AUTHORIZED FEDERAL ACQUISITION SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES

Special Item No. 132-51 Information Technology Professional Services

Note: 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.

Micro Systems Consultants, Inc.
2785 Hartland Road, Falls Church, VA 22043
(703) 538-0807 Voice, (703) 538-0809 Fax
www.msag.net

Contract Number: ***GS-35F-5037H***

Period Covered by Contract: ***December 22, 1997 thru December 21, 2012***

General Services Administration
Federal Acquisition Service

Pricelist current through Modification #_____, dated _____.

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 Acquisition Service's Home Page via the Internet at http://www.fss.gsa.gov/

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INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition 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 micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

Offerors are requested to check one of the following boxes:

[ ] The Geographic Scope of Contract will be domestic and overseas delivery.
[ ] The Geographic Scope of Contract will be overseas delivery only.
[**X**] The Geographic Scope of Contract will be domestic delivery only.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

ORDERING ADDRESS: ***Micro Systems Consultants, Inc.***
2785 Hartland Road
Falls Church, VA 22043

PAYMENT ADDRESS: ***Micro Systems Consultants, Inc.***
2785 Hartland Road
Falls Church, VA 22043

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.

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

(703) 538-0807

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. STATICAL 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: ***60-874-0957***
Block 30: Type of Contractor - ***B. Other Small Business***
Block 31: Woman-Owned Small Business - ***No***
Block 36: Contractor's Taxpayer Identification Number (TIN): ***54-1651781***

4a. CAGE Code: ***1JDJ9***
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	DELIVERY TIME (Days ARO)
132-51	***As agreed upon***

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.

Government Educational Institutions are offered the same discounts as all other Government customers.

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:

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.)

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

Special Item Number 132-51 - Information Technology (IT) Professional Services

12. ORDERING PROCEEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

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

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

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information conceming 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. The Industrial Funding Fee does NOT apply to travel and per diem charges.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

(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 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 C.1.)

16. GSA ADVANTAGE!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

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

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

(1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));

(2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;

(3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and

(4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

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

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

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

19. 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).

20. CONTRACTOR TEAM ARRANGEMENTS

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

21. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

22. 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:

www.msag.net

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

23. 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.

24. 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.

25. 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.

26. 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)

1. SCOPE

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

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

2. 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.

3. ORDER

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

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

4. PERFORMANCE OF SERVICES

a. 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) (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.

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 (Deviation – May 2003) 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 Services.

9. INDEPENDENT CONTRACTOR

All IT Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the 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 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) 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

LABOR CATEGORIES

Commercial Job Title: System Architect

Minimum/General Experience: At least five (5) years experience working on complex team related software development projects. Full knowledge of life cycle software development process control.

Functional Responsibilities: Builds the beginning plan and design for new applications and software projects. Creates both the model for the software development and the database architecture. Provides senior level program management of individual or major task(s) of government contracts. Supervises the research, planning and design of software systems or projects to support client requirements. Oversees the determination of functional and design requirements of new systems or enhancements/modifications to existing applications, and directs the preparation of information regarding design, specification, materials, equipment, and estimated costs. Directs the planning and layout of projects and integrates engineering elements into unified design for review and approval. Evaluates projects for state-of-the-art techniques, quality and compliance with applicable life cycle processes as required by client. Manages contracts and conducts periodic observation of work progress to monitor compliance with approved plans. Oversees the planning, direction and coordination of work activity and training of technical staff.

Minimum Education: Excellent verbal and writing skills. Must have an advanced degree in computer science or equivalent work experience.

Commercial Job Title: Application Project Manager

Minimum/General Experience: At least seven (7) years experience working on complex team related software development, systems integration and technology infrastructure projects. Full knowledge of life cycle software development, and systems implementation and process control.

Functional Responsibilities: Responsible for overseeing technology projects to include application development, systems integration, information systems infrastructure projects. Manages the development of applications and has in-depth understanding of the technology platforms that support the development environment to include software, hardware, communications and networks. Involved in the management of multiple related projects. Answers to the Government COTR and makes sure that all related projects are on schedule and on budget. Creates and supports the

Project work plan. Integrates multiple project plans into the master project plan. Identifies dependencies and shared resources between projects. Calculates and manages hourly expenditures in total and by project. Reports on projects progress at scheduled progress meetings. Identifies tasks and work efforts as within or out of project scope. Oversees all contract and project documentation. Manages and supervises multiple project teams.

Minimum Education: Excellent verbal and writing skills. Must have a minimum four (4) year college degree or equivalent work experience.

Commercial Job Title: Database Engineer - Analyst

Minimum/General Experience: At least seven (7) years experience working on medium to complex application development projects. Develops and supports software applications generally written for networked and client/server environments. Pick hardware and operating platforms for development. Responsible for highest-level application architecture and codifying business rules for system.

Functional Responsibilities: Develops application architecture and performs requirements analysis. Develops or modifies applications from design specifications. Develops prototypes and proof of concept models to support and solidify design decisions. Accesses relational databases for application data. Performs program technical design, coding, and testing functions within the application development process. Works on a variety of platforms using a combination of development tools/languages. Documents applications and trains clients as necessary. Works with customers and users to evaluate, estimate, and perform application development change requests under the direction of the appropriate project manager. Uses structured methodologies throughout development and testing processes. Develops test scenarios and scripts to support the testing process to validate software accuracy.

Minimum Education: Good communication skills and a four-year college computer science related degree or equivalent experience.

Commercial Job Title: Database Engineer – Senior

Minimum/General Experience: At least five (5) years experience working on medium to complex application development projects. Develops and supports software applications generally written for networked and client/server environments.

Functional Responsibilities: Develops or modifies applications from design specifications. Oversees junior and mid-level engineers. Reviews source code and mentors junior and mid-level engineers. Develops prototypes and proof of concept models to support and solidify design decisions. Accesses relational databases for application data. Enforces business rules and builds transaction processing modules for the application. Performs program technical design, coding, and testing functions within the application development process. Works on a variety of platforms using a combination of development tools/languages. Has experience with underlying information systems architecture, networks, configuration, communications and administration across the leading industry platforms.

Documents applications and trains clients as necessary. Works with customers and users to evaluate, estimate, and perform application development change requests under the direction of the appropriate project manager. Uses structured methodologies throughout development and testing processes. Develops test scenarios and scripts to support the testing process to validate software accuracy.

Minimum Education: Good communication skills and a four-year college computer science related degree or equivalent work experience.

Commercial Job Title: **Database Engineer – Mid-level**

Minimum/General Experience: At least three (3) years experience working on medium to complex application development projects. Develops and supports software applications generally written for networked and client/server environments.

Functional Responsibilities: Develops or modifies applications from design specifications. Develops prototypes and proof of concept models to support and solidify design decisions. Accesses relational databases for application data. Enforces business rules and builds transaction processing modules for the application. Performs program technical design, coding, and testing functions within the application development process. Works on a variety of platforms using a combination of development tools/languages. Has experience with underlying information systems architecture, networks, configuration, communications and administration across the leading industry platforms.

Documents applications and trains clients as necessary. Works with customers and users to evaluate, estimate, and perform application development change requests under the direction of the appropriate project manager. Uses structured methodologies throughout development and testing processes. Develops test scenarios and scripts to support the testing process to validate software accuracy.

Minimum Education: **Good communication skills and a four-year college computer science related degree or equivalent work experience.**

Commercial Job Title: Database Engineer – Junior

Minimum/General Experience: At least one (1) year experience working on medium to complex application development projects.

Functional Responsibilities: Assists in the development and supports software applications generally written for networked and client/server environments. Creates maintenance applications and production and management information reports. Develops or modifies data entry forms and reports from design specifications. Works with users to design user interface. Accesses relational databases for application data. Enforces business rules and builds transaction processing modules for the application. Performs program coding, and testing functions within the application development process. Works on a variety of platforms using a combination of development tools/languages. Has experience with underlying information systems architecture, networks, configuration, communications and administration across the leading industry platforms.

Documents applications and trains clients as necessary. Works with customers and users to evaluate, estimate, and perform application development change requests under the direction of the appropriate project manager. Uses structured methodologies throughout development and testing processes. Uses test scenarios and scripts to support the testing process to validate software accuracy.

Minimum Education: Good communication skills and a two-year college computer science related degree or equivalent work experience.

Commercial Job Title: Technical Writer/Editor

Minimum/General Experience: Development of documentation supporting state-of-the-art Information Technology, Business Processes, Technology Applications, and Complex Computer Based Systems projects.

Functional Responsibilities: Generates and modifies technical reports, specifications, manuals, proposals, brochures, guides, and other documentation in support of state-of-the-art Information Systems and applications.

Minimum Education: Associate's degree or completion of a course of study in a field related to technical writing/editing. A minimum of four (4) years of related experience is required in lieu of the education requirement.

Commercial Job Title: Delphi Engineer – Senior

Minimum/General Experience: At least five (5) years experience working with Borland Delphi Rapid Application Development environment on medium to complex application development projects.

Functional Responsibilities: Develops and supports Borland Delphi software applications generally written for networked and client/server environments. Develops or modifies Delphi applications from design specifications. Oversees Delphi junior and mid-level engineers. Reviews source code and mentors junior and mid-level engineers. Develops prototypes and proof of concept models with Delphi to support and solidify design decisions. Accesses relational databases for application data. Enforces business rules and builds transaction processing modules for the application. Performs program technical design, coding, and testing functions within the application development process. Works on a variety of platforms using Borland's Delphi RAD environment Documents applications and trains clients as necessary. Works with customers and users to evaluate, estimate, and perform application development change requests under the direction of the appropriate project manager. Uses structured methodologies throughout development and testing processes. Develops test scenarios and scripts to support the testing process to validate software accuracy.

Minimum Education: Good communication skills and a four-year college computer science related degree or equivalent work experience.

Commercial Job Title: Delphi Engineer – Mid-Level

Minimum/General Experience: At least three (3) years experience working with Borland Delphi Rapid Application Development environment on medium to complex application development projects.

Functional Responsibilities: Develops and supports Borland Delphi software applications generally written for networked and client/server environments. Develops or modifies Delphi applications from design specifications. Develops prototypes and proof of concept models with Delphi to support and solidify design decisions. Accesses relational databases for application data. Enforces business rules and builds transaction processing modules for the

application. Performs program technical design, coding, and testing functions within the application development process. Works on a variety of platforms using Borland's Delphi RAD environment Documents applications and trains clients as necessary. Works with customers and users to evaluate, estimate, and perform application development change requests under the direction of the appropriate project manager. Uses structured methodologies throughout development and testing processes. Develops test scenarios and scripts to support the testing process to validate software accuracy.

Minimum Education: Good communication skills and a four-year college computer science related degree or equivalent work experience.

Commercial Job Title: Delphi Engineer – Junior

Minimum/General Experience: At least one (1) year experience working with Delphi on medium to complex application development projects.

Functional Responsibilities: Assists in the development and supports Borland Delphi software applications generally written for networked and client/server environments. Creates maintenance applications and production and management information reports. Develops or modifies in Delphi RAD environment data entry forms and reports from design specifications. Works with users to design user interface. Accesses relational databases for application data. Enforces business rules and builds transaction processing modules for the application. Performs program coding, and testing functions within the application development process. Works on a variety of platforms using Borland's Delphi RAD environment. Documents applications and trains clients as necessary. Works with customers and users to evaluate, estimate, and perform application development change requests under the direction of the appropriate project manager. Uses structured methodologies throughout development and testing processes. Uses test scenarios and scripts to support the testing process to validate software accuracy.

Minimum Education: Good communication skills and a two-year college computer science related degree or equivalent work experience.

Commercial Job Title: Network Services - Specialist

Minimum/General Experience: Experience in the analysis, planning, design, installation, maintenance and support of various ADP and telecommunication computer systems. Knowledge of logistics support and acquisition/development of systems and equipment.

Functional Responsibilities: Provides technical expertise in the design, installation, testing and maintenance of various state-of-the-art computer systems to resolve complex problems in the areas of office automation, telecommunication and systems integration. Conducts the planning, configuration control, installation and maintenance of computer system related hardware and software applications in standalone, LAN/WAN and telecommunication network environments. Assists in the evaluation of operational systems and recommendations of design modifications to eliminate causes of malfunctions or changes in system requirements. Participates in research and development activities pertaining to computer hardware and software design to meet corporate and contractual requirements. Plans, designs, constructs, operates and maintains appropriate facilities.

Minimum Education: Bachelor's degree or Associate degree with two (2) years relevant experience or high school degree with five (5) years relevant experience in a computer science or engineering field.

Commercial Job Title: Network Services - Manager

Minimum/General Experience: Proficient in program, financial and resources management, engineering support and acquisition/development of systems and equipment. Proficient in automated government acquisition and contract management processes. Significant experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

Functional Responsibilities: Provides senior level program management of individual or major task(s) of government contracts. Supervises the research, development, design, installation and testing of integrated network systems. Directs and coordinates program activities designed to provide technology that ensure effective and economical support of products, systems or equipment. Oversees the analysis of contractual commitments, customer specifications, design changes and other data to plan and develop network activities. Determines support milestones and anticipates problems arising from inadequate resources and other factors. Utilizes computer-assisted engineering and design software and equipment to perform Network simulations and construct LAN/WAN architectures. Designs and directs technical staff in employing test control apparatus and equipment and determining methods, procedures and conditions for testing applicable network software and systems.

Minimum Education: A Bachelor's degree with at least seven (7) years relevant experience, or Associate degree with 10 years relevant experience in an engineering or a related field.

Commercial Job Title: Lead Software Engineer/Business Analyst

Minimum/General Experience: At least eight (8) years experience working on complex team related software development and information technology projects. Project management experience and full knowledge of life cycle software development process control.

Functional Responsibilities: Reviews and analyzes business processes with focus functionality and systems architecture. Establishes software system requirements with respect to users operational needs. Builds and implements design/requirements documentation. Supervises the research, planning and design of software systems or projects to support clients' workflow requirements as well as the resources on the project. Oversees the determination of functional and design requirements of new systems or enhancements/modifications to existing applications, and directs the preparation of information regarding design, specification, materials, equipment, and estimated costs. Directs the planning of the layout of user interface, the method of front-end client interface (thin client, fat client, Browser based) and integrates engineering elements into unified design for review and approval. Evaluates projects for state-of-the-art techniques, quality and compliance with applicable life cycle processes as required by client. Manages contracts and conducts periodic observation of work progress to monitor compliance with approved plans. Oversees the planning, direction and coordination of work activity and training of technical staff.

Minimum Education: A two (2) year graduate level degree or equivalent work experience. Must possess excellent verbal and written communication skills.

Commercial Job Title: Software Engineer - Senior

Minimum/General Experience: At least five (5) years experience working on complex systems integration and software development projects. Ability to design user interface and systems architecture for medium to complex application development projects as well as analyzing, mapping and reengineering complex business processes.

Functional Responsibilities: Develops and supports software applications generally written for networked, client/server or Web environments. Develops or modifies client side applications from design specifications. Oversees junior and mid-level engineers. Reviews source code and mentors junior and mid-level engineers. Develops prototypes and proof of concept models to support and solidify design decisions. Analyzes business processes and assist with the mapping of process. Develops front-end connectivity to back-end relational databases for application data. Enforces business rules and builds transaction processing modules for the application. Performs program technical design, coding, and testing functions within the application development process.

Works on a variety of platforms using a combination of development tools and languages. Works with customers and users to evaluate, estimate and perform application development and/or business process change requests under the direction of the appropriate project manager. Uses structured methodologies throughout design, development, test and reengineering processes. Develops test scenarios and scripts as an integral component of the software quality assurance process.

Minimum Education: Good communication skills and a four-year college computer science related degree or equivalent work experience.

Commercial Job Title: Software Engineer – Mid Level

Minimum/General Experience: At least three (3) years experience working on complex systems integration and software development projects. Ability to design user interface and systems architecture for medium to complex application development projects as well as analyzing, mapping and reengineering complex business processes.

Functional Responsibilities: Develops and supports software applications generally written for networked, client/server or Web environments. Develops or modifies client side applications from design specifications. Develops prototypes and proof of concept models to support and solidify design decisions. Analyzes business processes and assist with the mapping of process. Develops front-end connectivity to back-end relational databases for application data. Enforces business rules and builds transaction processing modules for the application. Performs program coding, and testing functions within the application development process.

Works on a variety of platforms using a combination of development tools and languages. Uses structured methodologies throughout design, development, test and reengineering processes. Develops test scenarios and scripts as an integral component of the software quality assurance process.

Minimum Education: Good communication skills and a four-year college computer science related degree or equivalent work experience.

Commercial Job Title: Software Engineer - Junior

Minimum/General Experience: At least three 1 years experience working on systems integration and software development projects and 3 years experience in systems documentation, technical writing and quality assurance.

Functional Responsibilities: Develops or modifies data entry forms and reports from design specifications. Works with users to gather requirements for the user interface. Participates in the analysis of business processes and enforces business rules to build front-end forms to transaction processing modules for the application. Performs program coding and testing functions and complete systems documentation to include user manuals, training manuals, help files and design specifications. Develops maps of the business process and makes recommendations for process changes. Delivers application training to end-users and managers. Writes test scenarios and scripts to support the testing process to validate software accuracy.

Minimum Education: Good communication skills and a two-year college computer science related degree or equivalent work experience.

Job Description	GSA with IFF
System Architect	$225.05
Application Manager / Project Manager	$150.04
Database Engineer / Database Analyst	$136.16
Database Engineer – Senior	$105.66
Database Engineer – Midlevel	$89.87
Database Engineer – Junior	$82.78
Technical Writer / Documentation Specialist	$48.01
Application Manager / Project Manager	$150.04
Delphi Engineer Sr.	$150.04
Delphi Engineer Midlevel	$125.03
Delphi Engineer Jr.	$112.02
Network Services - Specialist	$112.02
Network Services - Manager	$150.04
Lead Software Engineer / Business Analyst	$200.05
Software Engineer Sr.	$150.04
Software Engineer Midlevel	$125.03
Software Engineer Jr.	$112.02

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact ***James Reznikoff, Vice President, (703) 538-0807 voice, (703) 538-0809 fax, e-mail: jreznikoff@msag.net.***

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

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

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

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

Signatures

_____		_____	
Ordering Activity	Date	Contractor	Date

BPA NUMBER_____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

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.

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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.