

**General Services Administration
AUTHORIZED FEDERAL SUPPLY SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES**



BRIGHT MINDS. BRILLIANT SOLUTIONS.

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Contract Number: GS-35F-4968G

Period Covered by Contract: 9/29/07 – 9/28/12

Pricelist is current through Modification # 24, dated 10/1/2009.

**General Services Administration
Federal Supply Service**

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/>

Special Item No. 132-51 - INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

FPDS Code D301 IT Facility Operation and Maintenance
FPDS Code D302 IT Systems Development Services
FPDS Code D306 IT Systems Analysis Services
FPDS Code D307 Automated Information Systems Design and Integration Services
FPDS Code D308 Programming Services
FPDS Code D310 IT Backup and Security Services
FPDS Code D311 IT Data Conversion Services
FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services

FPDS Code D316 IT Network Management Services
FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or
Other Information Services (All other information services belong under Schedule 76)
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

Special Item No. 132-51 Information Technology Professional Services

- Note 1:** All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.
- Note 2:** Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.
- Note 3:** This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

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**INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

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SPECIAL NOTICE TO AGENCIES: 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 the GSA Advantage!TM on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!TM 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 CONTRACT:

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

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

Offerors are requested to check one of the following boxes:

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

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Ordering: Ingenium Corporation
ATTN: Contracts Department
7474 Greenway Center Drive, Suite 800
Greenbelt, Maryland 20770
Office: 301-883-9800
Fax: 888-883-7234
Email: contracts@ingenium.net

Payment: ING-CORP
P.O. Box 277286
Atlanta, GA 30384-7286

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 not be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

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

301.883.9800

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: 86-9006668

Block 30: Type of Contractor – B. Other Small Business

Block 31: Woman-Owned Small Business - NO

Block 36: Contractor's Taxpayer Identification Number (TIN): 52-1738885

4a. CAGE Code: 1EEY9

4b. Contractor has registered with the Central Contractor Registration Database.

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:

SPECIAL ITEM NUMBER
132-51
Agency

DELIVERY TIME (Days ARO)
As negotiated between Contractor and Ordering

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

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

- a. Prompt Payment: 0% - 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: None Offered
- c. Dollar Volume: To be negotiated on a case by case basis
- b. Government Educational Institutions: Same as all other Federal Government Customers
- e. Other: None offered

8. TRADE AGREEMENTS ACT OF 1979, as amended:

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

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

All packaging meets export packaging requirements.

10. SMALL REQUIREMENTS: The minimum dollar value of orders to be issued is \$100.

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

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

Special Item Number 132-51 - Information Technology (IT) Professional Services
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12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS: ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether

or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS

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

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal 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 2001)

(a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.

(c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

(g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

(h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

(i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

(j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

(k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

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

16. GSA Advantage!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

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

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

- a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
- (1) Time of delivery/installation quotations for individual orders;
 - (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.
 - (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

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

Only the 48 contiguous states and the District of Columbia

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, 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 received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

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

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/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:
This order is placed under written authorization from _____ dated _____, _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

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

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

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

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

27. ADVANCE PAYMENTS

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

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)
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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 Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

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

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract 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.

3. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. 4. PERFORMANCE OF SERVICES

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

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

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

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

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

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

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow

reasonable costs resulting from the stop-work order in arriving at the termination settlement.

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

6. INSPECTION OF SERVICES

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 ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on

ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor's or its affiliates' objectivity in performing contract work.

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

11. INVOICES

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

12. PAYMENTS

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

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- (b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
 - (1) The offeror;
 - (2) Subcontractors; and/or
 - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT SERVICES AND PRICING

Contractor provides personnel who meet or exceed the minimum qualification requirements stated in the Labor Category Descriptions outlined below. Contractor does allow experience to be substituted for education requirements. The substitution rate for all categories will be one (1) year of experience is equal to one (1) year of education.

LABOR CATEGORY DESCRIPTIONS – SIN 132-51

1. Administrative Assistant:

Minimum/General Experience: This position requires a minimum of five years experience in an office environment.

Functional Responsibility: Provides operational support to a local area office and performs administrative duties which support the operations of the branch. Tasks may include answering telephones, greeting visitors, processing mail, proposal development support, human resources and accounting administrative support, scheduling of meetings, and coordination of travel arrangements. Administrative Assistant will be responsible for other general support of office as necessary.

Minimum Education: An Associate degree in Business Administration or other related discipline is preferred.

2. Applications Programmer.

Minimum/General Experience: Position requires five years experience, three of which must be specialized. Specialized experience includes: experience as an applications programmer on large-scale database management systems, knowledge of computer

equipment and ability to develop complex software to satisfy design objectives. Must demonstrate ability to work independently or under only general supervision. A Masters degree will be considered equivalent to one year specialized experience and two years general experience. A Bachelors degree will be considered equivalent to two years general experience.

Functional Responsibility: Analyzes business applications and design specs. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs and refines the computer software to produce the required product. Prepares required documentation including program-level and system-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers as required ensuring program deadlines are met.

Minimum Education: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline is preferred.

3. Computer Engineer/Scientist.

Minimum/General Experience: Eleven years experience in providing overall administrative, technical direction, and maintenance support to a computer operations activity/facility, generally consisting of multiple, complex main-frame and client server computer systems.

Functional Responsibility: Apply skills in the interface of software with computer hardware systems. Apply computer-aided software tools to complex software system development. Perform project management functions as needed.

Minimum Education: Masters degree in Engineering, Computer Science or related discipline is preferred.

4. Computer Operations Supervisor

Minimum/General Experience: A minimum of five years experience in related area preferably with prior experience supervising computer operators.

Functional Responsibility: Administers computer operations department policies and procedures. Supports and administers data retention/recovery and production job schedule environments. Supervises employees assigned to a particular shift. Performs continuous analysis of production jobs, backup processes, system monitors and serve availability and provides solutions working with all groups impacted.

Minimum Education: An Associate degree in Computer Science, Business, or related field is preferred.

5. Computer Systems Analyst.

Minimum/General Experience: This position requires a minimum of six years experience, of which at least four years must be specialized. Specialized experience includes: analysis and design of business applications or systems software suites on complex systems for large scale computers and database management systems. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required. A Masters degree in Computer Science will be considered equivalent to one year experience and two years general experience. A Ph.D. degree in Computer Science will be considered equivalent to two years specialized experience and three years general experience. Nine years experience may be substituted for a Bachelors degree.

Functional Responsibility: Analyzes and develops computer software possessing a wide range of capabilities including numerous engineering, business and records management functions. Develops plans for Automated Data Processing systems from project inception to conclusion. Analyzes the problem and information to be processed. Defines the problem and develops system requirements and program specifications. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops in conjunction with function users, system alternative solutions.

Minimum Education: A Bachelors degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline is preferred.

6. Database Specialist (Formerly known as Database Configuration Management Specialist)

Minimum/General Experience: This position requires a minimum of four years of experience. Experience in database configuration management techniques and methodology. Experience in defining, documenting and controlling the full range of procedures used in database configuration system management configuration, and for managing the change control process.

Functional Responsibility: Provide highly technical expertise and guidance in the definition control, integrity, and uniformity of database management systems. Duties include: analysis of system requirements; definition and implementation of policy and procedures required to support database configuration management; identification and correction of CM related problems; tracking of trouble reports and change requests; and baseline identification and maintenance of system integrity through an established change control process

Minimum Education: A Bachelor degree in Computer Science, Software Engineering or other related technical discipline is preferred.

7. Deputy Program Manager, DPM:

Minimum/General Experience: This position requires a minimum of ten years experience. A Masters degree will be considered equivalent to three years experience. A Ph.D. will be considered equivalent to five years experience.

Functional Responsibility: Serves as the contractor's deputy program manager, and in the absence of the program manager, shall be the contractor's authorized interface with the government technical manager and the Contracting Officer's Representative (COR). Assist the Program Manager in formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes and goals of the organization to subordinates. May manage one or more tasks and large numbers of resources (personnel and contract dollars). Shall be responsible for the overall contract performance but may serve in other capacities.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline is preferred.

8. Intranet/Internet Architect

Minimum /General Experience: Minimum of four years of experience with object oriented web technologies, Java, JSP and application server platforms, e.g., Netscape Application Server or similar offerings. At least three (3) years relevant technical experience and leadership of small teams. Experience in some of the following areas: Scripting, Perl, Javascript, VBScript Web Authoring and coding; Dreamweaver, FrontPage, HTML, DHTML, XML, C++, VB Web servers/Middleware; Microsoft Transaction Server (MTS), Microsoft Internet Information Server, Apache, MQ Series Browser Implementation Experience; Microsoft and Netscape Databases; Oracle, SQL Server Environments; NT, and UNIX.

Functional Responsibility: An experienced Internet technologist able to architect and assist in the delivery of e-Business solutions. Internet Architect will work with Account Executives and the client to understand the requirements and then to architect (bringing to bear knowledge of multiple technology components and options) and communicate the Internet based solution. The architect will identify the appropriate development tools, languages, scriptings, middleware, database connectivity and production technical components for these solutions. The architect will assist in the development of estimates for projects. He/She will lead and mentor other architects and developers in the implementation of the solution.

Minimum Education: A BS/BA degree in Computer Science, Engineering, Math/Sciences or Masters of Information Systems or equivalent related discipline is preferred.

9. Junior Computer Systems Analyst.

Minimum/General Experience: This position requires a minimum of four years experience, of which at least two years must be specialized. Specialized experience includes: two years analyzing and programming applications on large-scale computers with a minimum of one year of design and programming of moderately complex ADP systems. Typically required to work under close supervision and direction. A Masters degree will be considered equivalent to one year specialized experience and two years general experience. Five years related experience may be substituted for a Bachelors degree.

Functional Responsibility: Develops requirements for information systems from a project's inception to conclusion. Develops required specifications for simple to moderately complex systems.. Assists computer system analyst in preparing input and test data for the subject system

Minimum Education: A Bachelors degree In Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline is preferred.

10. Jr. Librarian

Minimum/General Experience: Two years experience in clerical, filing, and library maintenance, or similar applicable experience.

Functional Responsibility: Assists in maintaining books, publications, and other material. Searches catalog files and shelves to locate information or data. Assists in classifying and cataloging new items.

Minimum Education: High School Education.

11. Library Assistant

Minimum/General Experience: One-year experience is preferred in light clerical or filing.

Functional Responsibility: Sorting and shelving books, periodical, and papers. Issues and receives library materials. Works under close supervision.

Minimum Education: High School Education preferred.

12. Operations Systems Security Specialist

Minimum/General Experience: This position requires a minimum of five years experience. Specialized experience in providing analysis of system's vulnerability to possible intrusions, resource manipulation, resource denial, and destruction of resources.

Functional Responsibility: Provides Information System Security (ISS) solutions based on an understanding of products/system test results, and government/industry policy, practices, procedures, and customer requirements. Focuses particular attention on firewalls, virtual private networks, anti-virus, audit, vulnerability assessments, intrusion detection, topology mapping, and related processes. Conducts system security analysis and implementation, system engineering, design assurance, configuration management and testing of ISS enabling products and techniques.

Minimum Education: A Bachelor degree in Computer Science, Management Information Systems Engineering, Business Administration or related discipline is preferred.

13. Principal Information Engineer.

Minimum/General Experience: Thirteen years experience in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. Experience in the following: managing the implementation of information engineering projects and systems analysis, and design and programming using CASE and I.E. tools and methods (e.g. Oracle CASE, IEF/Composer, ADW/Sterling, etc.). Demonstrated experience in a client/server environment. Proven managerial and supervisory skills.

Functional Responsibility: Apply cross-functional set of disciplines and tools for the planning, analysis, design, construction of information systems. Develop analytical and computational techniques and methodology for problem solutions. Perform cross-functional strategic systems planning, business information systems planning, and business area analysis. Perform process and data modeling in support of the planning and analysis efforts using both manual and automated tools. Provide technical guidance in software engineering techniques and support tools.

Minimum Education: Bachelors degree in Computer Science, Information Systems, Engineering, or other related discipline is preferred.

14. Principal Management Analyst, PMA:

Minimum/General Experience: This position requires a minimum of ten years experience. A Masters degree will be considered equivalent to three years experience. A Ph.D. will be considered equivalent to five years experience. Five years experience may be substituted for a Bachelors degree.

Functional Responsibility: Provides technical support in the area of business process reengineering, improvement, as it relates to the design and engineering of information systems.

Tasks may include workflow design and analysis, survey analysis, statistical reviews and analysis, creation of data repositories, facilitation of process review workshops and measurement of best in class processes. Analyst may be responsible for leading or supervising of other analysts.

Minimum Education: A Bachelor's degree in Business, Computer Science, Information Systems, Engineering or other related scientific or technical discipline is preferred.

15. Principal Systems Engineer:

Minimum/General Experience: Requires a minimum of ten years experience in the information systems/software-engineering field. Four years experience may be substituted for a Bachelors degree. A Masters degree or higher will be considered equivalent to two years experience and three years general experience.

Functional Responsibility: As the senior technical lead, the Principal Systems Engineer is responsible for the overall effective application of software, hardware, and standards information technology skills in the architecture development, analysis, specification, development, integration, and acquisition of open systems for Information Management and other applications. This position may report directly to the CEO. The Principal Systems Engineer evaluates and recommends COTS applications and methodologies that can be acquired to provide interoperable, portable, and scaleable information technology solutions and may be tasked to further develop said applications and methodologies for the successful completion of the project. Ensures systems and applications are compliant with standards for open systems architectures, reference models, and profiles of standard - such as the IEEE Open Systems Environment (OSE) reference model- as they apply to the implementation and specification of IM solutions on the application platform across the application program interface.

Minimum Education: A Bachelors degree in Computer Science, Information Systems, Engineering or other related scientific or technical discipline is preferred..

16. Principal/Expert BPR Specialist.

Minimum/General Experience: Eight years experience which includes: facilitation, training, methodology development and evaluation, process reengineering across all software life cycle phases, identifying best practices, change management, business

management and performance measurement techniques, organizational development, activity and data modeling, and information systems development methods and practices.

Functional Responsibility: Apply process reengineering methodologies, principles and tools to affect process and system improvement. Responsible for effective transition of existing project teams, and the facilitation of project teams in the accomplishment of object activities and objectives. Provide group facilitation, interviewing, training, and provide for additional forms of knowledge transfer. Coordinate between multiple project teams to ensure cross-functional integration of reengineering efforts. Provide daily supervision and direction to Business Process Reengineering Specialists. Duties include: activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing process and system performance measurements.

Minimum Education: Masters degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Industrial Engineering, Psychology, Human Resources Development/Management, or other related scientific or technical discipline is preferred.

17. Program Manager, PGM:

Minimum/General Experience: This position requires a minimum of twelve years experience. Five years experience may be substituted for a Bachelor's degree. A Masters degree will be considered equivalent to three years experience. A Ph.D. will be considered equivalent to five years experience.

Functional Responsibility: Serves as the contractor's program manager and shall be the contractor's authorized interface with the government technical manager and Contracting Officer's Representative (COR). Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes and goals of the organization to subordinates. Program Manager is responsible for managing complex projects involving multiple task orders and large numbers of resources (personnel and contract dollars). Shall be responsible for the overall contract performance but may serve in other capacities as well.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline is preferred.

18. Programmer.

Minimum/General Experience: Four years experience in computer programming, systems development and implementation. Experienced with applications programming on large scale systems, as well as in client-server environments; demonstrated capability with computer equipment, and the ability to support the development of complex software to satisfy system design objectives. Demonstrated ability to work under general supervision.

Functional Responsibility: Participate in the design of software tools and subsystems to support business use, and software implementation. Assist the senior programmer in the interpretation of software requirements and design specifications. Prepare code, integrate and test software components, modules, and the resulting implementation. Prepare program level and user level documentation.

Minimum Education: Bachelors degree in Computer Science, Information Systems, Engineering, Business or other related discipline is preferred.**19. Project Control Specialist.**

Minimum/General Experience: Position requires a minimum of four years experience, of which at least two years must be specialized. Specialized experience includes: preparation and analysis of financial statements. General experience includes increasing responsibilities in general accounting or management activities. Must demonstrate ability to work independently or under only general direction. A Masters degree will be considered equivalent to one year specialized experience and two years general experience. Five years experience can be substituted for the Bachelors degree.

Functional Responsibility: Directs all financial management and administrative activities such as budgeting, manpower and resources planning and financial reporting. My perform complex evaluation of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues that would require a report and recommend solutions. Prepare charts, tables, graphs, and diagrams related to analyzing problems. Provides daily supervision and direction to staff.

Minimum Education: A Bachelors degree in Business, Computer Science, Information Systems, Engineering or other related scientific or technical discipline is preferred.

20. Project Manager, PM:

Minimum/General Experience: Requires a minimum of ten years experience. Five years experience may be substituted for a Bachelor's degree. A Masters degree will be considered equivalent to three years experience. A Ph.D. will be equivalent to five years experience.

Functional Responsibility: Serves as the contractor's project manager and shall be the contractor's authorized interface with the government technical personnel, the COR, and customer representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes and goals of the organization to subordinates. Project Manager is responsible for managing small to mid-size projects that may involve multiple task orders and significant numbers of resources (personnel

and contract dollars). Shall be responsible for the overall contract performance but may serve in other capacities.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline is preferred.

21. Quality Assurance Manager.

Minimum/General Experience: Position a minimum of six years experience in configuration management, verification and validation, software testing and integration, software metrics and their application to software quality assessment. A Masters degree will be considered equivalent to one year specialized experience and two years general experience. A Bachelors degree in Computer Science, Information Systems, or other scientific or technical discipline will be considered equivalent to two years general experience.

Functional Responsibility: Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the development life cycle.

Minimum Education: A Bachelors degree in Computer Science, Information Systems, Engineering or other related scientific or technical discipline is preferred is preferred.

22. Quality Assurance Specialist

Minimum/General Experience: Requires a minimum of four years experience in quality control and quality assurance management.

Functional Responsibility: Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for accuracy, adherence to the design concept and to user standards, review of program documentation to assure government standards/ requirements are adhered to. Performs document verification and database tagging for conversion purposes and makes recommendations for approval of major systems installations, if needed.

Minimum Education: A Bachelor degree in Computer Science, Information Systems, Engineering, or other related discipline is preferred.

23. Scientific System Analyst

Minimum /General Experience: Requires a minimum of 10 years experience in a scientific higher order programming language and/or analyses in a research, development or test environment, such as a laboratory or test center.

Functional Responsibility: Reviews, analyzes, and modifies programming systems including encoding, testing, debugging, and installation to support software application systems. Designs databases and data dictionary criteria. Provides technical training, guidance, and resource support for end users and departmental staff. Provides application

support and enhancements to existing applications. Coordinates the efforts of staff to locate, assess, install, test, and maintain computer software systems.

Minimum Education: A Bachelor degree in Computer Science, Engineering, Information Systems, or related technical discipline is preferred.

24. Senior Computer Systems Analyst:

Minimum/General Experience: Requires a minimum of eight years experience, of which at least five years must be specialized. Specialized experience includes analysis and design of business application on complex systems for large-scale computers and database management systems, where applicable. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required. A Masters degree in Computer Science will be considered equivalent to one year specialized experience and two years general experience. A Ph.D. degree in Computer Science will be considered equivalent to two years specialized experience and three years general experience.

Functional Responsibility: Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Program Manager to ensure problem solution and user satisfaction. Make recommendations if needed for approval of major systems installation, where applicable. Prepares milestone status reports. Provides daily supervision and direction to support staff as well as other applicable duties.

Minimum Education: A Bachelors degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline is preferred.

25. Senior Systems Engineer.

Minimum/General Experience: Requires a minimum of eight years experience in the information systems/software-engineering field. Four years experience may be substituted for a Bachelors degree. A Masters degree or higher will be considered equivalent to two years experience and three years general experience.

Functional Responsibility: Applies software, hardware, and standards information technology skills in the analysis, specification, development, integration, and acquisition of open systems for Information Management and other applications. Ensures these systems and applications are compliant with standards for open systems architectures, reference models, and profiles of standard - such as the IEEE Open Systems Environment

(OSE) reference model- as they apply to the implementation and specification of IM solutions on the application platform across the application program interface. Evaluates and recommends COTS applications and methodologies that can be acquired to provide interoperable, portable, and scaleable information technology solutions.

Minimum Education: A Bachelors degree in Computer Science, Information Systems, Engineering or other related scientific or technical discipline is preferred.

26. Senior Training Specialist.

Minimum/General Experience: This position requires a minimum of six years experience, of which at least three years must be specialized. Demonstrated ability to communicate orally or in writing. Must demonstrate ability to work independently or under only general direction. A Masters degree will be considered one year specialized and two years general experience. Five years experience can be substituted for the Bachelors degree.

Functional Responsibility: Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Prepares all instructor manuals (course outlines, background material and training aids). Prepares all student materials (course materials, workbooks, handouts, completion certificates and course critique forms). Trains personnel by conducting formal classroom courses, workshops and seminars. Provides daily supervision and direction of staff.

Minimum Education: A BA or BS in any field is preferred.

27. Software Engineer

Minimum/General Experience: Requires a minimum of four years of experience in computer programming, systems development, and implementation.

Functional Responsibility: Participates in the design of software tools and subsystems to support business use and software implementation. Analyzes and studies complex system requirements and resolves problems of design, reliability and maintainability of systems. Maintains and enhances existing systems through analysis design and debugging of new systems. Develops test strategies. Integrates operating system architecture. Reviews existing programs and recommends refinements, reduces operating time, and improves current techniques.

Minimum Education: A Bachelor degree in Software Engineering, Computer Science, Management Information Systems, or a related discipline is preferred.

28. Subject Matter Expert.

Minimum/General Experience: Thirteen years of progressively increasing responsible subject matter experience, in similar work environments. Concentrated hands-on

experience in the specific discipline of the subject matter field required by a customer task order.

Functional Responsibility: Perform as a consultant in highly specialized subject areas such as human factors engineering, financial systems, and business process reengineering. Provide highly technical and/or specialized guidance concerning automation solutions to complex information processing problems related to the subject matter field. Perform analyses and studies; prepare reports and give presentations. Work independently or as a member of a team.

Minimum Education: Bachelors degree in appropriate subject matter fields or related discipline is preferred.

29. System Analyst

Minimum/General Experience: A minimum of five years experience in related field.

Functional Responsibility: Analyzing systems and applications and recommends improvements to applications. Performs system backups and recovery and resolves software related problems. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

Minimum Education: A Bachelor degree in Computer Science, Business, or other related discipline is preferred.

30. Systems Engineer.

Minimum/General Experience: This position requires a minimum of five years experience in the information systems/software-engineering field. Five years experience may be substituted for the Bachelors degree. A Masters or high degree will be considered equivalent to two years-specialized experience and three years general experience.

Functional Responsibility: Applies software, hardware, and standards information technology skills in the analysis, specification, development, integration, and acquisition of open systems for Information Management and other applications. Ensures these systems and applications are compliant with standards for open systems architectures, reference models, and profiles of standards - such as the IEEE Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of IM solutions on the application platform across the application program interface. Evaluates and recommends COTS applications and methodologies that can be acquired to provide interoperable, portable, and scaleable information technology solutions.

Minimum Education: A Bachelors degree in Computer Science, Information Systems, Engineering or other related scientific or technical discipline is preferred.

31. Technical Writer/Editor.

Minimum/General Experience: Position requires a minimum of three years experience, of at least one year must be specialized. Specialized experience includes: demonstrated experience in editing documents including technical documents. Must demonstrate the ability to work independently or under only general direction. A graduate degree in Literature or related study will be considered equivalent to one year specialized and two years general experience.

Functional Responsibility: Shall collect and organize information required for preparation of user manuals, training materials, installation guides, proposals and reports, edit functional descriptions, systems specifications, user manuals, special reports or any other customer deliverables and documents, and perform financial and administrative functions.

Minimum Education: A Bachelors degree n English, Literature, or other related discipline is preferred.

32. Web Applications Developer:

Minimum/General Experience: One year work experience developing Internet applications. One year of education, beyond the required minimum, can be substituted for two years of experience developing Internet, intranet or extranet web applications.

Functional Responsibility: This individual, as a job contributor, works under general direction and is responsible for engineering and/or analytical tasks and activities associated with one or more technical areas, within the technical function (such as, but not limited to, webpage development), supplemented with continuing education courses/technical seminars within technology. Applications Developers are generally experienced and proficient in programming languages such as C or C++, and are generally recognized as the “Knowledge Engineer”. Responsibilities will involve the designing and implementing of the layout and navigation of Webpage content with HTML, Java Script, CGI scripts, other pertinent Web Technology as needed. As the Web Developer, should be familiar with UNIX, moving files, creating directories, changing permissions, and editing with ASCII editors. Have a strong understanding of all design and technical disciplines involved in the web site production process. Stay abreast and on the edge of leading technology, and ensure that clients are kept up to speed with the new advancements to ensure the quality of the applications and the affected site(s).

Minimum Education: BS/BA degree in Computer Science, Information Systems, Engineering, or other related discipline is preferred. Two years of experience can be substituted for one year of education.

33. Web Producer:

Minimum/General Experience: Two years working full time on Internet/Intranet/Extranet applications, and/or dynamic applications. One year of education, beyond the required minimum, can be substituted for two years of experience developing Internet, Intranet, Extranet and/or web applications.

Functional Responsibility: Responsible for engineering or development tasks regarding web page production and/or analytical tasks and activities associated with one or more technical areas, within the technical function such as, but not limited to, network, design, engineering, implementation, web servers, mail servers, multiple operating systems, supplemented with continuing education courses/technical seminars within technology. The Producer will be responsible for daily production management, to include leading project development. Some of the production tasks may also include creating the project plan, scheduling resources, as well as assigning deliverable tasking to key project leads and team members. The Web Producer will often work with the Production Program Director to help guide overall analysis, strategy and process design.

Minimum Education: BS/BA degree in Computer Science, Information Systems, Engineering, or other related discipline is preferred. Three years of experience, beyond the required minimum, can be substituted for one year of education.

34. Web Program Director:

Minimum /General Experience: Four (4) years work experience producing Internet/Intranet or interactive software applications and managing integrated projects/teams. Demonstrated experience in managing the resources of complex engagements, handling the distribution of content and assignments associated with Web development, and maintaining day-to-day contact with clients. Possesses a clear understanding of all Internet Design processes from digital design and programming to Webmaster processes. One year of education beyond the required minimum can be substituted for two years experience producing applications and managing projects/team members.

Functional Responsibility: Sets policies and guidelines, technical standards and methods, and priorities. Reports to management on plans, projects, performance and related matters. Must work within established corporate guidelines. Responsible for all divisional, subsidiary or regional information systems activities including: conceptual design documents, graphic design, system analysis, programming, computer auxiliary operations. In addition to playing a key role in the consulting stage with clients, the Program Director is responsible for developing the project plan with the client and for the coordination and integration of all subsystem tasks. He/She is responsible for the leadership of the team tasked with implementing the project plan. He/She is also ultimately responsible for ensuring that schedule, cost, and client satisfaction requirements are met. The Program Director will maintain relationship with the client to ensure future growth and proper direction of the client's Internet strategy.

Minimum Education: BS/BA degree in Computer Science, Information Systems, Engineering, or other related discipline is preferred. One year of education, beyond the required minimum, may be substituted for two years experience.

35. Web Systems Engineer:

Minimum/General Experience: One (1) to four (4) years experience integrating/configuring networks/hardware/software on computer systems. One year of education beyond the required minimum can be substituted for two years experience.

Functional Responsibility: Responsible for complex network engineering and/or analytical tasks and activities associated with one or more technical areas within the network function (e.g., initial high level network design, engineering, implementation, or operations/user support). Monitors and responds to technical control facility hardware and software issues utilizing hardware and software testing tools and techniques. Evaluate communication hardware and software. Provide technical expertise for performance and configuration of networks. Perform general administration; provide technical leadership in the integration and test of complex large-scale computer integrated networks. Coordinate with all responsible users and sites. Prepare and present systems-level reports as required.

Minimum Education: BS/BA degree in Computer Science, Information Systems, Engineering, or other related discipline is preferred. Two years of experience can be substituted for one year of education.

TOP

Authorized Information Technology
Schedule Pricelist
Specializing Information Technology Services

Item No.	GSA Schedule Labor Categories	2007	2008	2009	2010	2011	2012
1	Administrative Specialist	\$ 32.40	\$ 33.70	\$ 35.04	\$ 36.45	\$ 37.90	\$ 39.42
2	Applications Programmer	\$ 77.86	\$ 80.97	\$ 84.21	\$ 87.58	\$ 91.09	\$ 94.73
3	Computer Engineer/Scientist	\$ 112.62	\$ 117.12	\$ 121.81	\$ 126.68	\$ 131.75	\$ 137.02
4	Computer Operations Supervisor	\$ 49.57	\$ 51.55	\$ 53.61	\$ 55.76	\$ 57.99	\$ 60.31
5	Computer Systems Analyst	\$ 71.90	\$ 74.78	\$ 77.77	\$ 80.88	\$ 84.11	\$ 87.48
6	Database Specialist	\$ 81.81	\$ 85.08	\$ 88.49	\$ 92.03	\$ 95.71	\$ 99.53
7	Deputy Program Manager	\$ 101.69	\$ 105.76	\$ 109.99	\$ 114.39	\$ 118.96	\$ 123.72
8	Intranet/Internet Architect	\$ 158.34	\$ 164.67	\$ 171.26	\$ 178.11	\$ 185.24	\$ 192.64
9	Junior Computer Systems Analyst	\$ 52.32	\$ 54.41	\$ 56.59	\$ 58.85	\$ 61.21	\$ 63.66
10	Junior Librarian	\$ 27.15	\$ 28.24	\$ 29.37	\$ 30.54	\$ 31.76	\$ 33.03
11	Library Assistant	\$ 32.90	\$ 34.22	\$ 35.58	\$ 37.01	\$ 38.49	\$ 40.03
12	Operations System Security Specialist	\$ 77.13	\$ 80.22	\$ 83.42	\$ 86.76	\$ 90.23	\$ 93.84
13	Principal Information Engineer	\$ 108.12	\$ 112.44	\$ 116.94	\$ 121.62	\$ 126.49	\$ 131.54
14	Principal Management Analyst	\$ 100.12	\$ 104.12	\$ 108.29	\$ 112.62	\$ 117.13	\$ 121.81
15	Principal Systems Engineer	\$ 121.82	\$ 126.69	\$ 131.76	\$ 137.03	\$ 142.51	\$ 148.21
16	Principal/Expert BPR Specialist	\$ 122.27	\$ 127.16	\$ 132.25	\$ 137.54	\$ 143.04	\$ 148.76
17	Program Manager	\$ 108.47	\$ 112.81	\$ 117.32	\$ 122.01	\$ 126.89	\$ 131.97
18	Programmer	\$ 63.43	\$ 65.97	\$ 68.61	\$ 71.35	\$ 74.20	\$ 77.17
19	Project Control Specialist	\$ 52.32	\$ 54.41	\$ 56.59	\$ 58.85	\$ 61.21	\$ 63.66
20	Project Manager	\$ 97.69	\$ 101.60	\$ 105.66	\$ 109.89	\$ 114.28	\$ 118.85
21	Quality Assurance Manager	\$ 71.90	\$ 74.78	\$ 77.77	\$ 80.88	\$ 84.11	\$ 87.48
22	Quality Assurance Specialist	\$ 84.06	\$ 87.42	\$ 90.92	\$ 94.56	\$ 98.34	\$ 102.27
23	Scientific Systems Analyst	\$ 94.28	\$ 98.05	\$ 101.97	\$ 106.05	\$ 110.29	\$ 114.71
24	Senior Computer Systems Analyst	\$ 84.99	\$ 88.39	\$ 91.93	\$ 95.60	\$ 99.43	\$ 103.40
25	Senior Systems Engineer	\$ 89.56	\$ 93.14	\$ 96.87	\$ 100.74	\$ 104.77	\$ 108.96
26	Senior Training Specialist	\$ 72.10	\$ 74.98	\$ 77.98	\$ 81.10	\$ 84.35	\$ 87.72
27	Software Engineer	\$ 77.73	\$ 80.84	\$ 84.07	\$ 87.44	\$ 90.93	\$ 94.57
28	Subject Matter Expert	\$ 154.44	\$ 160.62	\$ 167.04	\$ 173.72	\$ 180.67	\$ 187.90
29	System Analyst	\$ 77.98	\$ 81.10	\$ 84.34	\$ 87.72	\$ 91.23	\$ 94.87
30	Systems Engineer	\$ 70.59	\$ 73.41	\$ 76.35	\$ 79.40	\$ 82.58	\$ 85.88
31	Technical Writer/Editor	\$ 45.47	\$ 47.29	\$ 49.18	\$ 51.15	\$ 53.19	\$ 55.32
32	Web Applications Developer	\$ 93.83	\$ 97.58	\$ 101.49	\$ 105.55	\$ 109.77	\$ 114.16
33	Web Producer	\$ 123.15	\$ 128.08	\$ 133.20	\$ 138.53	\$ 144.07	\$ 149.83
34	Web Program Director	\$ 175.94	\$ 182.98	\$ 190.30	\$ 197.91	\$ 205.82	\$ 214.06
35	Web Systems Engineer	\$ 140.74	\$ 146.37	\$ 152.22	\$ 158.31	\$ 164.65	\$ 171.23

Item No.	GSA Schedule Labor Categories	2007	2008	2009	2010	2011	2012
1	Administrative Specialist	\$ 32.40	\$ 33.70	\$ 35.04	\$ 36.45	\$ 37.90	\$ 39.42
2	Applications Programmer	\$ 77.86	\$ 80.97	\$ 84.21	\$ 87.58	\$ 91.09	\$ 94.73
3	Computer Engineer/Scientist	\$ 112.62	\$ 117.12	\$ 121.81	\$ 126.68	\$ 131.75	\$ 137.02
4	Computer Operations Supervisor	\$ 49.57	\$ 51.55	\$ 53.61	\$ 55.76	\$ 57.99	\$ 60.31
5	Computer Systems Analyst	\$ 71.90	\$ 74.78	\$ 77.77	\$ 80.88	\$ 84.11	\$ 87.48
6	Database Specialist	\$ 81.81	\$ 85.08	\$ 88.49	\$ 92.03	\$ 95.71	\$ 99.53
7	Deputy Program Manager	\$ 101.69	\$ 105.76	\$ 109.99	\$ 114.39	\$ 118.96	\$ 123.72
8	Intranet/Internet Architect	\$ 158.34	\$ 164.67	\$ 171.26	\$ 178.11	\$ 185.24	\$ 192.64
9	Junior Computer Systems Analyst	\$ 52.32	\$ 54.41	\$ 56.59	\$ 58.85	\$ 61.21	\$ 63.66
10	Junior Librarian	\$ 27.15	\$ 28.24	\$ 29.37	\$ 30.54	\$ 31.76	\$ 33.03
11	Library Assistant	\$ 32.90	\$ 34.22	\$ 35.58	\$ 37.01	\$ 38.49	\$ 40.03
12	Operations System Security Specialist	\$ 77.13	\$ 80.22	\$ 83.42	\$ 86.76	\$ 90.23	\$ 93.84
13	Principal Information Engineer	\$ 108.12	\$ 112.44	\$ 116.94	\$ 121.62	\$ 126.49	\$ 131.54
14	Principal Management Analyst	\$ 100.12	\$ 104.12	\$ 108.29	\$ 112.62	\$ 117.13	\$ 121.81
15	Principal Systems Engineer	\$ 121.82	\$ 126.69	\$ 131.76	\$ 137.03	\$ 142.51	\$ 148.21
16	Principal/Expert BPR Specialist	\$ 122.27	\$ 127.16	\$ 132.25	\$ 137.54	\$ 143.04	\$ 148.76
17	Program Manager	\$ 108.47	\$ 112.81	\$ 117.32	\$ 122.01	\$ 126.89	\$ 131.97
18	Programmer	\$ 63.43	\$ 65.97	\$ 68.61	\$ 71.35	\$ 74.20	\$ 77.17
19	Project Control Specialist	\$ 52.32	\$ 54.41	\$ 56.59	\$ 58.85	\$ 61.21	\$ 63.66
20	Project Manager	\$ 97.69	\$ 101.60	\$ 105.66	\$ 109.89	\$ 114.28	\$ 118.85
21	Quality Assurance Manager	\$ 71.90	\$ 74.78	\$ 77.77	\$ 80.88	\$ 84.11	\$ 87.48
22	Quality Assurance Specialist	\$ 84.06	\$ 87.42	\$ 90.92	\$ 94.56	\$ 98.34	\$ 102.27
23	Scientific Systems Analyst	\$ 94.28	\$ 98.05	\$ 101.97	\$ 106.05	\$ 110.29	\$ 114.71
24	Senior Computer Systems Analyst	\$ 84.99	\$ 88.39	\$ 91.93	\$ 95.60	\$ 99.43	\$ 103.40
25	Senior Systems Engineer	\$ 89.56	\$ 93.14	\$ 96.87	\$ 100.74	\$ 104.77	\$ 108.96
26	Senior Training Specialist	\$ 72.10	\$ 74.98	\$ 77.98	\$ 81.10	\$ 84.35	\$ 87.72
27	Software Engineer	\$ 77.73	\$ 80.84	\$ 84.07	\$ 87.44	\$ 90.93	\$ 94.57
28	Subject Matter Expert	\$ 154.44	\$ 160.62	\$ 167.04	\$ 173.72	\$ 180.67	\$ 187.90
29	System Analyst	\$ 77.98	\$ 81.10	\$ 84.34	\$ 87.72	\$ 91.23	\$ 94.87
30	Systems Engineer	\$ 70.59	\$ 73.41	\$ 76.35	\$ 79.40	\$ 82.58	\$ 85.88
31	Technical Writer/Editor	\$ 45.47	\$ 47.29	\$ 49.18	\$ 51.15	\$ 53.19	\$ 55.32
32	Web Applications Developer	\$ 93.83	\$ 97.58	\$ 101.49	\$ 105.55	\$ 109.77	\$ 114.16
33	Web Producer	\$ 123.15	\$ 128.08	\$ 133.20	\$ 138.53	\$ 144.07	\$ 149.83
34	Web Program Director	\$ 175.94	\$ 182.98	\$ 190.30	\$ 197.91	\$ 205.82	\$ 214.06
35	Web Systems Engineer	\$ 140.74	\$ 146.37	\$ 152.22	\$ 158.31	\$ 164.65	\$ 171.23

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

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

To develop and promote company policy initiatives that 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 ordering activity contracts. To accelerate potential opportunities please contact Angie Gibson; Director of Contracts, contracts@ingenium.net; 301.883.7259 or by fax at **888-883-7234**.

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

[TOP](#)

(Insert Customer Name)

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

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

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

Signatures

Ordering Activity Date Contractor Date

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE

POINT OF CONTACT

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.
- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
- (a) Name of Contractor;
 - (b) Contract Number;
 - (c) BPA Number;
 - (d) Model Number or National Stock Number (NSN);
 - (e) Purchase Order Number;
 - (f) Date of Purchase;
 - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
 - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING
“CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

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

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