standards and procedures.

Required Experience: Two years experience in the functions described above.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

22. Principal Programmer

Functional Responsibility: Applies basic knowledge of programming techniques. Develops program specifications for writing and testing programs. Develops, modifies and maintains assigned software according to specifications. Develops test data, performs thorough testing and corrects faulty code to ensure compliance with specifications. Documents programs according to Government standards and procedures.

Required Experience: Ten years experience in ADP systems analysis, design, and or maintenance. Experience includes a broad range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

23. Senior Systems Programmer

Functional Responsibility: Applies basic knowledge of programming techniques. Develops program specifications for writing and testing programs. Develops, modifies and maintains assigned software according to specifications. Develops test data, performs thorough testing and corrects faulty code to ensure compliance with specifications. Documents programs according to Government standards and procedures.

Required Experience: Six years experience in ADP systems analysis, design, and or maintenance. Experience includes a broad range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

24. Systems Programmer

Functional Responsibility: Applies basic knowledge of programming techniques. Develops program specifications for writing and testing programs. Develops, modifies and maintains assigned software according to specifications. Develops test data, performs thorough testing and corrects faulty code to ensure compliance with specifications. Documents programs according to Government standards and procedures.

Required Experience: Two years experience in ADP systems analysis, design, and or maintenance. Experience includes a broad range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

25. Senior Communications Network Engineer

Functional Responsibility: Responsible for the design and implementation of data communications or telecommunications

networks. May support video teleconferencing center equipment and communication requirements. Plans and monitors the installation of communications circuits. Manage and monitor local area networks and associated equipment (e.g., bridges, routers, modem pools, gateways, etc.) Conducts short and long-term planning to meet communications requirements.

Required Experience: Six years experience in planning, designing and analyzing data or telecommunications networks. Demonstrated knowledge of Ethernet, FDDI and a working knowledge of operating systems and protocols such as Novell, NT, UNIX, VINES and TCP/IP. Must have experience with network analysis/management tools and techniques and be familiar with PC's in a client/server environment. Must be familiar with IT technology and long distance and local carrier management.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

26. Communications Network Engineer

Functional Responsibility: Responsible for the design and implementation of data communications or telecommunications networks. May support video teleconferencing center equipment and communication requirements. Plans and monitors the installation of communications circuits. Manage and monitor local area networks and associated equipment (e.g., bridges, routers, modem pools, gateways, etc.) Conducts short and long-term planning to meet communications requirements.

Required Experience: Three years experience in planning, designing and analyzing data or telecommunications networks. Demonstrated knowledge of Ethernet, FDDI and a working knowledge of operating systems and protocols such as Novell, NT, UNIX, VINES and TCP/IP. Must have experience with network analysis/management tools and techniques and be familiar with PC's in a client/server environment. Must be familiar with IT technology and long distance and local carrier management.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

27. Communications Network Manager

Functional Responsibility: Leads development and maintenance teams in resolving complex telecommunication problems. Monitors operation and performance of File Server Network systems and evaluates and makes recommendations for enhancements. Implements enhancements as approved by the Government. Supports the development of test plans, test descriptions, and test procedures. Reviews results of testing to ensure compliance with specifications. Proposes economical and efficient solutions as part of developing hardware and telecommunications solutions to user requirements.

Required Experience: Four years experience performing the functions described above.

Required Education: Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

28. Communications Specialist

Functional Responsibility: Provides direction on complex telecommunication problems. Monitors operation and performance of File Server Network systems and evaluates and makes recommendations for enhancements. Implements enhancements as approved by the Government. Supports the development of test plans, test descriptions, and test procedures. Reviews results of testing to ensure compliance with specifications. Proposes economical and efficient solutions as part of developing hardware and telecommunications solutions to user requirements.

Required Experience: Four years experience in the installation or maintenance of Local Area Networks with experience in two or more of the following: Unisys (CMS-1100), Digital (VMS/Pathworks), Microsoft (OS/2, LAN Manager, or Windows NT), Novell (Netware), PCs (DOS, WordPerfect, Lotus 123, Harvard Graphics, dBASE, or MS Office).

Required Education: Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

29. Senior Network Installation Technician

Functional Responsibility: Applies computer techniques, principles, and precedents to develop, design, modify, install, test, evaluate, or operate network based data processing systems or facilities. Maintains, repairs, inspects, troubleshoots or programs systems equipment or components. Reviews analyzes, develops, prepares, or applies specifications, policies, standards, or procedures. Plans and performs test and evaluations of systems equipment or components.

Required Experience: Four years experience performing the functions described above.

Required Education: Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

30. Network Installation Technician

Functional Responsibility: Applies computer techniques, principles, and precedents to develop, design, modify, install, test, evaluate, or operate network based data processing systems or facilities. Maintains, repairs, inspects, troubleshoots or programs systems equipment or components. Reviews analyzes, develops, prepares, or applies specifications, policies, standards, or procedures. Plans and performs test and evaluations of systems equipment or components.

Required Experience: Two years experience performing the functions described above.

Required Education: Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

31. Senior Hardware/Software Installation Technician

Functional Responsibility: Applies computer techniques, principles, and precedents to develop, design, modify, install, test, evaluate, or operate data processing systems or facilities. Maintains, repairs, inspects, troubleshoots or programs systems equipment or components. Reviews analyzes, develops, prepares, or applies specifications, policies, standards, or procedures. Plans and performs test and evaluations of systems equipment or components.

Required Experience: Four years experience performing the functions described above.

Required Education: Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substitute for the degree requirement.

32. Hardware/Software Installation Technician

Functional Responsibility: Applies computer techniques, principles, and precedents to develop, design, modify, install, test, evaluate, or operate data processing systems or facilities. Maintains, repairs, inspects, troubleshoots or programs systems equipment or components. Reviews analyzes, develops, prepares, or applies specifications, policies, standards, or procedures. Plans and performs test and evaluations of systems equipment or components.

Required Experience: Two years experience performing the functions described above.

Required Education: Associate Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional two years of experience may be substitute for the degree requirement.

33. Hardware/Software Specialist

Functional Responsibility: Applies knowledge of computer science principles, information management principles, data processing functions, ADP hardware and software systems structures and operations, and computer programming languages and techniques to solve automation problems. Addresses scientific engineering or business objectives by writing, modifying, or adapting computer programs in machine level, assembly, and third or fourth generation programming languages. Interfaces with and uses minicomputer and mainframe computer systems in addressing project objectives. Identifies and uses standard, unconventional and original mathematical, algorithmic, and programmatic approaches to define, plan, organize, design, develop, modify, test, and integrated database or data processing systems, computer hardware systems, and simulation models. Formulates architectural design, functional specification, interfaces, and documentation or hardware or software systems considering system interrelationships, operating modes, and software or equipment configurations. Researches unconventional application of software and operating systems in designing and developing new methodologies, signification modifications, or adaptations of standardized techniques. Responsible for developing project plans, guidelines and controls.

Required Experience: Four years total experience performing the functions described above.

Required Education: Bachelors Degree in computer science, information systems, mathematics, engineering or related field. An additional four years of experience may be substituted for the degree requirement.

34. Senior Training Specialist

Functional Responsibility: Applies the principles and techniques of the instructional systems design methodology to develop and delivery training materials and programs. Training materials include user guides, training manuals, instructor manuals, reference guides, and system documentation for software, network, and database applications. Performs individual and classroom training for the use of computer hardware and software.

Required Experience: Four years total experience performing the functions stated above.

Required Education: Bachelors Degree in computer science, information systems, mathematics, management, education, or related field. An additional four years of experience may be substituted for the degree requirement.

35. Training Specialist

Functional Responsibility: Applies the principles and techniques of the instructional systems design methodology to develop and delivery training materials and programs. Training materials include user guides, training manuals, instructor manuals, reference guides, and system documentation for software, network, and database applications. Performs individual and classroom training for the use of computer hardware and software.

Required Experience: Two years total experience performing the functions stated above.

Required Education: Bachelors Degree in computer science, information systems, mathematics, management, education, or related field. An additional four years of experience may be substituted for the degree requirement.

36. Data Entry Clerk

Functional Responsibility: Uses computer terminals or PCs to convert hard copy data into electronic format. Applies knowledge of common data capture software packages (e.g. Microsoft Excel) and various keyboards and keypads.

Required Experience: Two years experience in data entry and the use of common software packages.

Required Education: High School diploma or equivalency certificate.

37. Technical Writer/Editor

Functional Responsibility: Writes and prepares technical documentation using outlines and resource material provided by functional analysts and computer personnel. Consolidates, formats, requires and edits documentation written by technical personnel. Interprets documentation standards and instructions listed in the Statement of Work and produces documents that conform to instructions. Applies knowledge of required standards and verifies that documentation conforms to standards.

Required Experience: Two years professional experience in a position requiring development of structured written materials and visual aids.

Required Education: High school diploma or equivalency certificate, Associates of Arts degree desirable.

38. Administrative Assistant

Functional Responsibility: Provides clerical and administrative services and applies appropriate technology to support office operations. Provides graphics and editorial support plus desktop publishing services.

Required Experience: Two years experience in the support of office operations including the use of appropriate desktop technology.

Required Education: High school diploma or equivalency certificate, Associates of Arts degree desirable.

39. Year 2000 Conversion Specialist I

Functional Responsibility: Participates in the delivery of Year 2000 services. Contributes to the development of project plans and schedules, and assists in assessing the scope of the Y2K compliance effort. Works on the development of remediation strategies and helps evaluate and apply tool to check compliance of both hardware and software. Implements test plans and quality assurance methodologies. Implements source code changes and works with organizations to maintain clean status and ensure continued operational integrity.

Required Experience: One year of experience with systems relevant to current Y2K problems and issues.

Required Education: Bachelors Degree in engineering, computer science, MIS, mathematics, or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

40. Year 2000 Conversion Specialist II

Functional Responsibility: Addresses Year 2000 problems and issues. Develops project plans and schedules and assesses the scope of Y2K compliance effort. Recommends remediation strategies and evaluates and uses tools to check compliance of both hardware and software. Creates and implements test plans and quality assurance methodologies. Implements source code changes and works with organizations to maintain clean status and ensure continued operational integrity.

Required Experience: Three years of experience with systems relevant to current Y2K problems and issues.

Required Education: Bachelors Degree in engineering, computer science, MIS, mathematics, or related field. An additional four years of relevant experience may be substituted for the Bachelors Degree.

41. Year 2000 Conversion Specialist III

Functional Responsibility: Assumes a leadership role in addressing Year 2000 problems and issues. Leads the development of project plans and schedules and assesses the scope of Y2K compliance effort. Specifies remediation strategies and selects tools to use in checking compliance of both hardware and software. Creates and

implements test plans and quality assurance methodologies. Directs the implementation of source code changes and works with organizations to maintain clean status and ensure continued operational integrity.

Required Experience: Five years of experience with systems relevant to current Y2K problems and issues.

Required Education: Bachelors Degree in engineering, computer science, MIS, mathematics, or related field. An additional four years of relevant experience may be substituted for the degree requirement.

42. Help Desk Manager

Functional Responsibility: Has overall responsibility for help desk staff and the activities associated with the identification, prioritization, and resolution of reported problems. Ensures that all phases of help desk support are properly coordinated, monitored, logged, tracked and resolved appropriately. May maintain responsibility for development, maintenance and integrity of help desk software. Assigns personnel to various operations and directs their activities; reviews and evaluates their work and prepares performance reports.

Required Experience: Familiarity with appropriate desktop systems. Ability to communicate orally and in writing and experience interfacing with clients and customers and handling sensitive issues. Two to three years progressively responsible computer operations, network management and/or desktop support experience.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

43. Help Desk Technician

Functional Responsibility: Serve as a primary contact for clients experiencing technical and/or non-technical issues. Requires ability to diagnose, troubleshoot and client issues by employing strong listening and communication skills. Must have creative problem-solving skills to assist clients. Must be a team player that contributes to the resolution of the client's business problems. Provides ongoing technical support for specialized applications: logs trouble calls, analyzes and corrects problem at source. Advises users of changes in procedures. Identifies problems requiring vendor assistance and coordinates vendor technical support.

Required Experience: Experience in problem resolution of systems, electronic commerce and web hosting is preferred Also, requires user proficiency with PC hardware, standard software, and specialized applications, and effective oral and written communication skills to explain technical situations, present information, and provide training. Must have knowledge of the office suite and desktop applications required.

Required Education: Bachelors Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

**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 Services within the scope of this Information Technology Schedule.

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

2. ORDERING PROCEDURES

a. Procedures for IT professional services priced on GSA schedule at hourly rates.

(1) FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for IT professional services (SIN 132-51) that are priced on schedule at hourly rates. These special ordering procedures which are outlined herein take precedence over the procedures in FAR 8.404.

(2) The GSA has determined that the rates for IT professional services contained in this pricelist are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(3) When ordering IT professional services ordering offices shall –

(i) Prepare a Request for Quotation:

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

(B) A request for quotation should be prepared which includes the performance-based statement of work and requests the contractors submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort

required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor hour and time and material orders.

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

(D) The request for quotation shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (ii)(A) below, the request for quotations shall notify the contractors that will be the case.

(ii) Transmit the Request for Quotation to Contractors:

(A) Based upon an initial evaluation of catalogs and pricelists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132-51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

(B) The request for quotation should be to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not to exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for quotation should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for proposals for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement.

(iii) Evaluate proposals and select the contractor to receive the order:

After responses have been evaluated against the factors identified in the request for quotation, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

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

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

(A) SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

(B) MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedure in (3)(ii)(B) above, and then place the order with the schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

(ii) Review BPAs periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.

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

(6) When the ordering office's requirement involves both products as well as IT professional services, the ordering office should total the prices for the products and the firm-fixed price for the

services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.

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

b. Ordering Procedures for other services available on schedule at fixed prices for specifically defined services or tasks.

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

(1) Orders placed at or below the micro-purchase threshold. Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

(2) Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the service representing the best value, the ordering office may consider— (i) special features of the service that are required in effective program performance and that are not provided by a comparable service; and (ii) past performance.

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

(i) Review additional Schedule Contractors' catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;

(ii) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and

(iii) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value

and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

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

(A) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);

(B) Offer the lowest price available under the contract; or

(C) Decline the order (orders must be returned in accordance with FAR 52.216-19).

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

(5) Price reductions. In addition to the circumstances outlined in paragraph (3), above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

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

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

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 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 office.

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

c. The Contractor guarantees the satisfactory completion of the IT Services performed under the task order and that all contract personnel utilized in the performance of IT services under the task order shall have the education, experience, and expertise as stated in the task order.

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. INSPECTION OF SERVICES

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

6. RESPONSIBILITIES OF THE CONTRACTOR

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

7. RESPONSIBILITIES OF THE GOVERNMENT

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

8. INDEPENDENT CONTRACTOR

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

9. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

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

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

10. INVOICES

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

11. PAYMENTS

For firm-fixed price orders the Government 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 (Alternate I (APR 1984) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

12. RESUMES

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

13. INCIDENTAL SUPPORT COSTS

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

14. 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.

15. DESCRIPTION OF IT SERVICES AND PRICING

Please see IT Services Labor Categories and Price List (Pages 4 – 16)

USA Commitment to Promote Small Business Participation Procurement Programs

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts.

To accelerate potential opportunities please contact: Darrell Abed, Ph. 443.832.5018, Darrell.Abed@plan-sys.com, Fax: 410.964.8001.

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number **GS-35F-4649G**, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

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

| MODEL NUMBER/PART NUMBER | *SPECIAL BPA DISCOUNT/PRICE |
|--------------------------|-----------------------------|
| _____ | _____ |
| _____ | _____ |

(2) Delivery:

| DESTINATION | DELIVERY SCHEDULE/DATES |
|-------------|-------------------------|
| _____ | _____ |
| _____ | _____ |

(3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

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

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

| OFFICE | POINT OF CONTACT |
|--------|------------------|
| _____ | _____ |
| _____ | _____ |

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

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

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

Basic Guidelines For Using “Contractor Team Arrangements”

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

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

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

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

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

Here is a general outline on how it works:

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