



AUTHORIZED FEDERAL SUPPLY SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES (FSC GROUP 70)

SPECIAL ITEM NO. 132-51 IT PROFESSIONAL SERVICES

IT Services

Category Code S

Systems Analysis, Design, and Installation	Class D305
Programming	Class D308
Conversion and Implementation Support	Class D311
Network Services and Project Management	Class D316
Resources and Facilities Management	Class D301
Database Planning and Design	Class D302

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.

Advanced Systems Development, Inc.
2800 Shirlington Road, Suite 800
Arlington, VA 22206-3601
703/998-3900
FAX: 703/824-5699

Contract No: GS-35F-4675G
Period Covered by Contract: 01 June 1997 - 31 May 2007

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by





accessing the Federal Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

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INFORMATION FOR ORDERING OFFICES

Small Business Participation

SBA strongly supports the participation of small business concerns in the federal Supply Schedules Program. 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 micro purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using GSA Advantage!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service home page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

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

For orders exceeding the micro purchase 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 the Contract

The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, and the Commonwealth of Puerto Rico. ASD's service area will be all government locations within the scope of this contract.

2. Contractor's Ordering Address and Payment Information

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards 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.

****When there are Authorized Dealers participating under the Contract, insert the following sentence.****

When Authorized Dealers are allowed by the Contractor to bill Government agencies and accept payment, the order and/or payment must be in the name of the Contractor, in care of the Authorized Dealer.

Contractor's Ordering Address

Advanced Systems Development, Inc.
2800 Shirlington Road, Suite 800
Arlington, VA 22206

Contractor's Payment Address

Advanced Systems Development, Inc.
Attn: Finance and Accounting
2800 Shirlington Road, Suite 800
Arlington, VA 22206-3601



Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. Discounts

Prices shown are NET prices; basic discounts have been deducted.

- a. **Prompt Payment:** Net 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. **Quantity:** None.
- c. **Dollar Volume:** No dollar volume discount is proposed.
- d. **Government Educational Institutions:** Same discounts as all other Government customers.
- e. **Other:** None.

8. Trade Agreements Act of 1979, as amended

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

9. Statement Concerning Availability of Export Packing

Not applicable to this services contract.

10. Small Requirements

The minimum dollar value of orders to be issued is one full working day for any labor category.

11. Maximum Order (All dollar amounts are exclusive of any discount for prompt payment.)

- a. Special Item Number 132-51 – Information Technology (IT) Services

The maximum dollar value per order for all IT Professional Services will be \$500,000.

12. Use of Federal Supply Service Information Technology Schedule Contracts. In accordance with FAR 8.404

[Note: Special ordering procedures have been established for Special Item Numbers (SINs) 132-51 IT Professional Services and 132-52 EC Services, refer to the terms and conditions for those SINs.]

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopses the



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

a. Orders placed at or below the micro-purchase threshold

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

b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold

Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the supply or service representing the best value, the ordering office may consider-

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

c. Orders exceeding the maximum order threshold

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

- (1) Review additional Schedule Contractors' catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;
- (2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and

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

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

- (1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
- (2) Offer the lowest price available under the contract; or
- (3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

d. Blanket Purchase Agreements (BPAs)

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

e. Price Reductions

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

f. Small Business

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

g. Documentation

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



13. Federal Information Technology/Telecommunication Standards Requirements

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

13.1 Federal Information Processing Standards Publications (FIPS PUBS)

Information technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to the 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. FIP PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIP 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 Telecommunications 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 the National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section 470 East L'Enfant Plaza SW, Suite 8100, Washington, DC 20407, telephone number (202) 619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301) 975-2833.

14. Security Requirements

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

15. Contract Administration for Ordering Offices

Any ordering office, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (1) Termination for the Government's Convenience and (m) Termination for Cause (see C.1.)



16. GSA Advantage!

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

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

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

17. PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

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:



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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

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

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

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, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, 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 receive 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 requisitioning 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.

23. SECTION 508 COMPLIANCE.

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: N/A.

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



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)

****The phrase, "Information Technology (IT) Professional Services/Electronic Commerce (EC) Services" in the following paragraphs may need to be revised in order to be consistent with the Offeror's proposal; e.g., if only IT Professional Services are offered, all references to EC Services should be deleted.****

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

2. PERFORMANCE INCENTIVES

- a. When using a performance based statement of work, performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.
- b. The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.
- d. The above procedures do not apply to Time and Material or labor hour orders.

****NOTE: Include paragraph 2 only if hourly rates for IT Professional Services are offered. If the IT Professional Services are firm-fixed price solutions for a specifically defined service or task, use FAR 8.404 ordering procedures. FAR 8.404 is provided under item 12, Information for Ordering Offices Section of the**

3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering office using this contract is responsible for



considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(a) When ordering services, ordering offices shall

(1) Prepare a Request (Request for Quote or other communication tool):

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

(ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

(iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractors experience and/or past performance performing similar task.

(iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2)(i) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

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

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



(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

(b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPA5) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall—

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

(i) SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the [WA. (See FAR 8.404)

(ii) MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements. The ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value.

(2) Review BPAs Periodically such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BRA still represents the best value. (See FAR 8.404)

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

(d) When the ordering office's requirement involves both products as well as executive, administrative and/or professional, services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value (See FAR 8.404)

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

(f) Ordering procedures for other services available on schedule at fixed prices for specifically defined services or tasks should use the procedures in FAR 8.404. These procedures are listed in the pricelist, under "Information for Ordering Offices," paragraph #12.

4. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect



until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

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

5. PERFORMANCE OF SERVICES

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

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE GOVERNMENT

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

9. INDEPENDENT CONTRACTOR

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

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 Government contract, without some restriction on activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

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

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the Government shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984)) at FAR 52.232-7 apply to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user agency 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 agency in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT SERVICES AND PRICING

- a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 and 132-52. IT/EC Services should be presented in the same manner as the Contractor sells to its commercial and other Government customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- b. Pricing for all IT Services shall be in accordance with the Contractor's customary commercial practices, e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

For each labor category, ASD supports an educational equivalency whereby four additional years of experience may be substituted for a master's degree and three additional years may be substituted for a bachelor's degree in the proper disciplines. Upon request, resumes will be provided to the GSA Contracting Officer or user agency. GSA Labor Category Offerings are presented later in this section. Personnel with experience in required technologies and with specific certifications will be proposed in accordance with agency requirements.



GSA SCHEDULE IT SERVICE DESCRIPTIONS

The GSA Schedule Contract Service Offerings of Advanced Systems Development include the following:

- ⇒ *IT Facility Operation and Maintenance*
(FPDS Code D301)
- ⇒ *IT Systems Development Services*
(FPDS Code 302)
- ⇒ *IT Systems Analysis Services*
(FPDS Code D306)
- ⇒ *Automated Information Systems Design and Integration Services*
(FPDS Code 307)
- ⇒ *Programming Services*
(FPDS Code D308)
- ⇒ *IT Backup and Security Services*
(FPDS Code 310)
- ⇒ *IT Data Conversion Services*
(FPDS Code 311)
- ⇒ *IT Network Management Services*
(FPDS Code 316)
- ⇒ *Other Information Technology Services, Not Elsewhere Classified*
(FPDS Code D399)



BPA NUMBER _____

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) (Ordering Agency):

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULE/DATES
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;



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

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

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

*IMPORTANT -- A new feature to the Federal Supply Schedules Program permits contractors to offer price reductions in accordance with commercial practice. Teaming Arrangements are permitted with Federal Supply contractors in accordance with FAR Part 9.6.



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 customer agency requirements.

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

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

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

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

Here is a general outline on how it works:

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



USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

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



GSA LABOR CATEGORIES AND RATES

Labor Category	Minimum	Functional Responsibility	Minimum Education	Hourly Rate
Administrative Assistant I	3 years performing administrative tasks in an IT environment.	Under direct supervision, supports typical office administrative tasks, including operating and maintaining office equipment, data entry, staffing help desk front line and logging and forwarding help desk calls. This position supports other IT positions.	High School diploma or equivalent	\$36.85
Administrative Assistant II	6 years performing administrative tasks in an IT environment.	Under minimal supervision and/or as lead administrative assistant, supports typical office administrative tasks, including operating and maintaining office equipment, data entry, staffing help desk front line and logging and forwarding help desk calls. This position supports other IT positions.	High School diploma or equivalent	\$48.44
Communications Network Analyst I	Without a degree, 3 years in network design, installation, trouble-shooting, user support, and maintenance. Requires experience with various architectures and protocols.	Under direct supervision, develops, evaluates, integrates, and maintains existing and proposed enterprise-wide voice, data, and video telecommunications systems; trouble-shoots network operations and usage; provides end user support.	Bachelors in CS, Telecom, EE, related fields	\$49.86
Communications Network Analyst II	3 years of experience in network design, installation, trouble-shooting, user support, and maintenance. Requires experience with various architectures and protocols.	Under limited supervision, develops, evaluates, integrates, and maintains existing and proposed enterprise-wide voice, data, and video telecommunications systems; trouble-shoots network operations and usage; provides end user support.	Bachelors in CS, Telecom, EE, related fields	\$53.87
Communications Network Analyst III	6 years of experience in network design, installation, trouble-shooting, user support, and maintenance. Requires experience with various architectures and protocols.	Serving as senior analyst and frequently managing other technical personnel, develops, evaluates, integrates, and maintains existing and proposed enterprise-wide voice, data, and video telecommunications systems; trouble-shoots network operations and usage; provides end user support.	Bachelors in CS, Telecom, EE, related fields	\$79.70
Communications Network Analyst IV	6 years of experience in network design, installation, trouble-shooting, user support, and maintenance. Requires experience with various architectures and protocols.	Serving as senior analyst and frequently managing other technical personnel, develops, evaluates, integrates, and maintains existing and proposed enterprise-wide voice, data, and video telecommunications systems; trouble-shoots network operations and usage; provides end user support.	Bachelors in CS, Telecom, EE, related fields	\$104.92



GSA LABOR CATEGORIES AND RATES

Labor Category	Minimum	Functional Responsibility	Minimum Education	Hourly Rate
Computer Support Specialist I	Degree or 3 years resolving COTS hardware and software problems	Under direct supervision, trouble-shoot, initiate, and resolve COTS software and hardware problems; maintain necessary computer hardware and software tools; develop and implement SOPs: develop and update on-line user profiles; and install, integrate, and remove hardware and software.	BS in CS, Math, or equivalent	\$41.83
Computer Support Specialist II	Degree + 3 years resolving COTS hardware and software problems	Under limited supervision, trouble-shoot, initiate, and resolve COTS software and hardware problems; maintain necessary computer hardware and software tools; develop and implement SOPs: develop and update on-line user profiles; and install, integrate, and remove hardware and software.	BS in CS, Math, or equivalent	\$44.95
Computer Support Specialist III	Degree + 6 years resolving COTS hardware and software problems	As lead computer specialist and/or task manager, trouble-shoot, initiate, and resolve COTS software and hardware problems; maintain necessary computer hardware and software tools; develop and implement SOPs: develop and update on-line user profiles; and install, integrate, and remove hardware and software.	BS in CS, Math, or equivalent	\$55.09
Computer Support Specialist IV	10 years resolving COTS hardware and software problems	Acting as company-wide computer support specialist and/or task manager, trouble-shoot, initiate, and resolve COTS software and hardware problems; maintain necessary computer hardware and software tools; develop and implement SOPs: develop and update on-line user profiles; and install, integrate, and remove hardware and software.	BS in CS, Math, or equivalent	\$61.52
Database Consultant	6 years as a database consultant with DBMS/SQL/Internet technologies	As the primary technical contributor and/or project or task manager, analyzes and defines system requirements; develops and maintains application programs for Internet, Intranet, and DBMS/SQL systems; demonstrates facility with one or more Internet languages (JAVA, HTML, Cold Fusion) and RDBMS (Access, SQL, Oracle). Experience must include development, testing, and implementations of medium to large size systems with the ability to manage cross-functional projects and web-based	BS in CS, Math, or equivalent	\$85.83



GSA LABOR CATEGORIES AND RATES

Labor Category	Minimum	Functional Responsibility	Minimum Education	Hourly Rate
		applications.		
Help Desk Analyst I	Without a degree, 3 years providing help desk support to end users of COTS and custom software, hardware, and network. Requires knowledge of various COTS software, hardware, and network products.	Under direct supervision, provides end user support; resolves COTS and custom software, hardware, and network problems; operates and maintains a call tracking system; develops and publishes trend analyses; publishes a news letter.	Bachelors in CS, IRM, IS, or related fields	\$43.61
Help Desk Analyst II	3 years providing help desk support to end users of COTS and custom software, hardware, and network. Requires knowledge of various COTS software, hardware, and network products.	Under limited supervision, provides end user support; resolves COTS and custom software, hardware, and network problems; operates and maintains a call tracking system; develops and publishes trend analyses; publishes a news letter.	Bachelors in CS, IRM, IS, or related fields	\$59.81
Help Desk Analyst III	6 years providing help desk support to end users of COTS and custom software, hardware, and network. Requires knowledge of various COTS software, hardware, and network products.	Managing and directing other Help Desk Analysts, provides end user support; resolves COTS and custom software, hardware, and network problems; operates and maintains a call tracking system; develops and publishes trend analyses; publishes a news letter.	Bachelors in CS, IRM, IS, or related fields	\$76.26
Help Desk Manager	10 years as a help desk analyst and possessing expert knowledge of advanced help desk designs and applications. Must possess outstanding analytical and management capabilities.	Serves as the primary company authority on help desks and provides management and technical guidance to Help Desk Analysts III and below; manages and directs tasks, other technical staff (including help desk analysts, system administrators, and system engineers), and/or multiple help desks; provides end user support; resolves COTS and custom software, hardware, and network problems; operates and maintains a call tracking system; develops and publishes trend analyses; publishes a	Bachelors degree in CS, BA, IS, related fields	\$92.67



GSA LABOR CATEGORIES AND RATES

Labor Category	Minimum	Functional Responsibility	Minimum Education	Hourly Rate
		newsletter. Requires knowledge of various COTS software, hardware, and network products.		
Information Security Analyst I	Degree or 3 years in information security	Under direct supervision, provide information security support in various areas including standards, certifications, technologies, disciplines, test and evaluations, AISSPs, security operations, and documentation.	Bachelors in CS, IRM, IS, related fields	\$40.11
Information Security Analyst II	Degree + 3 years designing, analyzing, and/or managing information security	Under minimal supervision, provide information security support in various areas including standards, certifications, technologies, disciplines, test and evaluations, AISSPs, security operations, and documentation.	Bachelors in CS, IRM, IS, related fields	\$91.83
Information Security Analyst III	Degree + 6 years designing, analyzing, and/or managing information security	As task leader and/or primary technical contributor, provide information security support in various areas including standards, certifications, technologies, disciplines, test and evaluations, security operations, firewalls, AISSPs, and documentation.	Bachelors in CS, IRM, IS, related fields	\$134.68
Information Systems Technician I	1 year repairing, installing, configuring IT or Tech Cert	Under direct supervision, provides installation, repair, configuration, and technical support for a variety of PC/LAN systems software and hardware.	High School diploma or equivalent	\$29.03
Information Systems Technician II	3 years repairing, installing, configuring IT (Tech Cert may substitute for 1 year of experience)	Under minimal supervision, provides installation, repair, configuration, and technical support for a variety of PC/LAN systems software and hardware.	High School diploma or equivalent	\$41.13
Information Systems Technician III	5 years repairing, installing, configuring IT (Tech Cert may substitute for 1 year of experience)	As task leader and/or primary technical contributor, provides installation, repair, configuration, and technical support for a variety of PC/LAN systems software and hardware.	High School diploma or equivalent	\$48.38
Instructor, Information Technology I	BS or 3 years as an IT instructor	Under direct supervision, develops training materials for COTS software and custom applications, and teaches COTS and custom applications.	BA/BS in CS, Mathematics, Education, or related	\$39.04



GSA LABOR CATEGORIES AND RATES

Labor Category	Minimum	Functional Responsibility	Minimum Education	Hourly Rate
			fields	
Instructor, Information Technology II	BS + 3 years as an IT instructor	Under minimal supervision, develops training materials for COTS software and custom applications, and teaches COTS and custom applications.	BA/BS in CS, Mathematics, Education, or related fields	\$52.64
Instructor, Information Technology III	BS + 6 years as an IT instructor	As senior IT instructor, develops training materials for COTS software and custom applications, and teaches COTS and custom applications.	BA/BS in CS, Mathematics, Education, or related fields	\$74.76
Instructor, Information Technology IV	MS plus 10 years as an IT instructor	As corporate advisor on IT instruction and/or task leader, develops training materials for COTS software and custom applications, and teaches COTS and custom applications. Must be published.	BA/BS in CS, Mathematics, Education, or related fields	\$114.45
IT Intern I	1 year with IT	Pursuing a career in information technology and/or with plans to pursue a degree in information technology or related area (college credit may be substituted for experience). Provide information technology administrative and technical support in the areas of hardware, software, and networking.	Enrolled in or completed HS or enrolled in college	\$24.61
IT Intern II	3 years with IT	Pursuing a career in information technology and/or with plans to pursue a degree in information technology or related area (college credit may be substituted for experience). Provide information technology administrative and technical support in the areas of hardware, software, and networking.	Enrolled in or completed HS or enrolled in college	\$26.97
IT Technologist	10 years life cycle with IT. Must be an expert on IT analysis, development, integration, and operations.	Serves as the primary technical contributor in analyzing, planning for, and implementing mission-related activities. Activities include one or more of the following: BPRs, requirements analysis, system sizing, FEAs, IDEF0/IDEF1 modeling and analysis, acquisition management, prototype evaluation and development, work flow and IT organizational analyses, strategic, operational, and security planning, and applications analysis and development (SQL Internet, DBMS, application languages).	Masters degree in operations research, CS, BA, IS, related fields	\$107.29



GSA LABOR CATEGORIES AND RATES

Labor Category	Minimum	Functional Responsibility	Minimum Education	Hourly Rate
Program Analyst I	BS or 3 years performing IT program analysis	With limited supervision, performs program analyses, including, but not limited to: operations research, functional analysis, requirements analysis, cost analysis, performance analysis, and simulation and analytical model design and development.	BS in OR, CS, EE, related fields	\$44.35
Program Analyst II	BS + 3 years performing IT program analyses	With minimal supervision, performs program analyses, including, but not limited to: operations research, functional analysis, requirements analysis, cost analysis, performance analysis, and simulation and analytical model design and development.	BS in OR, CS, EE, related fields	\$55.81
Program Analyst III	BS + 6 years performing IT program analyses	As team leader and/or as task manager, performs program analyses, including, but not limited to: operations research, functional analysis, requirements analysis, cost analysis, performance analysis, and simulation and analytical model design and development.	BS in OR, CS, EE, related fields	\$67.38
Program Analyst IV	MS plus 10 years and an expert in performing all disciplines of IT program analysis	Serves as primary company program analyst, task leader and primary technical contributor and an expert in performing program analyses, including, but not limited to: operations research, functional analysis, requirements analysis, cost analysis, performance analysis, and simulation and analytical model design and development. Must be an expert in IT program analysis theory and application.	MS in OR, CS, EE, related fields	\$119.70
Program Director	15 years and an expert in the theories and applications of IT program management	Manages multiple programs and a technical group as a cost center with the primary responsibility for planning; operations; defining and meeting financial objectives; recruitment; training; business acquisition; and overall execution of all projects within the group. Must have outstanding organizational, management, and communications skills.	Masters degree in CS, BA, IS, related fields	\$119.70
Program Manager	10 years as program manager over several varied projects and project managers. Requires management, organizational, and communications skills.	Manages a technical group as a cost center with the primary responsibility for planning; operations; defining and meeting financial objectives; recruitment; training; business acquisition; and overall execution of all projects within the group.	Bachelors in CS, BA, IS, related fields	\$105.92



GSA LABOR CATEGORIES AND RATES

Labor Category	Minimum	Functional Responsibility	Minimum Education	Hourly Rate
Programmer /DBMS Specialist I	Without a degree, 3 years analyzing, planning for, developing, integrating, and maintaining software systems.	Under direction supervision, analyzes and defines system requirements; develops and maintains application programs and DBMS's; tests, debugs, and refines; develops block diagrams and logic flow charts; designs and develops traditional and prototype databases.	Bachelors in CS, IRM, IS, or related field	\$45.72
Programmer /DBMS Specialist II	3 years analyzing, planning for, developing, integrating, and maintaining software systems, including COTS, 3rd and 4th GL, multi-processor, and database design.	Under limited supervision, analyzes and defines system requirements; develops and maintains application programs and DBMS's; tests, debugs, and refines; develops block diagrams and logic flow charts; designs and develops traditional and prototype databases.	Bachelors in CS, IRM, IS, or related field	\$55.63
Programmer/DBMS Specialist III	6 years of experience analyzing, planning for, developing, integrating, and maintaining software systems, including COTS, 3rd and 4th GL, multi-processor, and database design.	Serving as senior Programmer/DBMS and frequently managing other technical personnel, analyzes and defines system requirements; develops and maintains application programs and DBMS's; tests, debugs, and refines; develops block diagrams and logic flow charts; designs and develops traditional and prototype databases.	Bachelors in CS, IRM, IS, or related field	\$73.16
Project Manager I	3 years managing, directing, planning, implementing, and staffing ADP tasks. Requires management, organizational, and communications skills.	Provides supervisory, technical, and administrative direction to project staff; interfaces with customers; tracks project performance and costs; and prepares plans, charts, tables, and diagrams to assist in analyzing and displaying problems and solutions.	Bachelors in CS, BA, BM, IS, related fields	\$59.51
Project Manager II	5 years managing, directing, planning, implementing, and staffing increasingly complex ADP projects. Requires management, organizational, and communications skills.	Provides supervisory, technical, and administrative direction to project staff; interfaces with customers; tracks project performance and costs; and prepares plans, charts, tables, and diagrams to assist in analyzing and displaying problems and solutions.	Bachelors in CS, BA, BM, IS, related fields	\$80.99
Project Manager III	8 years managing, directing, planning, implementing, and staffing complex ADP projects. Requires management, organizational, and communications skills.	Provides supervisory, technical, and administrative direction to project staff; interfaces with customers; tracks project performance and costs; and prepares plans, charts, tables, and diagrams to assist in analyzing and displaying problems and solutions.	Bachelors in CS, BA, IS, related fields	\$96.61



GSA LABOR CATEGORIES AND RATES

Labor Category	Minimum	Functional Responsibility	Minimum Education	Hourly Rate
System Analyst I	Degree or 3 years planning for, analyzing, and designing computer systems, including application software, DBMS, and networking.	Under direct supervision, performs a variety of technical tasks including requirements and cost analyses; technical specs; software design, development, and integration; database design and analysis; and technical operations support.	Bachelors in CS, IRM, IS, Math, related fields	\$35.63
System Analyst II	3 years planning for, analyzing, and designing increasingly complex computer systems, including application software, DBMS, and networking.	With limited supervision, performs a variety of technical tasks including requirements and cost analyses; technical specs; software design, development, and integration; database design and analysis; and technical operations support.	Bachelors in CS, IRM, IS, Math, related fields	\$62.54
System Analyst III	6 years planning for, analyzing, and designing complex computer systems, including application software, DBMS, and networking.	Serving as senior analyst and frequently managing other analysts and/or other technical personnel, performs a variety of technical tasks including requirements and cost analyses; technical specs; software design, development, and integration; database design and analysis; and technical operations support.	Bachelors in CS, IRM, IS, Math, related fields	\$74.76
System Network Administrator I	Without a degree, 3 years administering, installing, maintaining, monitoring, and managing systems and networks. Requires experience with one or more of the following: Novell, Windows NT, UNIX, Macintosh, and IBM/VS. May require certifications.	Under direct supervision, installs new users; maintains user ID accounts, assigns names and mailboxes; monitors and evaluates performance; installs and configures hardware and software; evaluates hardware and software; trouble-shoots and resolves system and network problems.	Bachelors in CS, IRM, IS, ES, related fields	\$40.12
System Network Administrator II	3 years administering, installing, maintaining, monitoring, and managing systems and networks. Requires experience with one or more of the following:	Under limited supervision, installs new users; maintains user ID accounts, assigns names and mailboxes; monitors and evaluates performance; installs and configures hardware and software; evaluates hardware and software; trouble-shoots and resolves system and network problems.	Bachelors in CS, IRM, IS, ES, related fields	\$54.82



GSA LABOR CATEGORIES AND RATES

Labor Category	Minimum	Functional Responsibility	Minimum Education	Hourly Rate
	Novell, Windows NT, UNIX, Macintosh, and IBM/VS. May require certifications.			
System Network Administrator III	6 years administering, installing, maintaining, monitoring, and managing systems and networks. Requires experience with one or more of the following: Novell, Windows NT, UNIX, Macintosh, and IBM/VS. May require certifications.	Managing and directing other system network administrators; installs new users; maintains user ID accounts, assigns names and mailboxes; monitors and evaluates performance; installs and configures hardware and software; evaluates hardware and software; trouble-shoots and resolves system and network problems.	Bachelors in CS, IRM, IS, ES, related fields	\$80.71
System/Network Engineer I	A bachelors degree in appropriate discipline or 3 years designing, implementing and integrating, and supporting network solutions between multiple platforms. Requires strong analytical and telecommunications skills. Certifications are a plus.	Under direct supervision, performs a variety of telecommunications tasks including designing, integrating, and maintaining new and existing and proposed enterprise-wide voice, data, and video telecommunications systems; trouble-shoots network operations and usage; and provides end user support.	Bachelors in EE, Telecomm, CS, related fields	\$39.30
System/Network Engineer II	3 years designing, implementing and integrating, and supporting network solutions between multiple platforms. Requires strong analytical and telecommunications skills. Certifications are a plus.	Under limited supervision, performs a variety of telecommunications tasks including designing, integrating, and maintaining new and existing and proposed enterprise-wide voice, data, and video telecommunications systems; trouble-shoots network operations and usage; and provides end user support.	Bachelors in EE, Telecomm, CS, related fields	\$84.73
System/Network	6 years designing,	Serving as primary technical contributor and	Bachelors in EE,	\$94.69

GSA LABOR CATEGORIES AND RATES

Labor Category	Minimum	Functional Responsibility	Minimum Education	Hourly Rate
Engineer III	implementing and integrating, and supporting network solutions between multiple platforms. Requires strong analytical and telecommunications skills and experience with WANs, MANs, and LANs. Certifications are a plus.	frequently managing other technical personnel, performs a variety of telecommunications tasks including designing, integrating, and maintaining new and existing and proposed enterprise-wide voice, data, and video telecommunications systems; trouble-shoots network operations and usage; and provides end user support.	Telecomm, CS, related fields	
Systems/Network Engineer IV	10 years and an expert in communication networks engineering. Must be an expert in 3 or more technologies, including but not limited to: Windows NT, UNIX, CISCO, or Apple.	Serves as task leader and primary company system/network engineer; provides management and technical direction to System/Network Engineers at Level III or below; manages other technical personnel, performs a variety of telecommunications tasks including designing and integrating existing and new enterprise-wide voice, data, and video telecommunications systems between multiple platforms. Must possess strong analytical and telecommunication skills and experience with WANs, LANs, and MANs. Must be an expert system/network engineer with demonstrated experience in three or more current technologies such as Windows NT, CISCO, UNIX or Apple.	Bachelors in EE, CS, related fields	\$113.92
Tech Writer/Editor I	BA/BS or 3 years as a technical writer and/or editor	Under direct supervision, provides technical writing and editing of computer system documentation, computer newsletters, automated information systems documents, and electronic bulletin boards.	BS/BS in CS, Journalism, English	\$39.46
Tech Writer/Editor II	BA/BS + 3 years as a technical writer and/or editor	With minimal supervision, provides technical writing and editing of computer system documentation, computer newsletters, automated information systems documents, and electronic bulletin boards.	BS/BS in CS, Journalism, English	\$49.84
Tech Writer/Editor III	6 years as a technical writer and/or editor	As the lead writer/editor, provides technical writing and editing of computer system documentation, computer newsletters, automated information	BS/BS in CS, Journalism, English	\$68.89



GSA LABOR CATEGORIES AND RATES				
Labor Category	Minimum	Functional Responsibility	Minimum Education	Hourly Rate
		systems documents, and electronic bulletin boards.		

Note: Three (3) years of experience may be substituted for a bachelor's degree. All technical positions require strong analytical and communication skills.

PRICES AND ORDERING INFORMATION IN THIS AUTHORIZED FSS INFORMATION TECHNOLOGY SCHEDULE PRICELIST ARE ALSO AVAILABLE ON THE GSA ADVANTAGE! SYSTEM. AGENCIES CAN BROWSE GSA ADVANTAGE! BY ACCESSING THE FEDERAL SUPPLY SERVICE'S HOME PAGE VIA THE INTERNET AT <http://www.fss.gsa.gov/>.