



**FEDERAL ACQUISITION SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST**

Contract Number: GS-35F-4666G
Period Covered by Contract: 18 July 1997 – 17 July 2017

**GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES**

Special Item No. 132-51 Information Technology (IT) Professional Services

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

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

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

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

[SIN 132-51 Labor Categories](#)

[SIN 132-51 Labor Rates](#)

Special Item No. 132-52 Electronic Commerce (EC) Services

FPDS Code D304	Value Added Network Services (VANs)
FPDS Code D304	E-Mail Services
FPDS Code D304	Internet Access Services
FPDS Code D304	Navigation Services
FPDS Code D399	Other Data Transmission Services, Not Elsewhere Classified - Except "Voice" & Pager Services

Note 1: Electronic Commerce Services are not intended to supersede or be substitute for any voice requirements of FTS2001.

[SIN 132-52 Products and Rates](#)



TSR, Incorporated
2005 Hummel Avenue
Camp Hill, PA 17011

(717) 724-3220 (Tel)
(717) 724-0234 (Fax)

Email address: larry.darsey@tsr-inc.com
Website: www.tsr-inc.com

Contract Number: **GS-35F-4666G**
Period Covered by Contract: **18 July 1997 – 17 July 2017**

Pricelist current through modification number PA-0033, January 7, 2013.

General Services Administration
Federal Supply Schedule

Products and ordering information in this Authorized FAS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Acquisition Service's Home Page via the Internet at <http://www.gsa.gov/>



TABLE OF CONTENTS

PARAGRAPH	TITLE	PAGE NO.
	INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS	5
1.	Geographic Scope of Contract	5
2.	Contractor's Ordering Address and Payment Information	5
3.	Liability for Injury or Damage	6
4.	Statistical Data for Government Ordering Office Completion of Standard Form 279	6
5.	FOB Destination	6
6.	Delivery Schedule	6
7.	Discounts	6
8.	Trade Agreements Act of 1979	6
9.	Statement Concerning Availability of Export Packing	7
10.	Small Requirements	7
11.	Maximum Order	7
12.	Ordering Procedures for Federal Supply Schedule Contracts	7
13.	Federal Information Technology/Telecommunication Standards Requirements	7
13.1	Federal Information Processing Standards Publications (FIPS PUBS)	7
13.2	Federal Telecommunication Standards (FED-STDS)	7
14.	Contractor Tasks/Special Requirements	7
15.	Contract Administration for Ordering Activities	8
16.	GSA Advantage!	8
17.	Purchase of Open Market Items	9
18.	Contractor Commitments, Warranties and Representations	9
19.	Overseas Activities	9
20.	Blanket Purchase Agreements (BPAs)	9
21.	Contractor Team Arrangements	10
22.	Installation, Deinstallation, Reinstallation	10
23.	Section 508 Compliance	10
24.	Prime Contractor Ordering from Federal Supply Schedules	10
25.	Insurance - Work on a Government Installation	10
26.	Software Interoperability	11
27.	Advance Payments	11
	TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) AND ELECTRONIC COMMERCE (EC) SERVICES (SPECIAL ITEM NUMBER 132-52)	12
1.	Scope	12
2.	Performance Incentives	12
3.	Order	12
4.	Performance of Services	12
5.	Stop Work Order	13
6.	Inspection of Services	13
7.	Responsibilities of the Contractor	13
8.	Responsibilities of the Ordering Activity	13
9.	Independent Contractor	13
10.	Organizational Conflicts of Interest	14
11.	Invoices	14

12. Payments		14
13. Resumes		14
14. Incidental Support Costs		15
15. Approval of Subcontracts		15
16. Description of IT/EC Services and Pricing		15
SIN 132-51	LABOR CATEGORY DESCRIPTIONS	16
	Operations Director	16
	Project Manager	16
	Data Base Management Analyst	17
	Principal Information Engineer	17
	Digital Telecommunications Analyst	17
	Circuit Manager	18
	Senior Procurement Specialist	18
	Procurement Specialist	19
	Senior Accountant	19
	Accountant	20
	Administrative Assistant	20
	Communications Network Analyst	20
	Application Programmer	21
	Communications Computer Analyst	21
	Senior Network Engineer	21
	Associate Project Manager	22
	Secretary	22
	Senior Systems Engineer	23
	Systems Engineer	23
	Communications Technician	24
	PC Specialist	24
	Senior Communications Specialist	24
	Help Desk Operator	25
	Associate Circuit Manager	25
	Senior Systems Analyst	26
	Systems Analyst	26
	Network Specialist	27
	Computer Specialist	27
	Technician	27
	Web Site Design Specialist	28
	Internet Specialist	28
	WinFrame Engineer	29
SIN 132-51	IT PROFESSIONAL SERVICES LABOR RATES	30
SIN 132-52	ELECTRONIC COMMERCE DESCRIPTIONS & RATES	31-33
USA Commitment to Promote Small Business Participation		
Procurement Programs		34
Best Value Blanket Purchase Agreement Federal Supply Schedule		35
Basic Guidelines for Using “Contractor Team Arrangements”		38



INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEMS NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

Offerors are requested to check one of the following boxes:

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

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:
Not Applicable

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

**TSR, Incorporated
2005 Hummel Avenue
Camp Hill, PA 17011**

TSR, Incorporated (TSR) will accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government credit cards also will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

Below are the telephone and facsimile numbers, along with the email address, that can be used by ordering activities to obtain technical and/or ordering assistance:

(717) 724-3220 (Tel)

(717) 724-0234 (Fax)

larry.darsey@tsr-inc.com

3. **LIABILITY FOR INJURY OR DAMAGE**

TSR, Incorporated will not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by TSR, unless such injury or damage is due to our own fault or negligence.

4. **STATISTICAL DATA for Government Ordering Office Completion of Standard Form 279:**

Block 9: G. Order/Modification Under Federal Schedule
 Block 16: Data Universal Numbering System (DUNS) Number: 87-868-3473
 Block 30: Type of Contractor – B. Other Small Business
 Block 31: Woman-Owned Small Business – Yes
 Block 36: Contractor's Taxpayer Identification Number (TIN): 25-1723373

4a. **CAGE CODE:** 04UD4

4b. **CENTRAL CONTRACTOR REGISTRATION:** TSR, Incorporated has registered with the Central Contractor Registration Database.

5. **FOB DESTINATION:** Not Applicable

6. **DELIVERY SCHEDULE**

a. **TIME OF DELIVERY:** TSR, Incorporated will deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

<u>SPECIAL ITEM NUMBER</u>	<u>DELIVERY TIME (Days ARO)</u>
132-51	Negotiated by Agency and TSR, Incorporated
132-52	Negotiated by Agency and TSR, Incorporated

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

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

- a. Prompt Payment: 0.5% - 20 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: None
- c. Dollar Volume: None
- d. Government Educational Institutions: Receive the same discount as all other Government customers
- e. Other: No other discounts offered

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 \$200.00.

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

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

- Special Item Number 132-51 - Information Technology (IT) Professional Services
- Special Item Number 132-52 - Electronic Commerce (EC) Services

12. ORDERING PROCEEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

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

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

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

- (a) **Security Clearances:** TSR, Incorporated personnel may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with

obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

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

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

16. GSA ADVANTAGE!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

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: None

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the

discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

23. SECTION 508 COMPLIANCE.

If applicable, Section 508 compliance information on the supplies and services in this contract are available at our website: www.tsr-inc.com.

The Electronic and Information Technology (EIT) standard can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

—

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

(b) The following statement:

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

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

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

(c) Before commencing work under this contract, TSR, Incorporated will notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an

endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

- (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
 - (2) Until 30 days after the insurer or TSR, Incorporated gives written notice to the Contracting Officer, whichever period is longer.
- (d) TSR, Incorporated will insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. TSR, Incorporated will maintain a copy of all subcontractors' proofs of required insurance, and will make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

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

27. ADVANCE PAYMENTS

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

<p style="text-align: center;">TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) AND ELECTRONIC COMMERCE (EC) SERVICES (SPECIAL ITEM NUMBER 132-52)</p>
--

1. SCOPE

a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services and Special Item Number 132-52 Electronic Commerce Services apply exclusively to IT/EC Services within the scope of this Information Technology Schedule.

b. TSR, Incorporated will provide services at our facility and/or at the ordering activity location, as agreed to by TSR and the ordering activity.

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

a. Performance incentives may be agreed upon between TSR, Incorporated and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.

b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

c. Incentives should be designed to relate results achieved by TSR, Incorporated to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate TSR. Incentives shall be based on objectively measurable tasks.

3. ORDER

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

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

a. TSR, Incorporated shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

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

c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any TSR, Incorporated travel required in the performance of IT/IAM Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

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

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

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

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

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

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

6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS -COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I - OCT 2008) (DEVIATION I - FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

TSR, Incorporated will comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation - May 2003) Rights in Data - General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

All IT/EC Services performed by TSR, Incorporated under the terms of this contract will be as an independent contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

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

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

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

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT/EC SERVICES AND PRICING

a. Starting with page 16, TSR, Incorporated has provided a description of each type of IT/EC Service offered under Special Item Numbers 132-51 and 132-52. IT/EC Services are presented in the same manner as TSR sells to its commercial and other ordering activity customers. Because TSR is proposing hourly rates under SIN 132-51, a description of all corresponding labor categories for those individuals who perform the service is provided.

b. Pricing for all IT/EC Services will be in accordance with TSR, Incorporated's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

SIN 132-51**LABOR CATEGORY DESCRIPTIONS****OPERATIONS DIRECTOR**

TSR's Job Title: **Operations Director**

Minimum/General Experience: A minimum of fifteen years experience, of which the last ten years must be specialized. Specialized experience includes: complete engineering project development from inception to deployment, demonstrated ability to provide guidance and direction in similar tasks, proven expertise in the management and control of funds and resources, and demonstrated capability in managing multi-task contracts similar in type and complexity to the GSA. General experience includes increasing responsibilities in information systems design and management. See footnote below.

Functional Responsibilities: Serves as TSR's single contract manager, and shall be the authorized interface with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel, and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance and shall not serve in any other capacity under this contract.

Minimum Education: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. With a Master of Science degree in the previous designated fields; thirteen years general experience of which at least nine years specialized experience is required. With a PhD in the designated fields, twelve years general experience of which at least eight years must be specialized experience. See footnote below.

PROJECT MANAGER

TSR's Job Title: **Project Manager**

Minimum/General Experience: This position required a minimum of ten years experience, of which at least six years must be specialized. Specialized experience includes: complete engineering project development from inception to deployment, demonstrated ability to provide guidance and direction in the tasks similar to GSA ADP Services, proven in the management and control of funds and resources, demonstrated capability in managing multi-task contracts of this type and complexity. General experience includes increasing responsibilities in information systems design and management. See footnote below.

Functional Responsibilities: Serves as the project manager for a large, complex delivery order (or group of delivery orders) and shall assist the Operations Director in working with the Government Contracting Officer (CO), Contracting Officer's Representative (COR), the Contracting Officer's Technical Representative (COTR), government management personnel and customer agency representatives. Under the guidance of the Operations Director, responsible for the overall management of the specific delivery order (s) and ensuring that they're implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces and interfaces to other functional systems.

Minimum Education: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. With a Master's Degree in the designated fields, ten years of general experience of which at least seven years specialized experience is required. With a PhD in the designated fields, eight years of general experience of which at least six years specialized experience is needed. See footnote below.

DATA BASE MANAGEMENT ANALYST

TSR's Job Title: **Data Base Management Analyst**

Minimum/General Experience: This position requires a minimum of six years experience, of which at least four years must be specialized. Specialized experience includes: demonstrated experience using current DBMS technologies, application design using various database management systems and experience with DBMS internals. General experience includes increasing responsibilities in DBMS systems analysis and programming. Demonstrated ability to work independently, or under oral general direction. See footnote below.

Functional Responsibilities: Provides highly technical expertise in the use of DBMSs. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

Minimum Education: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. With a Master's Degree in the designated fields, four years of general experience and at least three years in a specialized area. A degree is not required when the individual has at least ten years of general experience and at least seven years of specialized experience. See footnote below.

PRINCIPAL INFORMATION ENGINEER

TSR's Job Title: **Principal Information Engineer**

Minimum/General Experience: This position requires twelve years experience in information systems development, functional and data requirements analysis, systems analysis and design, programming, and program design, and documentation preparation. A minimum of ten years specialized experience is required in the following: demonstrated experience in managing the implementation of information engineering projects and experience in systems analysis, design and programming using CASE and IE tools and methods, e.g., Oracle CASE, IEF CASE, I-CASE. Demonstrated experience in the client server environment. Proven managerial and supervisory skills. Demonstrated exceptional written and oral communications skills, including giving formal presentations to different audiences. Must demonstrate the ability to work independently or under only general direction. See footnote below.

Functional Responsibilities: Applies an enterprise-wide set of disciplines for the planning, analysis, design and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodologies for problem solutions. Performs enterprise-wide strategic systems planning, business information planning, and analysis. Performs process and data modeling in support of planning and analysis efforts using both manual and automated tools; such as Integrated Computer-Aided Software Engineering (I-CASE) tools. Applies reverse engineering and re-engineering disciplines to develop system migration and tactical and strategic planning documents. Provides technical guidance in software engineering techniques and automated support tools.

Minimum Education: A Bachelor's Degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline and ten years of experience of which eight are in the specialized areas. With a Master's degree in the designated disciplines and nine years of general experience of which seven are specialized. With a PhD in the designated fields, eight years of general experience is required with at least five years of specialized experience. Twelve years of general experience with ten in the specialized areas does not require a college degree. See footnote below.

DIGITAL TELECOMMUNICATIONS ANALYST

TSR's Job Title: **Digital Telecommunications Analyst**

Minimum/General Experience: Must have a minimum of four years experience in installation, repair, and maintenance of electronic computer based systems and four years experience in the areas of voice and/or data transmission facilities. Must have direct work experience with various media including two and four wire

transmission, microwave, fiber optics, satellite and other. Two years of the required experience must be in the direct testing, evaluation, and quality assurance of voice and data networks. See footnote below.

Functional Responsibilities: Monitor vendor installation of equipment and perform system testing and evaluation activities. Inspects and reviews hardware installation, wiring, power, grounding, system data base validation, and other activities to ensure quality installation of customer services. Must be able to perform adjunct installation, deinstallation, and relocation activities including, but not limited to, site preparation and installation and/or removal of cable and wiring systems, terminal equipment, automated data processing services, and associated hardware and software. Must also be capable of performing quality assurance testing of voice and data switching equipment and installing and/or maintaining LAN/WAN equipment and networks. Needs to communicate effectively in writing and orally with all levels of technical and management personnel, as required. May be assigned work involving automated systems with an emphasis on office automation projects operating in a client server environment. Must be capable of performing work in the areas of network testing, analysis, and optimization and applying transmission engineering principles to existing networks to ensure receipt of quality services in both voice and data transmission over different types of media.

Minimum Education: Must be a high school graduate and have at least eight years experience in software/hardware LAN and WAN network design and analysis. See footnote below.

CIRCUIT MANAGER

TSR's Job Title: Circuit Manager

Minimum/General Experience: Must have at least two years experience in analyzing and establishing telecommunications circuit equipment configuration requirements necessary to improve the technical and economic performance of existing voice and data telecommunications systems as well as experience in performing studies, analysis, and evaluation of existing telephone systems. Knowledge of traffic flow and client requirements, operating procedures, and traffic study techniques are essential. Must be capable of conversing with technical and managerial personnel to determine applicable programs, agency plans, and other factors affecting telecommunications systems design requirements. See footnote below.

Functional Responsibilities: Will be assigned tasks to gather, analyze, and recommend systems requirements in voice and data applications. Must communicate effectively in writing and orally with all levels of technical and management personnel, as required. Will be assigned tasks to accomplish traffic studies, determine end client station equipment design in cognizance with operational requirements, and other implementation of system equipment. Will be assigned to perform equipment inventories in either requirements phase or in system acceptance activities. Will be assigned to perform research, surveys, and reporting of data in support of technical and managerial personnel.

Minimum Education: A Bachelor's Degree in EE, telecommunication or MIS from an accredited college or university. With six years of general experience with at least two years in telecommunications circuits and technologies, a degree is not required. See footnote below.

SENIOR PROCUREMENT SPECIALIST

TSR's Job Title: Senior Procurement Specialist

Minimum/General Experience: This position requires at least three years of experience of which two years must be specialized in supporting clients in the telecommunications industry. Specialized experience includes purchasing and acquisition analytical work to include financial and budgetary forecasting methodologies, price and cost determinations, long range projections and future costs, and capital budgeting. General experience represents demonstrated knowledge and understanding of financial management systems and other financial and business applications. Must be knowledgeable, capable, and experienced in the use of computer-based analytical and forecasting tools. See footnote below.

Functional Responsibilities: Develops and manages acquisition and procurement systems to evaluate and monitor financial performance of individual telecommunication products and services to assess projects pre and/or post implementation. Conducts financial studies and surveys to determine competitive product pricing structures and rates; develops and coordinates implementation of business development plans. Requires strong technical knowledge of current and future telecommunications systems and services, plus strong knowledge of business, finance, accounting, and rates and tariffs issues in telecommunications.

Minimum Education: Must have a Bachelor's Degree in accounting, business, finance, or related field from an accredited university with at least two years of experience. With at least three years of general experience with at least two years in the telecommunications industry, a college degree is not required. See footnote below.

PROCUREMENT SPECIALIST

TSR's Job Title: Procurement Specialist

Minimum/General Experience: This position requires at least two years of experience with the purchasing and acquisition of business products and services, and a firm understanding of financial management systems and other financial and business related applications. Must be knowledgeable, capable, and experienced in the use of computer-based analytical and forecasting tools. See footnote below.

Functional Responsibilities: Responsible for performing technical and price analysis and verification of telephone company circuit orders and subsequently invoices to ensure that customer agencies receive full and accurate services and features as requested. This requires analyzing and comparing circuit orders against telephone company invoices to ensure rates are correct and in compliance with the quoted prices and dates of service; monitoring telephone company compliance/non-compliance with regard to contracts and agreements and subsequently conferring with all necessary parties to resolve any billing or other disputes; and, advising both parties of any delays or problems that will affect the payment of invoices. In addition, must be responsible for conducting financial analyses of competitive product pricing structures and rates, understanding and working with different tariffs in the telecommunications industry, and generating reports on both a periodic and ad hoc basis. Also may be required to operate and update various databases relative to circuit order and billing maintenance.

Minimum Education: High school graduate with at least two years of general business experience in handling purchasing and acquisition related activities. See footnote below.

SENIOR ACCOUNTANT

TSR's Job Title: Senior Accountant

Minimum/General Experience: This position requires at least ten years experience of which seven years must be specialized. Specialized experience includes: preparation and analysis of financial statements, development of complex project schedules. General experience includes increasing responsibilities in general accounting or management activities. Must demonstrate management and supervisory capabilities, as well as the ability to work independently or under only general direction. See footnote below.

Functional Responsibilities: Responsible for all aspects of billing from the development to the execution of procedures to the verification of the report accuracy. Must manage any discrepancies related to installation, de-installation, repair, recurring, and non-recurring billings and subsequently coordinate resolution with the telephone companies and customers. Ensures sufficient information is captured to facilitate customer billing and coordinates with accounts payable for the timely payment of all circuit billings. Manages the accounting staff and reports to the Project Manager.

Minimum Education: A Bachelor's Degree in Finance, Accounting, Business or another related business or financial discipline with at least six years of general experience and at least three years in a specialized field. A Master's Degree in the designated fields and four years general experience of which at least two years are in a specialized area. With fifteen years of general experience of which at least ten years of specialized experience, a degree is not required. See footnote below.

ACCOUNTANT

TSR's Job Title: Accountant

Minimum/General Experience: This position requires at least three years general experience and a minimum of two years in a specialized area. General experience includes exposure to financial systems including accounting and billing functions, and specialized experience includes providing assistance in preparation of financial statements and billings. See footnote below.

Functional Responsibilities: Responsible for the day-to-day verification and timely input of circuit bills into the automated billing and accountability system. Communicates with the telephone companies to ensure accurate billing and resolution of disputes between customers and telephone companies. Reports to the Senior Accountant and assists with all billing and accounting related functions and activities.

Minimum Education: A Bachelor's Degree in Finance, Accounting, Business, or related business or financial discipline. With three years of general experience of which two years are specialized experience, no degree is required. See footnote below.

ADMINISTRATIVE ASSISTANT

TSR's Job Title: Administrative Assistant

Minimum/General Experience: At least two years of general office experience. See footnote below.

Functional Responsibilities: Prepares technical documentation using word processing equipment and is responsible for spelling, grammar, format, and proof reading. Responsible for over seeing the administrative functions in a business or office environment.

Minimum Education: High school graduate with at least two years general experience in handling secretarial and other administrative related duties such as typing, filing, word processing, spreadsheets, etc. See footnote below.

COMMUNICATIONS NETWORK ANALYST

TSR's Job Title: Communications Network Analyst

Minimum/General Experience: A minimum of seven years experience of which four years must be specialized. Specialized experience includes protocol analysis, knowledge of OSI protocols (particularly TCP/IP, X.25, X.400, X.500, etc.). Experience with ATM, frame relay, knowledge of bridges, routers, gateways, FDDI, detailed knowledge of UNIX or NT operating systems. Experience as a CNE or MCSE desirable. Specialized experience also includes: trouble shooting and maintaining communication network systems, which may be mainframe, mini, or client server based. General experience includes all aspects of communication networks planning, installation, and support. See footnote below.

Functional Responsibilities: Evaluates communication hardware and software, troubleshoots LAN/MAN/WAN and other network related problems, and provides technical expertise for performance and configuration of networks. Performs general LAN/MAN/WAN administration, provided technical assistance in the integration and test of complex large-scale computer integrated networks. Schedules and assists with conversions and cut-overs. Operates the network control center, maintains systems, and coordinates with other users and sites.

Minimum Education: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. With a Master's Degree in the previously defined fields: five years general experience of which the last three years must be specialized. With ten years general experience of which at least eight years is specialized, a degree is not required. See footnote below.

APPLICATION PROGRAMMER

TSR's Job Title: Application Programmer

Minimum/General Experience: A minimum of two years general experience, of which the last year must be specialized. Specialized experience includes: experience as an applications programmer on large-scale data base management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Demonstrated ability to work independently or under only general direction. See footnote below.

Functional Responsibilities: Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required products. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure deadlines are met.

Minimum Education: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. With four years of general experience of which the last two years must be specialized experience, a degree is not required. See footnote below.

COMMUNICATIONS COMPUTER ANALYST

TSR's Job Title: Communications Computer Analyst

Minimum/General Experience: A minimum of six years experience, of which at least the last four years must be specialized experience in one of the following: communications software, communications hardware or network specialty. General experience includes all aspects of communication networks. Must demonstrate the ability to work independently or under only general direction. See footnote below.

Functional Responsibilities: Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, displacements, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutover of network components and capabilities. Coordinates requirements with users and suppliers.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. With a Master's Degree: four years general experience of which the last three years must be specialized. With twelve years general experience of which the last ten years is specialized, a degree is not required. See footnote below.

SENIOR NETWORK ENGINEER

TSR's Job Title: Senior Network Engineer

Minimum/General Experience: A minimum of eight years general experience, of which at least the last seven years must be specialized. Specialized experience includes: supervision of system engineers, use of structured analysis, design methodologies and design tools (such as IDEF1x, entity relationship diagrams, and other design techniques), object oriented principles, and experience with the logical and physical, functional, operational, and technical architecture of large and complex information and communications systems. See footnote below.

Functional Responsibilities: Establishes system information requirements using analysis of the information engineers in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards, such as Institute of Electrical and Electronic Engineers (IEEE) and Open Systems Environment (OSE) reference models, as they apply to the implementation and specification of Information Management (IM) solution of the application platform, across the application program

interfaces (API), and the external environment/ software application. Evaluates analytically and systematically problems of workflows, organization, and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.

Minimum Education: Bachelor's degree in Computer Science, Information systems, Engineering, Business, or other related scientific or technical disciplines. With a Master's degree (in the previous identified fields): six years of general experience of which at least six years must be specialized experience. With a PhD in the same discipline, six years general experience with at least five years of specialized experience. With fifteen years of general experience of which at least twelve years must be specialized, a degree is not required. See footnote below.

ASSOCIATE PROJECT MANAGER

TSR's Job Title: Associate Project Manager

Minimum/General Experience: This position required a minimum of seven years experience, of which at least three years must be specialized. Specialized experience includes: information technology related project development experience from inception to deployment, demonstrated ability to provide guidance and direction in the life-cycle and system development tasks, proven experience in assisting with the management and control of funds and resources, and previous experience in managing technical task or delivery orders. General experience includes increasing responsibilities in information technology, telecommunications, and financial, accounting and procurement systems environments. See footnote below.

Functional Responsibilities: Serves as the deputy or assistant project manager for information technology related system development projects (involving delivery or task orders) and shall assist the Project Manager in working and interfacing with the Government Contracting Officer (CO), Contracting Officer's Representative (COR), the Contracting Officer's Technical Representative (COTR), other government management personnel, and customer agency representatives. Under the guidance of the Project Manager, responsible for the overall management of the specified delivery/task orders and ensuring their timely initiation, implementation, and completion. Assists with enterprise-wide horizontal integration planning and interfaces to other functional systems.

Minimum Education: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. With a Master's Degree in the designated fields, five years of general experience, of which at least two years specialized experience is required. With a PhD in the designated fields, three years of general experience, of which at least one year of specialized experience is needed. A college degree is not required when the individual has at least twelve years of general experience and at least seven years of specialized experience. See footnote below.

SECRETARY

TSR's Job Title: Secretary

Minimum/General Experience: This position requires a minimum of one-year experience. Specialized experience includes: proven experience in operating office business equipment and personal computers, coordinating business resources, and assisting staff members with administrative services. See footnote below.

Functional Responsibilities: Serves as the Secretary for senior level management and shall assist each by handling and coordinating all project or business-related activities and functions. Aids management and staff members by coordinating office services such as personnel, budget preparation and control, record's control and management studies. Co-ordinates the collection and preparation of operating and project reports (including the co-ordination and obtaining resources for scheduled projects that use printing resources, shipping, mailing, and tracking systems for multiple on-going projects). Secures training facilities and orders supplies and other materials as needed. Responsible for performing clerical functions including: screening telephone calls, making travel arrangements, coordinating meetings, typing, data entry, scheduling, copying, faxing, filing, etc. Also responsible for keeping track of equipment, licenses, maintenance schedules, security forms, and other related administrative forms.

Minimum Education: A high school diploma is the only educational requirement for this position. See footnote below.

SENIOR SYSTEMS ENGINEER

TSR's Job Title: Senior Systems Engineer

Minimum/General Experience: This position requires a minimum of eight years experience, of which at least five years must be specialized. Specialized experience includes: supervision of system architects, use of structured analysis, design methodologies and design tools (such as IDEF1x, entity relationship diagrams, and other design techniques), object oriented principles, and experience with the logical and physical functional, operational, and technical architecture of large and complex information and telecommunication systems. General experience includes increasing responsibilities in systems engineering. See footnote below.

Functional Responsibilities: Analyzes information and data processing requirements to determine electronic information and data processing system capabilities required for projects or workload. Performs analysis and assessments on system timing, interfaces, and performance. Reports on all findings and provides recommendations and alternative approaches. Knowledgeable in areas including: state-of-the-art computer and information technology, database design and development, operating systems (e.g., DEC Alpha Open VMS and VAX/VMS; IBM Mainframe/MVS, LAN servers (e.g., DEC Pathworks; Banyan VINES; Novell; PC UNIX), Personal Computers, Database Management Systems (e.g., Clipper, Dbase III & IV; FOX; Model 204; ORACLE; Paradox; Rbase), Network Protocols (e.g., Appletalk; DECNet; Pathworks; IPX; LAD; LAST; LAT; LAVC; OSI; SNA; TCP/IP; VINES; XNS), network topologies (e.g., ISDN, Ethernet, FDDI, token ring, ATM); WANS; circuitry (e.g., Frame Relay, FNS, T-1, fractional T-1) etc. Also reviews system and/or software requirements and prepares test plans, test cases, and test procedures for conduct of various levels of testing; conducts necessary testing; assembles, analyses and quantifies test data; and, provides test reports including necessary corrective actions.

Minimum Education: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. With a Master of Science Degree in the previous designated fields; six years general experience of which at least four years specialized experience is required. With a PhD in the designated fields, five years general experience of which at least three years must be specialized experience. Experience cannot be substituted for education in this position. See footnote below.

SYSTEMS ENGINEER

TSR's Job Title: Systems Engineer

Minimum/General Experience: This position requires a minimum of four years experience, of which at least three years must be specialized. Specialized experience includes: performing structured analyses, use of design methodologies and tools (such as IDEF1x, entity relationship diagrams, and other design techniques), object oriented principles, and experience with the logical and physical functional, operational, and technical architecture of large and complex information and telecommunication systems. General experience includes increasing responsibilities in systems engineering. See footnote below.

Functional Responsibilities: Analyses information and data processing requirements to determine electronic information and data processing system capabilities required for projects or workload. Performs analysis and assessments on system timing, interfaces, and performance. Reports on all findings and provides recommendations and alternative approaches. Knowledgeable in areas including: state-of-the-art computer and information technology, data base design and development, operating systems (e.g., DEC Alpha Open VMS and VAX/VMS; IBM Mainframe/MVS, LAN servers (e.g., DEC Pathworks; Banyan VINES; Novell, Windows NT; PC UNIX), Personal Computers, Database Management Systems (e.g., Clipper, Dbase III & IV; FOX; Model 204; ORACLE, DB2; Paradox; Rbase), Network Protocols (e.g., 3COM; Appletalk; DECNet; Pathworks; IPX; LAD; LAST; LAT; LAVC; OSI; SNA; TCP/IP; VINES; XNS), network topologies (e.g., ISDN, Ethernet, FDDI); WANS; circuitry (e.g., FNS, T-1, fractional T-1), etc. Also reviews system and/or software requirements and prepares test plans, test cases, and test procedures for conduct of various levels of testing; conducts necessary testing; analyses and quantifies test data; and, provides test reports including necessary corrective actions.

Minimum Education: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. With a Master of Science Degree in the previous designated fields, three years general experience of which at least two years specialized experience is required. No college degree is required with six years of experience. See footnote below.

COMMUNICATIONS TECHNICIAN

TSR's Job Title: Communications Technician

Minimum/General Experience: This position requires a minimum of one-year experience. Specialized experience includes: analysis, design, and installation of local area networks; analysis and installation of communication systems; and use of engineering documentation, network configurations and topologies, X.25, TCP/IP, Frame Relay, Bridges, and Routers. General experience includes increasing responsibilities in technical and network management. See footnote below.

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

Minimum Education: Minimum education requirement is a high school diploma. With an Associate's Degree, two years general experience of which at least one year must be specialized experience is required. With a Bachelor's Degree, one year of general experience is required. See footnote below.

PC SPECIALIST

TSR's Job Title: PC Specialist

Minimum/General Experience: A minimum of six years of experience, of which at least four years must be specialized. Specialized experience includes: systems analysis and evaluation of hardware, software, and communications capabilities and configurations. General experience includes increasing responsibilities with information systems, including systems analysis and programming. Must also demonstrate the ability to work independently or under only general direction. See footnote below.

Functional Responsibilities: Performs and demonstrates a thorough understanding and working knowledge of the following functions: testing, assembling components, analyses, corrective action on systems, networks, hardware, software, etc., to ensure overall quality to the computing environment. Provides training, installation, and support of software and hardware with many different types of configurations. Works on various types of electrical/electronic equipment and/or software applications by performing some or all of the following functions: installing, maintaining, repairing, overhauling, trouble-shooting, constructing, modifying, and testing PC systems and capabilities.

Minimum Education: An Associate's Degree in Computer Science, Information Systems, Engineering, Business or other technical related discipline is required. With a Bachelor's Degree in the designated fields, four years general experience of which at least two years must be specialized is required. Six years general experience of which five years must be specialized is required with only a high school diploma. See footnote below.

SENIOR COMMUNICATIONS SPECIALIST

TSR's Job Title: Senior Communications Specialist

Minimum/General Experience: This position requires fifteen years experience of which seven years must be specialized. Specialized experience includes protocol analysis, knowledge of OSI protocols particularly TCP/IP, X.25, X.400, and X.500. Experience with ATM, frame relay, and knowledge of bridges, routers, gateways, FDDI, etc. Experience as a CNE, MCSE, Unix Administrator, or other equivalent enterprise networking experience is

mandatory. Specialized experience also includes: managing the operation and maintenance of communication network systems that is either mainframe, mini, or client server based. General experience includes all aspects of communications networks planning, design, and implementation. See footnote below.

Functional Responsibilities: Establishes telecommunications system information requirements using analysis of the engineers in the development of enterprise-wide or large scale communication system related projects. Designs communication architectures to include the software, hardware, and networking to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open system architectures, the Open System Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards (such as Institute of Electrical and Electronic Engineers (IEEE), Open System Environment (OSE) reference model, etc.) as they apply to the implementation and specification of Information Management (IM) solution of the application platform, across the application program interface (API), and the external environment. Evaluates analytical and systematical problems of workload, work flows, organization, and planning, and also develops appropriate corrective actions. Provides daily supervision and direction to staff.

Minimum Education: A Master's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. With a PhD in the designated fields, eight years of general experience is required where at least six years must be specialized experience. See footnote below.

HELP DESK OPERATOR

TSR's Job Title: Help Desk Operator

Minimum/General Experience: This position requires at least three years of progressive experience in the field of information technology with at least one year of specialized experience in the client's technological environment. See footnote below.

Functional Responsibilities: Provides management and end user assistance for all information technology and telecommunications related inquiries (trouble tickets) involving all system components and operational activities. Serves as the primary interface between the end user and the company's support service technicians, and provides the initial analysis of the customer's problem. When further assistance is required, directs the technical problem or concern to the appropriate technical support resources. Responsible for the daily operation of the Help Desk or Information Center and utilizes software, hardware, and other tools to aid users inquiries and diagnose problems. Also responsible for handling electronic mail related problems.

Minimum Education: Three years of increasingly complex and progressive experience in the information technology and telecommunications field including one year of specialized experience in the client's technological environment. See footnote below.

ASSOCIATE CIRCUIT MANAGER

TSR's Job Title: Associate Circuit Manager

Minimum/General Experience: Must have at least one year of experience in analyzing and establishing telecommunications circuit equipment configuration requirements necessary to improve the technical and economic performance of existing voice and data telecommunications systems as well as experience in performing studies, analyses, and evaluation of existing telephone systems. Knowledge of traffic flow and client requirements, operating procedures, and traffic study techniques are essential. Must be capable of conversing with technical and managerial personnel to determine applicable programs, agency plans, and other factors affecting telecommunications systems design requirements. See footnote below.

Functional Responsibilities: Will be responsible for executing tasks, which gather, analyze, and recommend systems requirements in voice and data applications. Must communicate effectively in writing and orally with all levels of technical and management personnel, as required. Will be responsible for overseeing tasks to accomplish traffic studies, determine end client station equipment design in cognizance with operational requirements, and other

implementations of system equipment. Will be tasked by the Circuit Manager to perform equipment inventories in both requirements phases and system acceptance activities. Will also be assigned to perform research, surveys, and reporting of data in support of technical and management personnel.

Minimum Education: A Bachelor's Degree in Electrical Engineering, telecommunications, or MIS from an accredited college or university. With three years of general experience with at least one year in telecommunications circuits and technologies, a degree is not required. See footnote below.

SENIOR SYSTEMS ANALYST

TSR's Job Title: Senior Systems Analyst

Minimum/General Experience: Must possess at least four years of increasingly complex and progressive experience in performing systems analyses with at least two years in the design, development and/or support of technical problems and solutions in the client's information technology environment. See footnote below.

Functional Responsibilities: Performs professional assignments in the general area of computer hardware, software or support such as: analysis of computer systems, protocols, computer operations, interfaces, LAN support, LAN design, programming and database structuring and management, and evaluation of computer test plans and procedures. Work may require expertise in the following areas: 4GL, object oriented, client server technology; network operating systems (Windows NT, UNIX, Novell, etc.; database technology (e.g. SQL, Oracle, Sybase); Internet Web technology; or electronic publishing tools. This category also includes: 1) analyzing and defining security requirements for Multilevel Security (MLS) issues; 2) managing the daily activities of configuration control and operation of business systems in a mini or client server based environment; or, 3) evaluating network and communication hardware and software, troubleshooting LAN/WAN and other network related problems and providing technical expertise for performance and configuration of networks.

Minimum Education: Must have an Associates Degree or a technical certification in support of the client's technological environment and two years of experience, or four years of information technology related experience with two years specialized in the design, development and/or support of functional systems. See footnote below.

SYSTEMS ANALYST

TSR's Job Title: Systems Analyst

Minimum/General Experience: Must possess at least two years of increasingly complex and progressive experience in performing systems analyses with at least one year of experience in the design, development and/or support of technical problems and solutions in the client's information technology environment. See footnote below.

Functional Responsibilities: Performs professional assignments both alone and with assistance from the task leader and/or senior systems analyst in the general areas of computer hardware, software or support such as: analysis of computer systems, protocols, computer operations, interfaces, LAN support, LAN design, programming and database structuring and management, and evaluation of computer test plans and procedures. Work may require knowledge and expertise in the following areas: 4GL, object oriented, client server technology; network operating systems (Windows NT, UNIX, Novell, etc.); database technologies (e.g. SQL, Oracle, Sybase); Internet Web technology; or, electronic publishing tools. Responsibilities may also include: 1) analyzing and defining security requirements for Multilevel Security (MLS) issues; 2) managing the daily activities of configuration control and operation of business systems in a mini or client server based environment; or, 3) evaluating network and communications hardware and software, trouble shooting LAN/WAN and other network related problems and providing technical expertise for performance and configuration of networks.

Education: Must have an Associates Degree and one year of experience in the design, development, and/or support of functional systems, or two years of general information technology related experience with one year of specialized experience related to systems analyses. See footnote below.

NETWORK SPECIALIST

TSR's Job Title: Network Specialist

Minimum/General Experience: Must possess at least six years of increasingly complex and progressive experience in computer systems/network engineering with at least two years of specialized experience in the client's telecommunications environment. See footnote below.

Functional Responsibilities: Tests and analyzes all elements of the network facilities including power, software, communications devices, lines, modems, and terminals including the integration of these components into the enterprise network. Responsible for the planning, design, installation, maintenance, management, and overall coordination of the network. Monitors and controls the performance and status of the network resources. Utilizes software and hardware tools, identifies and diagnoses complex problems and factors affecting network performance. Maintains technical currency and studies vendor products to determine those which best meet client needs. Provides guidance and direction for less experienced network support technicians.

Minimum Education: Bachelor's degree from an accredited college or university in computer science, information systems, engineering or a mathematics-intensive discipline with four years of applicable experience. An Associate degree in the same disciplines or applicable technical training certificate from an accredited training institution with four years of experience. Six years of applicable experience without only a high school diploma. See footnote below.

COMPUTER SPECIALIST

TSR's Job Title: Computer Specialist

Minimum/General Experience: Must possess at least three years of experience in the design, development, and/or support of functional area systems with at least two years of experience in the technologies comprising the client's environment. See footnote below.

Functional Responsibilities: Performs professional assignments in the general areas of computer hardware, software or support such as: analysis of computer and information technology based systems, protocols, computer operations, interfaces, local area network (LAN) support, LAN design, programming and data base structuring and management, and the evaluation of computer test plans and procedures. Work may require expertise in the following areas: 4GL, object oriented, client server technology; network operating systems (Windows NT, UNIX, Novell, etc.); database technology (e.g. SQL, Oracle, Sybase); Internet technology; or electronic publishing tools. This category also includes: 1) analyzing and defining security requirements for multi-level security (MLS) issues; 2) managing the daily activities of configuration control and operation of business systems in a mini or client server based environment; or, 3) evaluating network and communications hardware and software, trouble shooting LAN/WAN and other network related problems, and providing technical expertise for performance and configuration of networks.

Minimum Education: Have at least a high school diploma or GED and at least three years experience plus a technical certification in the information technologies comprising the client's environment. See footnote below.

TECHNICIAN

TSR's Job Title: Technician

Minimum/General Experience: Must possess at least three years of experience in the installation, testing, and maintenance of information technology systems with at least two years of specialized experience working with Unix or DOS based personal computers, routers, servers, and other hardware and networking components and devices. See footnote below.

Functional Responsibilities: Performs hardware maintenance and computer and network installation and testing support services. Conducts site surveys. Assesses and documents current site network configuration and end

user requirements. Assists with the design and optimization of network topologies. Analyses and develops new hardware requirements, and subsequently prepares specifications for hardware acquisition components. Prepare engineering plans and site installation technical design packages. Performs operational maintenance and support functions, and also conducts modeling and simulation analyses.

Minimum Education: Have a high school diploma or GED, and three years experience plus a technical certificate in support of the client's existing and targeted information technology environment including hardware, software, and networking components. See footnote below.

WEB SITE (HOMEPAGE) DESIGN SPECIALIST

TSR's Job Title: Web Site (Homepage) Design Specialist

Minimum/General Experience: Must possess at least three years of increasing complex and progressive experience in the use of software application or programming languages with at least one year of experience with an Internet programming language. Have qualifications and experience with common UNIX, NT, or DOS utilities such as FTP and TELNET, working knowledge of the UNIX or targeted environment's editor, and be capable of converting documents into HTML or writing code in HTML to the client specified standards. Experience with CGI, PERL or JAVA scripting is desirable. Familiarity with web page development tools such as Adobe Pagemill will be helpful. See footnote below.

Functional Responsibilities: Evaluates and subsequently develops web site homepage designs based on client provided documentation. Develop implementation plans and schedules for life cycle development (including periodic updates) and maintenance of the client's homepage system and capabilities. Recommends or participates in the recommendation for the software, hardware, and communications platform to be used for the web site. Perform daily maintenance activities. Develop life cycle documentation as required by the client.

Minimum Education: Must possess an Associates Degree or technical certification in a related discipline and two years experience or three years of programming experience with at least one year in specialized web site related languages. See footnote below.

INTERNET SPECIALIST

TSR's Job Title: Internet Specialist

Minimum/General Experience: Must possess at least three years of progressively increasing experience in the monitoring and maintenance of computer networks with at least one year of specialized expertise associated with the Internet and its related network components, operations, and functions. At least one year experience in Internet security including firewall or Proxy Server setup and maintenance. See footnote below.

Functional Responsibilities: Monitor all controlled network computing resources including the computer systems and all network components such as routers, hubs, and switches including network servers (NT, Novell, UNIX) and both system and organic software applications. Evaluates Internet and other network software and hardware monitoring components and subsequently makes recommendations. Build, manage and troubleshoot web servers. Manage user access and maintain security including maintenance of Internet Routers, Proxy Servers and Firewalls. Ability to use FTP and TELNET to manage server operations as necessary. Detects and notifies network management when repairs and trouble shooting services are required. Generates trouble tickets and other documentation ad hoc and periodically. Ensures that all monitoring daemons used for performance data collection and application monitoring are running and operational.

Minimum Education: Associates degree in related field or equivalent technical certificate and at least two years experience in operating computer and network systems with at least one year of Internet related monitoring experience. See footnote below.

WINFRAME ENGINEER

TSR's Job Title: WinFrame Engineer

Minimum/General Experience: Must possess at least three years experience in the monitoring and maintenance of computer networks with at least two years specialized expertise associated with Windows NT and WinFrame. Must be capable of managing user accounts, interface with other enterprise operating systems (e.g., Novell NetWare and Windows NT) and networking techniques (e.g., LAN, WAN and Asynchronous dial up) Detailed knowledge of the multi-win desktop environment and the Independent Computer Architecture (ICA). See footnote below.

Functional Responsibilities: Build, manage and troubleshoot WinFrame servers. Manage domain structure and maintain network security. Install and maintain software running on WinFrame servers. Maintain connectivity to network (LAN, WAN, Dial-up, Internet). Provide load balancing and application launching and embedding functionality for multiple server environments. Maintain engineering updates for all service releases and bug fixes. Provide training, software and support to user community. Respond to trouble tickets and provide resolution. Document network or operating system anomalies for reporting and future troubleshooting. Monitor performance of WinFrame servers and tune servers for application responsiveness. Ensure that users who log into an NT or Novell environment are able to maintain connectivity via WinFrame

Minimum Education: Bachelors degree in related field and at least six years experience communication systems including modems and networking. Certification in WinFrame Administration and at least two years experience with Windows NT is required. See footnote below.

Note - The following footnote applies to all labor categories:

In some cases, the following will be considered in place of minimum education and experience: unique education, specialized experience, skills, knowledge, training or certification; quality of experience; and national recognition. Related experience may be substituted for education. Education and experience requirements will be determined jointly by TSR, Incorporated and the customer, based on task requirements.

SIN 132-51 IT PROFESSIONAL SERVICES LABOR RATES

Labor Category	GSA Price (Incl. .75% IFF)
Operations Director	\$68.32
Project Manager	\$83.24
Database Management Analyst	\$56.14
Principal Information Engineer	\$116.84
Digital Telecommunications Analyst	\$53.27
Circuit Manager	\$48.52
Senior Procurement Specialist	\$28.34
Procurement Specialist	\$25.50
Senior Accountant	\$47.18
Accountant	\$33.64
Administrative Assistant	\$30.41
Communications Network Analyst	\$58.10
Application Programmer	\$38.75
Communications Computer Analyst	\$66.42
Senior Network Engineer	\$85.80
Associate Project Manager	\$78.86
Secretary	\$23.21
Senior Systems Engineer	\$85.80
Systems Engineer	\$47.05
Communications Technician	\$30.44
PC Specialist	\$50.50
Senior Communications Specialist	\$99.61
Help Desk Operator	\$38.55
Associate Circuit Manager	\$37.00
Senior Systems Analyst	\$66.99
Systems Analyst	\$62.42
Network Specialist	\$49.66
Computer Specialist	\$39.49
Technician	\$36.95
Web Site Design Specialist	\$48.03
Internet Specialist	\$74.15
WinFrame Engineer	\$74.15

Note: The use of non-professional labor categories must be incidental to and used solely to support professional services, and cannot be purchased separately.

SIN 132-52
ELECTRONIC COMMERCE DESCRIPTIONS & RATES
Business Class Telework Cable Services

SIN	CLIN	Internet Access – Peak Data Rate	Charging Unit	GSA Price(Incl. .75% IFF)
132-52	001	Business Class Teleworker Cable Installation (NRC)	Per Line	\$187.40
132-52	002	Business Class Teleworker Standard Service (MRC) Up to 6.0 Mbps downstream connection Up to 1.0 Mbps upstream connection 3 dynamic IP addresses	Per Line	\$54.70
132-52	003	Business Class Teleworker Enhanced Service (MRC) Up to 16.0 Mbps downstream connection Up to 2.0 Mbps upstream connection 3 dynamic IP addresses	Per Line	\$65.10

Analog M&C / Dial-Up Circuit Service

SIN	CLIN	Analog M&C / Dial-Up Circuit Service	Charging Unit	Pricing
<p>These prices are only for CONUS, out-of-band, M&C or dial-up circuits.</p> <p>No additional features (e.g., Caller ID, Call Waiting, Speed Dialing) are available.</p> <p>Pricing for Items 006-054 does NOT include applicable state and local taxes and surcharges.</p>				
132-52	004	Analog M&C / Dial-Up Circuit Installation (NRC) <input type="checkbox"/> To Demarc Only	Per Circuit	\$175.00
132-52	005	Analog M&C / Dial-Up Circuit Installation (NRC) <input type="checkbox"/> Includes Inside Wiring	Per Circuit	\$375.05
132-52		Analog M&C / Dial-Up Circuit Service (MRC)	Per Circuit Per State	
132-52	006	Analog M&C / Dial-Up Circuit Service (MRC)	Alabama	\$47.94
132-52	007	Analog M&C / Dial-Up Circuit Service (MRC)	Arizona	\$49.51
132-52	008	Analog M&C / Dial-Up Circuit Service (MRC)	Arkansas	\$29.29
132-52	009	Analog M&C / Dial-Up Circuit Service (MRC)	California	\$32.76
132-52	010	Analog M&C / Dial-Up Circuit Service (MRC)	Colorado	\$35.19
132-52	011	Analog M&C / Dial-Up Circuit Service (MRC)	Connecticut	\$28.49

SIN	CLIN	Analog M&C / Dial-Up Circuit Service	Charging Unit	Pricing
<p>These prices are only for CONUS, out-of-band, M&C or dial-up circuits.</p> <p>No additional features (e.g., Caller ID, Call Waiting, Speed Dialing) are available.</p> <p>Pricing for Items 006-054 does NOT include applicable state and local taxes and surcharges.</p>				
132-52	012	Analog M&C / Dial-Up Circuit Service (MRC)	D.C., Washington	\$29.86
132-52	013	Analog M&C / Dial-Up Circuit Service (MRC)	Delaware	\$29.49
132-52	014	Analog M&C / Dial-Up Circuit Service (MRC)	Florida	\$54.00
132-52	015	Analog M&C / Dial-Up Circuit Service (MRC)	Georgia	\$62.53
132-52	016	Analog M&C / Dial-Up Circuit Service (MRC)	Idaho	\$37.51
132-52	017	Analog M&C / Dial-Up Circuit Service (MRC)	Illinois	\$30.25
132-52	018	Analog M&C / Dial-Up Circuit Service (MRC)	Indiana	\$41.20
132-52	019	Analog M&C / Dial-Up Circuit Service (MRC)	Iowa	\$40.67
132-52	020	Analog M&C / Dial-Up Circuit Service (MRC)	Kansas	\$32.67
132-52	021	Analog M&C / Dial-Up Circuit Service (MRC)	Kentucky	\$58.04
132-52	022	Analog M&C / Dial-Up Circuit Service (MRC)	Louisiana	\$53.09
132-52	023	Analog M&C / Dial-Up Circuit Service (MRC)	Maine	\$59.32
132-52	024	Analog M&C / Dial-Up Circuit Service (MRC)	Maryland	\$30.76
132-52	025	Analog M&C / Dial-Up Circuit Service (MRC)	Massachusetts	\$34.96
132-52	026	Analog M&C / Dial-Up Circuit Service (MRC)	Michigan	\$35.92
132-52	027	Analog M&C / Dial-Up Circuit Service (MRC)	Minnesota	\$45.26
132-52	028	Analog M&C / Dial-Up Circuit Service (MRC)	Mississippi	\$57.53
132-52	029	Analog M&C / Dial-Up Circuit Service (MRC)	Missouri	\$32.73
132-52	030	Analog M&C / Dial-Up Circuit Service (MRC)	Montana	\$45.02
132-52	031	Analog M&C / Dial-Up Circuit Service (MRC)	Nebraska	\$39.87
132-52	032	Analog M&C / Dial-Up Circuit Service (MRC)	Nevada	\$28.80
132-52	033	Analog M&C / Dial-Up Circuit Service (MRC)	New Hampshire	\$28.18
132-52	034	Analog M&C / Dial-Up Circuit Service (MRC)	New Jersey	\$29.68
132-52	035	Analog M&C / Dial-Up Circuit Service (MRC)	New Mexico	\$35.61
132-52	036	Analog M&C / Dial-Up Circuit Service (MRC)	New York	\$34.61
132-52	037	Analog M&C / Dial-Up Circuit Service (MRC)	North Carolina	\$56.06
132-52	038	Analog M&C / Dial-Up Circuit Service (MRC)	North Dakota	\$47.24
132-52	039	Analog M&C / Dial-Up Circuit Service (MRC)	Ohio	\$44.21
132-52	040	Analog M&C / Dial-Up Circuit Service (MRC)	Oklahoma	\$51.14
132-52	041	Analog M&C / Dial-Up Circuit Service (MRC)	Oregon	\$35.34
132-52	042	Analog M&C / Dial-Up Circuit Service (MRC)	Pennsylvania	\$33.27
132-52	043	Analog M&C / Dial-Up Circuit Service (MRC)	Rhode Island	\$29.50

SIN	CLIN	Analog M&C / Dial-Up Circuit Service	Charging Unit	Pricing
<p>These prices are only for CONUS, out-of-band, M&C or dial-up circuits.</p> <p>No additional features (e.g., Caller ID, Call Waiting, Speed Dialing) are available.</p> <p>Pricing for Items 006-054 does NOT include applicable state and local taxes and surcharges.</p>				
132-52	044	Analog M&C / Dial-Up Circuit Service (MRC)	South Carolina	\$53.68
132-52	045	Analog M&C / Dial-Up Circuit Service (MRC)	South Dakota	\$34.67
132-52	046	Analog M&C / Dial-Up Circuit Service (MRC)	Tennessee	\$47.43
132-52	047	Analog M&C / Dial-Up Circuit Service (MRC)	Texas	\$31.89
132-52	048	Analog M&C / Dial-Up Circuit Service (MRC)	Utah	\$32.16
132-52	049	Analog M&C / Dial-Up Circuit Service (MRC)	Vermont	\$49.78
132-52	050	Analog M&C / Dial-Up Circuit Service (MRC)	Virginia	\$31.62
132-52	051	Analog M&C / Dial-Up Circuit Service (MRC)	Washington	\$37.27
132-52	052	Analog M&C / Dial-Up Circuit Service (MRC)	West Virginia	\$41.33
132-52	053	Analog M&C / Dial-Up Circuit Service (MRC)	Wisconsin	\$40.02
132-52	054	Analog M&C / Dial-Up Circuit Service (MRC)	Wyoming	\$28.88

SIN	CLIN	Analog M&C / Dial-Up Circuit Service	Charging Unit	Pricing
<p>These prices are only for OCONUS, out-of-band, M&C or dial-up circuits.</p> <p>No additional features (e.g., Caller ID, Call Waiting, Speed Dialing) are available.</p>				
132-52	055	Analog M&C / Dial-Up Circuit Installation (NRC) □ To Demarc Only	Per Circuit	\$310.00
132-52	056	Analog M&C / Dial-Up Circuit Service (MRC)	Per Circuit	\$72.55

SIN	CLIN	Analog M&C / Dial-Up Circuit Service	Charging Unit	Pricing
<p>These prices are only for INTERNATIONAL, out-of-band, M&C or dial-up circuits.</p> <p>No additional features (e.g., Caller ID, Call Waiting, Speed Dialing) are available.</p>				
132-52	057	Analog M&C / Dial-Up Circuit Installation (NRC) □ To Demarc Only	Per Circuit	\$545.00
132-52	058	Analog M&C / Dial-Up Circuit Service (MRC)	Per Circuit	\$92.55

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact:

Larry A. Darsey, Vice President of Operations

(717) 724-3220 (Tel)

(717) 724-0234 (Fax)

larry.darsey@tsr-inc.com



**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

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

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

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

Signatures

Ordering Activity

Date

Contractor

Date



BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

IT PROFESSIONAL LABOR CATEGORY/ EC CLIN	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____
_____	_____

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

- (4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Special Item Number – (132-51 or 132-52)
- (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 TSR, Incorporated'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 an ordering activity requirements.

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

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

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

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

Here is a general outline on how it works:

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