



# Salient Federal Solutions, Inc.

## GENERAL SERVICES ADMINISTRATION (GSA) FEDERAL ACQUISITION SCHEDULE

**CONTRACT NUMBER:** GS-35F-4704G  
**POP:** JULY 24, 1997 THROUGH JULY 23, 2017

### INFORMATION TECHNOLOGY (IT) SCHEDULE PRICELIST

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

**Federal Supply Group:** 70 (IT Schedule 70)  
**Class:** R499  
**Contract Number:** GS-35F-4704G  
**Contract Period:** 7/24/1997 – 7/23/2017

**Contractor:** Salient Federal Solutions, Inc. (SFS)  
GSA Schedule 70 Program Management Office (PMO)  
10431 Wateridge Circle, Suite 210  
San Diego, CA 92121

**Telephone:** (858) 952-7700  
**FAX Number:** (626) 628-1833

**Website:** [www.salientfed.com](http://www.salientfed.com)

**Business Size:** Large Business/Other than Small Business

**Contract Administrator:** GSA Schedule 70 Contract  
**E-mail:** [GSA.IT70@salientfed.com](mailto:GSA.IT70@salientfed.com)

*Products and ordering information for this Authorized Information Technology Schedule Pricelist are also available on GSA Advantage! Agencies can browse GSA Advantage! by accessing the GSA's Home Page via the Internet at <http://www.gsa.gov>. For more information on ordering from Federal Supply Schedules, click on the FSS Schedules at <http://www.fss.gsa.gov>*

Through  
Modification  
PO-0046  
Effective Date  
11/20/2015



**AUTHORIZED FEDERAL ACQUISITION SCHEDULE  
INFORMATION TECHNOLOGY SCHEDULE PRICE LIST**

**GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT,  
INFORMATION TECHNOLOGY PROFESSIONAL SERVICES, SOFTWARE, AND RELATED  
SERVICES, AND ELECTRONIC COMMERCE SERVICES**

**Special Item No. 132-51**

**Information Technology Professional Services**

Includes resources and facilities management, database planning and design, systems analysis and design, network services, programming, conversion and implementation support, network services project management, data/records management, and other services relevant to 29CFR541.400.

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## INFORMATION FOR ORDERING ACTIVITIES

### **Special Notice to Ordering Agencies: Small Business Participation**

Salient Federal Solutions, Inc. provides commercial products and services to ordering activities. SFS is committed to promoting participation of small, small disadvantaged, women owned, hub zone, veteran owned, and service disabled veteran owned small businesses in its contracts. We pledge to provide opportunities to the small business community through various methods including reselling opportunities, joint ventures, teaming arrangements, and subcontracting. We actively seek and partner with small businesses to promote and increase their participation in ordering activity contracts by purchasing from small businesses whenever practical.

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 the *GSA Advantage!* on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, *GSA Advantage!* and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) 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 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 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:

Contractor will provide domestic and overseas delivery.

Contractor will provide overseas delivery only.

Contractor will provide domestic delivery only.



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## 2) CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION

### **Ordering Information:**

#### For Mailed Orders:

GSA Schedule 70 Program Management Office (PMO)  
Salient Federal Solutions, Inc.  
10431 Wateridge Circle, Suite 210  
San Diego, CA 92121

#### For Facsimile Orders:

626-628-1833

#### For e-Mail Orders:

[GSA.IT70@salientfed.com](mailto:GSA.IT70@salientfed.com)

#### To e-Mail RFQs:

[GSA.IT70@salientfed.com](mailto:GSA.IT70@salientfed.com)

### **Payment Address:**

#### Payment via Check/U.S. Mail:

Salient Federal Solutions, Inc.  
DEPT CH 16911  
Palatine, IL 60055-6911

#### For Payment via ACH/Wire:

Citizens Bank  
ABA Routing Number: 036076150  
Beneficiary Name: Salient Federal Solutions, Inc.  
Account Number: 6232742390

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

### **Technical and Ordering Assistance:**

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

GSA Schedule 70 Program Management Office (PMO)  
Salient Federal Solutions, Inc.  
10431 Wateridge Circle, Suite 210  
San Diego, CA 92121

## 3) LIABILITY FOR INJURY OR DAMAGE



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

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

Block 9: G. Order/Modification Under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS) Number: **962686031**  
Block 30: Type of Contractor: C. **Large Business**  
Block 31: Woman-Owned Small Business – **No**  
Block 36: Contractor's Taxpayer Identification Number (TIN): **27-2755608**

- a. CAGE Code: **61BV4**
- b. **SFS has registered** with the Central Contractor Registration Database, now contained in the System for Award Management (SAM).

**5) FOB Destination**

**6) DELIVERY SCHEDULE**

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

<u>SPECIAL ITEMS NUMBER</u>	<u>DELIVERY TIME</u>
132-51	To be mutually agreed to by SFS and the ordering activity.

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

**7) DISCOUNTS**

Prices shown herein are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: Net 30
- b. Quantity: please refer to each service offering.
- c. Dollar Value: Please refer to each service offering.
- d. Government Educational Institutions: Government Educational Institutions are offered the same discount as all other Government customers, unless otherwise specified in the product and service offering.

**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**

If applicable, export packing is available at extra cost outside the scope of this contract.

**10) SMALL REQUIREMENTS**

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

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

The Maximum Order value for the following Special Item Numbers (SINs) is as follows:

Special Item 132-51 - Information Technology (IT) Professional Services - \$500,000

**12) ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

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

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

**13) FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS**

Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries



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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.

**a. 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.

**b. FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS)**

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

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

- a. Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- b. Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule.

Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.

- c. **Certifications, Licenses and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- d. **Insurance:** As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- e. **Personnel:** The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- f. **Organizational Conflicts of Interest:** Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- g. **Documentation/Standards:** The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- h. **Data/Deliverable Requirements:** Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- i. **Government-Furnished Property:** As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- j. **Availability of Funds:** Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

## **15) CONTRACT ADMINISTRATION FOR ORDERING OFFICES**

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 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:

- a. Manufacturer;
- b. Manufacturer's Part Number; and
- c. 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**

NOTE: Non-Schedule Items are also known as incidental items, non-contract items, open market 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 non-schedule 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-**

- a. 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));
- b. The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- c. The items are clearly labeled on the order as items not on the Federal Supply Schedule; and

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- d. 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:
  - i. Time of delivery/installation quotations for individual orders;
  - ii. 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.
  - iii. Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

## **19) OVERSEAS ACTIVITIES**

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

### No Exceptions

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

## **20) BLANKET PURCHASE AGREEMENTS (BPAs)**

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

## **21) CONTRACTOR TEAM ARRANGEMENTS**



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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 apply.

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.

## **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 company website: [www.salientfed.com](http://www.salientfed.com).

The EIT standard can be found at: [www.Section508.gov/](http://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:



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

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

- a. The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- b. Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
  - i. For such period as the laws of the State in which this contract is to be performed prescribe; or
  - ii. Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- c. The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

**26) SOFTWARE INTEROPERABILITY**

SFS does not offer software under the IT 70 Schedule.

**27) ADVANCED 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)

**28) GSA IT SCHEDULE 70 SUMMARY**

In accordance with the General Services Administration federal supply schedule contract General Purpose Commercial Information Technology Equipment, Software and Services (IT



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Schedule 70), Solicitation Number: FCIS-JB-980001-B, Salient Federal Solutions, Inc. provides a broad spectrum of products and services focused on improving the performance of federal agencies and other organizations.

The IT Schedule 70 contract is an indefinite delivery, indefinite quantity multiple award schedule contract that provides for task orders to be placed using the labor categories and ceiling rates defined in the contract.

Under the federal supply schedule program, GSA enters into contracts with commercial firms to provide supplies and services at stated prices for given periods of time. Orders are placed directly with the schedule contractor, and deliveries are made directly to the customer. The federal supply schedule program mirrors commercial buying practices more than any other procurement process in the federal government. It provides customers with literally millions of state-of-the-art, high-quality commercial products and services at volume discount pricing on a direct delivery basis. The federal supply schedule program also offers the benefits of shorter lead times, lower administrative costs, and reduced inventories.

Multiple award schedule contracts are awarded to contractors supplying comparable commercial supplies and services at government-negotiated, pre-approved prices. They provide federal agencies with the variety and flexibility necessary to select the best-valued professional services to meet their requirements. Consistent with the Competition in Contracting Act, multiple award schedule contracts are competitive in that participation in the program is open to all responsible sources, and orders placed following the procedures in Federal Acquisition Regulation 8.4 result in the lowest overall cost alternative. Therefore, when placing orders under federal supply schedules, ordering offices do not need to: 1) seek further competition, 2) synopsise the requirement, 3) make a separate determination of fair and reasonable pricing, or 4) consider small business programs. GSA already has determined the prices of items under GSA schedule contracts to be fair and reasonable.

## **29) CONTRACT CLAUSES**

GSA multiple award schedule contracts are awarded in accordance with provisions of Federal Acquisition Regulation Part 12 Acquisition of Commercial Items. To the extent possible, GSA multiple award schedule contracts include only those clauses required, either to implement provisions of law or executive order applicable to acquisition of commercial items or determined to be consistent with customary commercial practice.

Ordering agencies may incorporate provisions in their task orders that are essential to their specific requirements (i.e., danger, hardship, security, hazardous material handling, key personnel) provided they do not conflict with the terms and conditions of the contract. These provisions, when required, must be included in the individual task order, and any costs necessary to comply with the provisions will be included in the task order proposal price estimate, unless otherwise prohibited by law.



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

**30) SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

**31) PERFORMANCE INCENTIVES**

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract 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 the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

**32) 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.

**33) PERFORMANCE OF SERVICES**

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

**34) STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

- a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
  - i. Cancel the stop-work order; or
  - ii. Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
  - i. The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
  - ii. The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and

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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.

### **35) INSPECTION OF SERVICES**

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) 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) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

### **36) 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 (Deviation – May 2003) Rights in Data – General, may apply.

### **37) RESPONSIBILITIES OF THE ORDERING ACTIVITY**

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

### **38) 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 ordering activity.

### **39) ORGANIZATIONAL CONFLICTS OF INTEREST**

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

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Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

- iii. 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.

#### **40) INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT 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.

#### **41) 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 both time-and-materials and labor-hour orders, Contract Terms and Conditions—Commercial Items (JUL 2013) at FAR 52.212-4 (JUL 2013), Alternate I (AUG 2012). (Deviation – May 2003) applies to commercial time-and-materials orders placed under this contract.

#### **42) RESUMES**

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

#### **43) 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.

#### **44) 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.

#### **45) LABOR CATEGORY DESCRIPTIONS / DESCRIPTION OF SFS IT SERVICES (SIN 132-51)**

It is the policy of SFS to recognize equivalencies between education, training and work experience as may be required to ensure the right skill mix to support our customers. Each year of relevant technical training and/or college education may count as one year of experience. Each year of experience may count as one year of college education. Four years of experience may count towards the required Bachelor's degree. Each certification may each count as one year of required experience. Furthermore, for staff possessing a Bachelor's degree in a discipline outside the required disciplines, an additional two years of relevant experience plus their Bachelor's degree may count in lieu of the Bachelor's degree in the required discipline.

##### **1. GS-IT4 SENIOR PROJECT DIRECTOR**

Principal Duties and Responsibilities: Directs the performance of a variety of highly technical projects which may be organized by technology, program or client. Oversees technology development or application project design, marketing, and resource allocation. Program areas can include engineering, integration, test, systems analysis, quality assurance, etc. Responsibilities include effective management of funds and personnel, accountability for the quality and timely delivery of contractual items, serving as focal point of contact with client regarding program activities, ensuring all required resources are available for program implementation, maintaining development and execution of business opportunities based on broad, general guidance, conferring with stakeholders to provide technical advice, and assisting in problem resolution.

Education and Experience: Bachelor's degree (or equivalent) in Management, Business, or related technical discipline and nine (9) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

##### **2. GS-IT4 PROJECT DIRECTOR**

Principal Duties and Responsibilities: Directs the performance of a variety of highly technical projects which may be organized by technology, program or client. Oversees technology development or application project design, marketing, and resource allocation. Program areas can include engineering, integration, test, systems analysis, quality assurance, etc. Responsibilities include effective management of funds and personnel, accountability for the quality and timely delivery of contractual items, serving as focal point of contact with client regarding program activities, ensuring all required resources are available for program implementation, maintaining development and execution of business opportunities based on broad, general guidance, conferring with stakeholders to provide technical advice, and assisting in problem resolution.

Education and Experience: Bachelor's degree (or equivalent) in Management, Business, or related technical discipline and seven (7) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

### **3. GS-IT4 SENIOR TASK MANAGER**

Principal Duties and Responsibilities: Monitors the performance of a variety of technical projects which may be organized by technology, program or client. Manages technology development or application project design, marketing, and resource allocation. Program areas can include engineering, integration, test, systems analysis, quality assurance, etc. Responsibilities include management of funds and personnel, accountability for delivery of contractual items, serving as point of contact with client regarding program activities, maintaining development and execution of business opportunities based on broad, general guidance, and assisting in problem resolution.

Education and Experience: Bachelor's degree (or equivalent) in Management, Business, or related technical discipline and six (6) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

### **4. GS-IT4 TASK MANAGER**

Principal Duties and Responsibilities: Monitors the performance of a variety of technical projects which may be organized by technology, program or client. Manages technology development or application project design, marketing, and resource allocation. Program areas can include engineering, integration, test, systems analysis, quality assurance, etc. Responsibilities include management of funds and personnel, accountability for delivery

of contractual items, serving as point of contact with client regarding program activities, maintaining development and execution of business opportunities based on broad, general guidance, and assisting in problem resolution.

Education and Experience: Bachelor's degree (or equivalent) in Management, Business, or related technical discipline and four (4) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

## **5. GS-IT4 PRINCIPAL TECHNOLOGY CONSULTANT II**

Principal Duties and Responsibilities: Applies industry knowledge, knowledge of area of expertise, and product knowledge to gather and document customer business process requirements. Performs evaluation and implementation tasks of specific software product modules or technical tools with hands-on experience and has the ability to transfer knowledge and skill. Develops or executes basic functional and technical specifications and testing for system configuration, mapping and reporting. Executes project plan tasks and other duties as assigned. Provides regular status reporting on tasks and issues.

Education and Experience: Bachelor's degree (or equivalent) in an applicable technical discipline and eight (8) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

## **6. GS-IT4 PRINCIPAL TECHNOLOGY CONSULTANT I**

Principal Duties and Responsibilities: Applies industry knowledge, knowledge of area of expertise, and product knowledge to gather and document customer business process requirements. Performs evaluation and implementation tasks of specific software product modules or technical tools with hands-on experience and has the ability to transfer knowledge and skill. Develops or executes basic functional and technical specifications and testing for system configuration, mapping and reporting. Executes project plan tasks and other duties as assigned. Provides regular status reporting on tasks and issues.

Education and Experience: Bachelor's degree (or equivalent) in an applicable technical discipline and six (6) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

### **7. GS-IT4 SENIOR TECHNOLOGY CONSULTANT III**

Principal Duties and Responsibilities: Applies broad knowledge and experience to complex requirements. Develops designs and performs analysis for complex integrated information management systems. Develops and provides skills and disciplines on a variety of information technology issues. Specialized skills include, but are not limited to, information planning, communications, systems administrations, quality assurance, video conferencing and microcomputer training.

Education and Experience: Bachelor's degree (or equivalent) in an applicable technical discipline and six (6) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

### **8. GS-IT4 SENIOR TECHNOLOGY CONSULTANT II**

Principal Duties and Responsibilities: Applies broad knowledge and experience to complex requirements. Develops designs and performs analysis for complex integrated information management systems. Develops and provides skills and disciplines on a variety of information technology issues. Specialized skills include, but are not limited to, information planning, communications, systems administrations, quality assurance, video conferencing and microcomputer training.

Education and Experience: Bachelor's degree (or equivalent) in an applicable technical discipline and four (4) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

### **9. GS-IT4 SENIOR TECHNOLOGY CONSULTANT I**

Principal Duties and Responsibilities: Applies broad knowledge and experience to complex requirements. Develops designs and performs analysis for complex integrated information management systems. Develops and provides skills and disciplines on a variety of information technology issues. Specialized skills include, but are not limited to, information planning, communications, systems administrations, quality assurance, video conferencing and microcomputer training.

Education and Experience: Bachelor's degree (or equivalent) in an applicable technical discipline and two (2) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6)

years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

#### **10. GS-IT4 TECHNOLOGY CONSULTANT IV**

Principal Duties and Responsibilities: Applies broad knowledge and experience to complex requirements. Develops designs and performs analysis for system hardware/software and applications. Prepares functional requirements and specifications for hardware/software acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements.

Education and Experience: Bachelor's degree (or equivalent) in an applicable technical discipline and six (6) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

#### **11. GS-IT4 TECHNOLOGY CONSULTANT III**

Principal Duties and Responsibilities: Applies broad knowledge and experience to complex requirements. Develops designs and performs analysis for system hardware/software and applications. Prepares functional requirements and specifications for hardware/software acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements.

Education and Experience: Bachelor's degree (or equivalent) in an applicable technical discipline and four (4) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

#### **12. GS-IT4 TECHNOLOGY CONSULTANT II**

Principal Duties and Responsibilities: Applies broad knowledge and experience to complex requirements. Develops designs and performs analysis for system hardware/software and applications. Prepares functional requirements and specifications for hardware/software acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements.

Education and Experience: Bachelor's degree (or equivalent) in an applicable technical discipline and up to three (3) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered

equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

### **13. GS-IT4 TECHNOLOGY CONSULTANT I**

Principal Duties and Responsibilities: Applies broad knowledge and experience to complex requirements. Develops designs and performs analysis for system hardware/software and applications. Prepares functional requirements and specifications for hardware/software acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements.

Education and Experience: Bachelor's degree (or equivalent) in an applicable technical discipline and up to two years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

### **14. GS-IT4 SENIOR WEB CONSULTANT**

Principal Duties and Responsibilities: Provides hands-on expertise in the creation of object and/or web based systems. Performs early iteration planning and execution, as well as requirements elicitation and management for associated projects. Develops design documents, software code, test plans and scripts for associated projects. Assists in the augmentation or improvements to the customer's software development process. Provides technical leadership to team as well as directly producing elements of technical solutions.

Education and Experience: Bachelor's degree (or equivalent) in an applicable technical discipline and eight (8) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

### **15. GS-IT4 WEB CONSULTANT**

Principal Duties and Responsibilities: Provides hands-on expertise in the creation of object and/or web based systems. Performs early iteration planning and execution, as well as requirements elicitation and management for associated projects. Develops design documents, software code, test plans and scripts for associated projects. Assists in the augmentation or improvements to the customer's software development process. Provides technical leadership to team as well as directly producing elements of technical solutions.

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Education and Experience: Bachelor's degree (or equivalent) in an applicable technical discipline and four (4) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

## **16. GS-IT4 SENIOR DATABASE SPECIALIST**

Principal Duties and Responsibilities: Provides technical expertise and guidance in the development, implementation, operation and maintenance of database management systems. Performs strategic systems and business information analysis and planning. Develops analytical and computational techniques and methodology for problem solutions. Analyzes user interfaces, analyze workload and computer usage, maintain interfaces, analyze proposed system modifications, upgrades and new COTS.

Education and Experience: Bachelor's degree (or equivalent) in an applicable technical discipline and six (6) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

## **17. GS-IT4 DATABASE SPECIALIST**

Principal Duties and Responsibilities: Provides technical expertise and guidance in the development, implementation, operation and maintenance of database management systems. Determines file organization, indexing methods and security procedures for specific applications. Reviews logical and physical design of existing databases and makes recommendations for modifications to ensure optimum operating efficiency.

Education and Experience: Bachelor's degree (or equivalent) in an applicable technical discipline and four (4) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

## **18. GS-IT4 SENIOR SYSTEMS ANALYST**

Principal Duties and Responsibilities: Performs system analysis of computer and communication/network systems. Oversees the overall installation of computer operating systems, network, and application software and responsible for ensuring correct operation within a predefined environment. Analyzes and develops technical documentation detailing installation procedures.

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Education and Experience: Bachelor's degree (or equivalent) in an applicable technical discipline and six (6) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

## **19. GS-IT4 SYSTEMS ANALYST II**

Principal Duties and Responsibilities: Under general supervision, performs system analysis of computer and communication/network systems. Performs systems installation of computer operation systems, network, and applications software, and computer/network hardware. Provides overall integration of all systems peripherals so that they operate correctly within a predefined environment.

Education and Experience: Bachelor's degree (or equivalent) in an applicable technical discipline and four (4) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

## **20. GS-IT4 SYSTEMS ANALYST I**

Principal Duties and Responsibilities: Under general supervision, performs system analysis of computer and communication/network systems. Performs systems installation of computer operation systems, network, and applications software, and computer/network hardware. Provides overall integration of all systems peripherals so that they operate correctly within a predefined environment.

Education and Experience: Bachelor's degree (or equivalent) in an applicable technical discipline and two (2) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

## **21. GS-IT4 SENIOR NETWORK ENGINEER**

Principal Duties and Responsibilities: Under general supervision, performs a variety of network engineering tasks which are broad in nature and are concerned with the design and implementation of integrated networks, including personnel, hardware, software and support facilities and/or equipment. Performs with some latitude for unreviewed actions and decisions.

Education and Experience: Bachelor's degree (or equivalent) in an applicable technical discipline and four (4) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

## **22. GS-IT4 NETWORK ENGINEER**

Principal Duties and Responsibilities: Under general supervision, performs a variety of network engineering tasks which are broad in nature and are concerned with the design and implementation of integrated networks, including personnel, hardware, software and support facilities and/or equipment.

Education and Experience: Bachelor's degree (or equivalent) in an applicable technical discipline and two (2) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

## **23. GS-IT4 QUALITY ASSURANCE ENGINEER**

Principal Duties and Responsibilities: Under general supervision, establishes and maintains a process for evaluating systems and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the project life cycle. Makes recommendations, if needed, for approval of major systems installations.

Education and Experience: Bachelor's degree (or equivalent) in an applicable technical discipline and four (4) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

## **24. GS-IT4 SOFTWARE ENGINEER**

Principal Duties and Responsibilities: Under general supervision, engineers software solutions based upon client requirements. Develops technical documentation detailing the project design parameters.

Education and Experience: Bachelor's degree (or equivalent) in an applicable technical discipline and four (4) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6)

years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

## **25. GS-IT4 SENIOR PROGRAMMER/ANALYST**

Principal Duties and Responsibilities: Under general supervision, maintains and supports the performance of appropriate software systems to identify and correct problems which impact operation efficiency and work quality. Designs, codes, installs, and maintains appropriate systems software program. Ensures the maintenance of adequate software systems documentation.

Education and Experience: Bachelor's degree (or equivalent) in an applicable technical discipline and six (6) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

## **26. GS-IT4 JOURNEYMAN PROGRAMMER/ANALYST**

Principal Duties and Responsibilities: Under general supervision, maintains and supports the performance of appropriate software systems to identify and correct problems which impact operation efficiency and work quality. Designs, codes, installs, and maintains appropriate systems software program. Ensures the maintenance of adequate software systems documentation.

Education and Experience: Bachelor's degree (or equivalent) in an applicable technical discipline and four (4) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

## **27. GS-IT4 PROGRAMMER/ANALYST**

Principal Duties and Responsibilities: Under general supervision, maintains and supports the performance of appropriate software systems to identify and correct problems which impact operation efficiency and work quality. Designs, codes, installs, and maintains appropriate systems software program. Ensures the maintenance of adequate software systems documentation.

Education and Experience: Bachelor's degree (or equivalent) in an applicable technical discipline and two (2) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6)

years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

## **28. GS-IT4 REQUIREMENTS MANAGER**

Principal Duties and Responsibilities: Under general supervision, maintains and supports documentation of system requirements. Defines requirement management processes and identifies opportunities for process/quality improvements.

Education and Experience: Bachelor's degree (or equivalent) in an applicable technical discipline and four (4) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

## **29. GS-IT4 PROGRAMMER**

Principal Duties and Responsibilities: Under general supervision, provides programming support including routine maintenance for software, test data and test scenario development and execution.

Education and Experience: Bachelor's degree (or equivalent) in an applicable technical discipline and two (2) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

## **30. GS-IT4 JUNIOR PROGRAMMER**

Principal Duties and Responsibilities: Under general supervision, provides programming support including routine maintenance for software, test data and test scenario development and execution.

Education and Experience: Bachelor's degree (or equivalent) in an applicable technical discipline and one (1) year of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

## **31. GS-IT4 SENIOR SYSTEM TESTER**

Principal Duties and Responsibilities: Acts as lead in development of test data and complex test scenarios. Generally, has one or more System Testers on staff and oversees

the overall execution of tests and documentation of any results failing the test. Responsible for management of problem reports portfolio until resolution.

Education and Experience: Bachelor's degree (or equivalent) in an applicable technical discipline and four (4) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

### **32. GS-IT4 SYSTEM TESTER**

Principal Duties and Responsibilities: Under general supervision, develops test data and complex test scenarios. Executes tests and responsible for documentation of any results failing the test. Drafts comprehensive test reports and facilitates management of problem reports portfolio until resolution.

Education and Experience: Bachelor's degree (or equivalent) in an applicable technical discipline and two (2) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

### **33. GS-IT4 SENIOR INFORMATION ENGINEERING SPECIALIST**

Principal Duties and Responsibilities: Performs systems management, development, functional and data requirements analysis, systems analysis and design, programming, and program design. Manages the implementation of information engineering projects and performs systems analysis, design and programming selecting CASE or IE tools and methods.

Education and Experience: Bachelor's degree (or equivalent) in an applicable technical discipline and six (6) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

### **34. GS-IT4 INFORMATION ENGINEERING SPECIALIST**

Principal Duties and Responsibilities: Performs systems management, development, functional and data requirements analysis, systems analysis and design, programming, and program design. Manages the implementation of information engineering projects

and preforms systems analysis, design and programming selecting CASE or IE tools and methods.

Education and Experience: Bachelor's degree (or equivalent) in an applicable technical discipline and four (4) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

### **35. GS-IT4 SENIOR DOCUMENTATION SPECIALIST**

Principal Duties and Responsibilities: Under general supervision, develops system documentation including templates for use by project team. Develops and maintains procedures for managing documentation and version control. Writes and edits material for technical documentation including reports, manuals, briefs, instruction books and related technical and administrative publications.

Education and Experience: Bachelor's degree (or equivalent) in an applicable discipline and four (4) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

### **36. GS-IT4 SOFTWARE ARCHITECT EXPERT**

Principal Duties and Responsibilities: Technical subject matter expert for complex systems projects. Generally, oversees project team, assigns individual responsibilities, identifies appropriate resources needed, and develops a schedule to ensure timely completion of project and meeting deadlines of project. Broad understanding of the systems scope and project objectives, as well as the role and function of each team member in order to effectively coordinate the activities of the team. Assists in the augmentation or improvements to the software development process.

Education and Experience: Bachelor's degree (or equivalent) in an applicable technical discipline and eight (8) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

### **37. GS-IT4 WEB ARCHITECT**

Principal Duties and Responsibilities: Technical subject matter expert for www hardware and software including installation and configuration. Designs, develops, implements and maintains web pages as required. Responsible for overall performance including system integration, compatibility and multiple platforms.

Education and Experience: Bachelor's degree (or equivalent) in an applicable technical discipline and seven (7) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

### **38. GS-IT4 WEB DESIGNER**

Principal Duties and Responsibilities: Under general direction develops, implements and maintains the user experience model using graphic tools and practices. Responsible for production and maintenance of the implementation code (e.g., HTML and DHTML).

Education and Experience: Bachelor's degree (or equivalent) in an applicable discipline and two (2) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

### **39. GS-IT4 TECHNICAL WRITER**

Principal Duties and Responsibilities: Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals and other reports and deliverables. May have experience in Information Security.

Education and Experience: Bachelor's degree (or equivalent) in an applicable discipline and four (4) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

### **40. GS-IT4 DOCUMENTATION SPECIALIST**

Principal Duties and Responsibilities: Under supervision develops, proofreads, and edits IT material required for preparation of user's manuals, training materials, installation guides, proposals and other reports and deliverables.

Education and Experience: Bachelor's degree (or equivalent) in an applicable discipline and two (2) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree. A Master's degree is considered equivalent to six (6) years general experience. A PhD degree is considered equivalent to ten (10) years general experience.

#### **41. GS-IT4 PROJECT ADMINISTRATOR**

Principal Duties and Responsibilities: Provides financial management and administrative IT support, such as budgeting, manpower resource planning, and financial reporting. Assists with evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues. May perform other duties as assigned.

Education and Experience: High School (or equivalent) and four (4) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree.

#### **42. GS-IT4 PRODUCTION CONTROL ANALYST**

Principal Duties and Responsibilities: Responsible for migration requests to facilitate the movement of tested software into a production environment. Develops and maintains administration written procedures for production support. Provides support to application development teams.

Education and Experience: Bachelor's degree (or equivalent) in an applicable discipline and six (6) years of general experience. Four (4) years of general experience is equivalent to a Bachelor's degree.



**FIXED HOURLY RATES -- IT SERVICES (SIN 132-51)**

The fixed hourly labor rates, below, are the rates applicable to all services ordered and performed under SIN 132-51 during the current GSA Schedule Contract ordering period. The rates presented are inclusive of the GSA Industrial Funding Fee (IFF) of 0.75%.

#	SIN	GSA Labor Category	GSA Labor Rate (Including IFF)
1	132-51	GS-IT4 Senior Project Director	\$ 134.22
2	132-51	GS-IT4 Project Director	\$ 107.06
3	132-51	GS-IT4 Senior Task Manager	\$ 103.70
4	132-51	GS-IT4 Task Manager	\$ 96.74
5	132-51	GS-IT4 Principal Technology Consultant II	\$ 148.76
6	132-51	GS-IT4 Principal Technology Consultant I	\$ 133.35
7	132-51	GS-IT4 Senior Technology Consultant III	\$ 123.12
8	132-51	GS-IT4 Senior Technology Consultant II	\$ 120.12
9	132-51	GS-IT4 Senior Technology Consultant I	\$ 107.67
10	132-51	GS-IT4 Technology Consultant IV	\$ 104.35
11	132-51	GS-IT4 Technology Consultant III	\$ 101.42
12	132-51	GS-IT4 Technology Consultant II	\$ 94.28
13	132-51	GS-IT4 Technology Consultant I	\$ 88.00
14	132-51	GS-IT4 Senior Web Consultant	\$ 189.35
15	132-51	GS-IT4 Web Consultant	\$ 153.86
16	132-51	GS-IT4 Senior Database Specialist	\$ 104.85
17	132-51	GS-IT4 Database Specialist	\$ 93.02
18	132-51	GS-IT4 Senior Systems Analyst	\$ 96.05
19	132-51	GS-IT4 Systems Analyst II	\$ 80.58
20	132-51	GS-IT4 Systems Analyst I	\$ 65.98
21	132-51	GS-IT4 Senior Network Engineer	\$ 84.81
22	132-51	GS-IT4 Network Engineer	\$ 76.19
23	132-51	GS-IT4 Quality Assurance Engineer	\$ 155.51
24	132-51	GS-IT4 Software Engineer	\$ 139.74
25	132-51	GS-IT4 Senior Programmer/Analyst	\$ 80.89
26	132-51	GS-IT4 Journeyman Programmer/Analyst	\$ 72.70
27	132-51	GS-IT4 Programmer/Analyst	\$ 60.53
28	132-51	GS-IT4 Requirements Manager	\$ 176.92
29	132-51	GS-IT4 Programmer	\$ 50.39
30	132-51	GS-IT4 Junior Programmer	\$ 48.28
31	132-51	GS-IT4 Senior System Tester	\$ 73.88
32	132-51	GS-IT4 System Tester	\$ 66.65
33	132-51	GS-IT4 Senior Information Engineering Specialist	\$ 108.40
34	132-51	GS-IT4 Information Engineering Specialist	\$ 76.99
35	132-51	GS-IT4 Senior Documentation Specialist	\$ 77.77
36	132-51	GS-IT4 Software Architect Expert	\$ 182.95
37	132-51	GS-IT4 Web Architect	\$ 199.23
38	132-51	GS-IT4 Web Designer	\$ 94.69
39	132-51	GS-IT4 Technical Writer	\$ 57.83
40	132-51	GS-IT4 Documentation Specialist	\$ 44.87
41	132-51	GS-IT4 Project Administrator	\$ 55.63
42	132-51	GS-IT4 Production Control Analyst	\$ 66.65

Economic price adjustments for price increase will be handled in accordance with GSAR 552.216-70



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**BLANKET PURCHASE AGREEMENTS – SAMPLE FORMATS**

**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 Service Administration (GSA) Federal Supply Schedule Contract(s) \_\_\_\_\_.

Federal Supply Schedule contract BPA's eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of bids and offers. Teaming Arrangements are permitted with Federal Supply Schedule contractors in accordance with Federal Acquisition Regulation (FAR) Part 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 contract number(s) \_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Activity):

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULE/DATES
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE:	POINT OF CONTACT
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model number or National Stock Number (NSN);
- (e) Purchase Order Number;

(f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are as 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.

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**CONTRACTOR TEAM ARRANGEMENTS  
BASIC GUIDELINES**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to 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 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 customer’s need, or –
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.