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

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 and 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

MTCSC, Inc.
(Formerly known as MTC Services Corporation)
678 Third Avenue, Suite 305
Chula Vista, CA 91910-5379
(619) 585-2100
Fax: (619) 585-2101
http://www.mtcsc.com/

Contract Number: GS-35F-5147H

Period Covered by Contract: 30 January 1998 – 30 January 2010

General Services Administration
Federal Supply Service

Pricelist current through Modification #PO-0023, dated 31 October 2009.

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/

TABLE OF CONTENTS

Information for Ordering Activities 1

Terms and Conditions Applicable to Information Technology (IT) Professional Services (Special Item Number 132-51) 8

Information Technology (IT) Professional Services (Special Item Number 132-51) Pricelist 26

USA Commitment to Promote Small Business Participation Procurement Programs 27

Best Value Blanket Purchase Agreement Federal Supply Schedule 28

Basic Guidelines for Using "Contractor Team Arrangements) 31

INFORMATION FOR ORDERING ACTIVITIES

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

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

Offerors are requested to check one of the following boxes:

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

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:
_____

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Ordering Address	Payment Address
MTCSC, Inc. Attn: Lynda E. Maze 925 Corporate Drive, Suite 401 Stafford VA 22554	MTCSC, Inc. P.O. Box 121060 Chula Vista, CA 91912

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:

Ordering Assistance	**Technical Assistance**
Lynda E. Maze, Contracts Manager Telephone: (703) 221-7500 x51444 Fax: (703) 221-7006	James Pierce, VP of Business Development Telephone: (703) 221-7400 x51475 Fax: (703) 221-7006

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: 17-604-1127

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

Block 31: Woman-Owned Small Business – Yes

Block 36: Contractor's Taxpayer Identification Number (TIN): 33-0770882

4a. CAGE Code: 1B1K6

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

5. FOB DESTINATION

Not applicable for IT Services.

6. DELIVERY SCHEDULE

a. TIME OF DELIVERY: Delivery will be negotiated between the Contractor and the Government.

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:

1% – 10 days from receipt of invoice or date of acceptance, whichever is later.

0.5% – 20 days from receipt of invoice or date of acceptance, whichever is later.

b. Quantity – N/A

c. Dollar Volume – N/A

d. Government Educational Institutions – Offered the same discounts as all other Government customers.

e. Other – None

8. TRADE AGREEMENTS ACT OF 1979, as amended:

Not applicable to IT Services.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

Not applicable to IT Services.

10. Small Requirements: The minimum dollar value of orders to be issued is $100.00.

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

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

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

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 the National Security Act. Information concerning their availability and applicability should be obtained from the National Technical

Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. 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) 605-6000 or (800) 553-6847.

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 the National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, 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) 975-6478 (NIST).

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. 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:

Not applicable to IT Services

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, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

23. SECTION 508 COMPLIANCE.

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

http://www.mtcsc.com/

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)

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 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 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

Senior Program Manager

Minimum/General Experience

Fifteen years experience in IT related programs of which at least seven years are management experience. Demonstrated ability to provide guidance and direction for large scale, complex programs. Demonstrated ability to manage multiple tasks, control resources, and manage funds.

Functional Responsibility

Provides leadership and technical direction to program personnel. Plans, coordinates, and directs several large engineering projects or a number of small projects of a complex nature. Ensures program completion within estimated schedules and budgets. Reviews and approves products, ensuring conformance to specifications and quality standards.

Minimum Education

Bachelor's Degree in Business, Management, Computer Science, Engineering, or related Technical Field. Five years of specific technical or management experience acceptable in lieu of a degree.

Program Manager

Minimum/General Experience

Ten years experience in IT related programs, including five years of management experience. Demonstrated ability to provide guidance and direction for medium to large programs. Demonstrated ability to manage tasks, control resources, and manage funds.

Functional Responsibility

Provides leadership and technical direction to program personnel. Plans, coordinates, and directs a large engineering project or several small projects of a complex nature. Ensures program completion within estimated schedules and budgets. Reviews and approves products, ensuring conformance to specifications and quality standards.

Minimum Education

Bachelor's Degree in Business, Management, Computer Science, Engineering, or related Technical Field. Five years of specific technical or management experience acceptable in lieu of a degree.

Senior Engineer

Minimum/General Experience

Eight years of technical experience in IT and COTS systems, including at least three years of technical task leadership.

Functional Responsibility

Performs system engineering using structured analysis and design methodologies, object oriented methodologies, and modern design tools. Develops software and hardware architecture designs. Ensures system compliance with required technical specifications and open system architecture requirements. Plans and conducts work requiring independent evaluation, selection, and modification of standard techniques, procedures, and criteria. Devises new approaches to problems encountered. Provides technical leadership for individual tasks or small projects.

Minimum Education

Bachelor’s Degree in Engineering, Computer Science, Mathematics, Physical Science, Information Science, or other relevant discipline, or equivalent specialized experience.

Senior Systems Architect

Minimum/General Experience

Ten years of technical experience in IT and COTS systems, including at least five years of technical project leadership. Demonstrated ability to provide guidance and direction for medium to large programs.

Functional Responsibility

Performs system engineering and architectural design for complex systems using structured analysis and design, object oriented methodologies, and modern design tools. Develops functional and performance requirements. Designs software and hardware architecture designs, including interface design. Ensures system compliance with required technical specifications and open system architecture requirements. Plans and conducts work requiring independent evaluation, selection, and modification of standard techniques, procedures, and criteria. Devises new approaches to problems encountered. Provides technical leadership for medium to large sized projects.

Minimum Education

Bachelor’s Degree in Engineering, Computer Science, Mathematics, Physical Science, Information Science, or other relevant discipline, or equivalent specialized experience.

Systems Engineer IV

Minimum/General Experience

Ten years of technical experience in IT and COTS systems, including at least four years of technical project leadership.

Functional Responsibility

Performs system engineering and architectural design for complex systems using structured analysis and design, object oriented methodologies, and modern design tools. Develops functional and performance requirements. Designs software and hardware architecture designs, including interface design. Ensures system compliance with required technical specifications and open system architecture requirements. Plans and conducts work requiring independent evaluation, selection, and modification of standard techniques, procedures, and criteria. Devises new approaches to problems encountered. Provides technical leadership for medium to large sized projects.

Minimum Education

Bachelor's Degree in Engineering, Computer Science, Mathematics, Physical Science, Information Science, or other relevant discipline, or equivalent specialized experience.

Systems Engineer III

Minimum/General Experience

Eight years of technical experience in IT and COTS systems, including at least two years of technical project leadership. Demonstrated ability to provide guidance and direction for small to medium programs.

Functional Responsibility

Performs system engineering and architectural design for complex systems using structured analysis and design, object oriented methodologies, and modern design tools. Develops functional and performance requirements. Designs software and hardware architecture designs, including interface design. Ensures system compliance with required technical specifications and open system architecture requirements. Plans and conducts work requiring independent evaluation, selection, and modification of standard techniques, procedures, and criteria. Devises new approaches to problems encountered. Provides technical leadership for small to medium sized projects.

Minimum Education

Bachelor's Degree in Engineering, Computer Science, Mathematics, Physical Science, Information Science, or other relevant discipline, or equivalent specialized experience.

Systems Engineer II

Minimum/General Experience

Five years of technical experience in IT and COTS systems.

Functional Responsibility

Performs system engineering and architectural design for subsystem components using structured analysis and design, object oriented methodologies, and modern design tools. Implements and verifies functional and performance requirements. Follows project plans and schedules for assigned tasks.

Minimum Education

Bachelor's Degree in Engineering, Computer Science, Mathematics, Physical Science, Information Science, or other relevant discipline, or equivalent specialized experience.

Systems Engineer I

Minimum/General Experience

Entry level position.

Functional Responsibility

Implements and verifies functional and performance requirements under guidance. Performs design of simple system components, tests system performance in accordance with approved test procedures, and develops system documentation. Follows project plans and schedules for assigned tasks.

Minimum Education

Bachelor's Degree in Engineering, Computer Science, Mathematics, Physical Science, Information Science, or other relevant discipline, or equivalent specialized experience.

Systems Analyst V

Minimum/General Experience

Ten years experience with engineering analysis, design, integration and verification/validation of IT hardware and software systems, including the demonstrated ability to learn new hardware/operating systems software independently. Extensive experience with highly specialized open source, commercial proprietary, and/or government systems software. Demonstrated ability to analyze and solve complex problems, provide guidance and instruction to systems development engineers, and write clearly and concisely. Required competence in all phases of systems analysis and knowledge of pertinent system components, computer equipment, work processes, and applicable specifications

Functional Responsibility

Provide leadership to cross functional teams. Responsible for applying system analysis and design skills in the design, development, integration, and verification/validation of complex systems which include highly specialized open source, commercial proprietary and/or government systems software. Defines, decomposes, and specifies system functional requirements. Identifies and assesses probable interactions of related computer systems and predicts impact of a change in assigned system. Prepares specifications for development of computer systems; determines and resolves interface and data errors/problems; coordinates work with systems users. Develops verification/validation plans and procedures. May review proposed designs, including gathering facts, analyzing data and preparing project overviews which compare

alternatives in terms of cost time, availability of equipment and personnel, etc. Recommends course of action.

Minimum Education

Bachelor's Degree in Engineering, Computer Science, Mathematics, Physical Science, Information Science, or other relevant discipline, or equivalent specialized experience.

Systems Analyst IV

Minimum/General Experience

Eight years experience with engineering analysis, design, integration and verification/validation of IT hardware and software systems and the demonstrated ability to learn new hardware/operating systems/software independently. Demonstrated ability to analyze and solve complex problems, provide guidance and instruction to systems development engineers, and write clearly and concisely. Requires competence in all phases of systems analysis and knowledge of pertinent system components, computer equipment, work processes, and applicable specifications.

Functional Responsibility

Provide leadership to cross functional engineering teams. Responsible for applying system analysis and design skills in the design, development, integration and verification/validation of complex systems. Defines, decomposes, and specifies system functional requirements. Identifies and assesses probable interactions of related computer systems and predicts impact of a change in assigned system. Prepares specifications for development of computer systems; determines and resolve interface and data errors/problems; coordinates work with system users. Develops verification/validation plans and procedures. May review proposed designs, including gathering facts, analyzing data and preparing project overviews which compare alternatives in terms of cost, time, availability of equipment and personnel, etc. Recommends course of action.

Minimum Education

Bachelor's Degree in Engineering, Computer Science, Mathematics, Physical Science, Information Science, or other relevant discipline, or equivalent specialized experience.

Systems Analyst III

Minimum/General Experience

Six years experience with engineering analysis, design, integration and verification/validation of IT hardware and software systems and the demonstrated ability to learn new hardware/operating systems/software independently. Demonstrated ability to analyze and solve complex problems, provide guidance and instruction to systems development engineers, and write clearly and concisely. Requires competence in all phases of systems analysis and knowledge of pertinent system components, computer equipment, work processes, and applicable specifications.

Functional Responsibility

Provide leadership to engineering teams. Responsible for applying system analysis and design skills in the design, development, integration and verification/validation of complex systems. Defines, decomposes, and specifies system functional requirements. Identifies and assesses probable interactions of related computer systems and predicts impact of a change in assigned system. Prepares specifications for development of computer systems; determines and resolve interface and data errors/problems; coordinates work with system users. Develops verification/validation plans and procedures. May review proposed designs, including gathering facts, analyzing data and preparing project overviews which compare alternatives in terms of cost, time, availability of equipment and personnel, etc. Recommends course of action.

Minimum Education

Bachelor's Degree in Engineering, Computer Science, Mathematics, Physical Science, Information Science, or other relevant discipline, or equivalent specialized experience.

Systems Analyst II

Minimum/General Experience

Four years experience with engineering analysis, design, integration and verification/validation of IT hardware and software systems. Demonstrated ability to analyze and solve complex problems, interact with systems development engineers, and write clearly and concisely. Requires competence in all phases of systems analysis and knowledge of pertinent system components, computer equipment, work processes, and applicable specifications.

Functional Responsibility

Responsible for assisting in the development of engineering specifications, systems design requirements, interface requirements and verification/validation plans and procedures. Communicates with senior engineers to develop detailed functional specification for system development, integration and enhancement. Develops engineering reports and conducts verification/validation of complex systems.

Minimum Education

Bachelor's Degree in Engineering, Computer Science, Mathematics, Physical Science, Information Science, or other relevant discipline, or equivalent specialized experience.

Systems Analyst I

Minimum/General Experience

Two years experience with engineering analysis, design, integration and verification/validation of IT hardware and software systems.

Functional Responsibility

Responsible for assisting in the development of engineering specifications, systems design requirements, interface requirements and verification/validation plans and procedures. Communicates with senior

engineers to develop detailed functional specification for system development, integration and enhancement. Develops inputs to engineering reports and conducts verification/validation of complex systems in accordance with specified plans and procedures.

Minimum Education

Bachelor's Degree in Engineering, Computer Science, Mathematics, Physical Science, Information Science, or other relevant discipline, or equivalent specialized experience.

Senior Network Architect

Minimum/General Experience

Ten years experience in network design and implementation. Experience to include LAN/WAN network architectures, modern internet/intranet topologies and protocols, and client/server architectures.

Functional Responsibility

Designs and implements LANs/WANs using appropriate topologies (Ethernet, Fast-Ethernet, TokenRing, FDDI, V.35, RS-232, etc.), hardware (Bridges, Switches, Routers, Hubs, Repeaters, CSU/DSU, Muxs, etc.), data links (HDLC, SDLC, LAPB, FrameRelay, PPP, etc.), and Network Operating Systems NetWare, Windows NT, UNIX, etc.). Performs network and systems administration, protocol analysis, and troubleshooting. Ensures networks are designed and implemented in accordance with relevant specifications.

Minimum Education

Bachelor's Degree in Engineering, Computer Science, Mathematics, Physical Science, Information Science, or other relevant discipline, or equivalent specialized experience.

Senior Network Engineer

Minimum/General Experience

Six years experience in network design and implementation. Experience to include LAN/WAN network architectures, modern internet/intranet topologies and protocols, and client/server architectures.

Functional Responsibility

Designs and implements LANs/WANs using appropriate topologies (Ethernet, Fast-Ethernet, TokenRing, FDDI, V.35, RS-232, etc.), hardware (Bridges, Switches, Routers, Hubs, Repeaters, CSU/DSU, Muxs, etc.), data links (HDLC, SDLC, LAPB, FrameRelay, PPP, etc.), and Network Operating Systems NetWare, Windows NT, UNIX, etc.). Performs network and systems administration, protocol analysis, and troubleshooting. Ensures networks are designed and implemented in accordance with relevant specifications.

Minimum Education

Bachelor's Degree in Engineering, Computer Science, Mathematics, Physical Science, Information

Science, or other relevant discipline, or equivalent specialized experience.

Network Engineer

Minimum/General Experience

Four years experience in network design and implementation. Experience to include LAN/WAN network architectures, modern internet/intranet topologies and protocols, and client/server architectures.

Functional Responsibility

Designs and implements LANs/WANs using appropriate topologies (Ethernet, Fast-Ethernet, TokenRing, FDDI, V.35, RS-232, etc.), hardware (Bridges, Switches, Routers, Hubs, Repeaters, CSU/DSU, Muxs, etc.), data links (HDLC, SDLC, LAPB, FrameRelay, PPP, etc.), and Network Operating Systems NetWare, Windows NT, UNIX, etc.). Performs network and systems administration, protocol analysis, and troubleshooting. Ensures networks are designed and implemented in accordance with relevant specifications.

Minimum Education

Bachelor's Degree in Engineering, Computer Science, Mathematics, Physical Science, Information Science, or other relevant discipline, or equivalent specialized experience.

Field Engineer

Minimum/General Experience

Eight years field engineering experience with integration, installation, and troubleshooting of IT and COTS systems.

Functional Responsibility

Provides field support for the installation, integration, and troubleshooting of IT systems. Interacts with system users, providing fast action response to trouble reports or inquiries, and training during the fielding of new systems or system upgrades.

Minimum Education

Bachelor's Degree or equivalent specialized experience.

Senior Analyst

Minimum/General Experience

Eight years experience with functional analysis and design of IT hardware and software and the demonstrated ability to learn new hardware/operating systems/software independently. Demonstrated ability to analyze and solve complex problems, and write clearly and concisely. Requires competence in all phases of systems analysis and knowledge of pertinent system software, computer equipment, work processes, and applicable specifications.

Functional Responsibility

Provide leadership to cross functional project teams. Responsible for applying system analysis and design skills in a research or scientific operation. Identifies and assesses probable interactions of related computer systems and predicts impact of a change in assigned system. Prepares specifications for development of computer programs; determines and resolve data errors/problems; coordinates work with program users. May review proposed designs, including gathering facts, analyzing data and preparing project overviews which compare alternatives in terms of cost, time, availability of equipment and personnel, etc. Recommends course of action.

Minimum Education

Bachelor's Degree in Engineering, Computer Science, Mathematics, Physical Science, Operational Analysis, or other relevant discipline, or equivalent specialized experience.

Analyst

Minimum/General Experience

Four years experience with functional analysis and design of IT hardware and software. Demonstrated ability to analyze and solve complex problems, interact with application development engineers, and write clearly and concisely. Requires competence in most phases of systems analysis and knowledge of pertinent system software, computer equipment, work processes, and applicable specifications.

Functional Responsibility

Responsible for assisting in the development of functional application specifications and systems design criteria. Communicates with senior engineers to develop detailed functional specification for system development and enhancement. Designs forms and reports and participates in the analysis of new applications.

Minimum Education

Bachelor's Degree in Engineering, Computer Science, Mathematics, Physical Science, Operational Analysis, or other relevant discipline, or equivalent specialized experience.

Junior Analyst

Minimum/General Experience

Entry level position.

Functional Responsibility

Responsible for assisting in the development of functional application specifications and systems design criteria. Communicates with senior engineers to develop detailed functional specification for system development and enhancement. Designs forms and reports and participates in the analysis of new applications.

Minimum Education

Bachelor's Degree in Engineering, Computer Science, Mathematics, Physical Science, Operational Analysis, or other relevant discipline, or equivalent specialized experience.

Senior Software Architect

Minimum/General Experience

Ten years experience utilizing modern software architecture theory, languages and database applications for designing software systems architectures and developing IT and COTS systems software.

Functional Responsibility

Applies expert software systems analysis and design techniques to complex system development and/or resolves unique or unyielding problems in existing complex systems by applying new architecture strategies. Provides systems design and for system-wide architectures. Establishes the framework of new computer systems from feasibility studies to post-implementation evaluation. Devises new sources of data and develops new approaches and techniques for use by others. May serve as overarching technical authority for system-wide design requirements.

Minimum Education

Bachelor’s Degree in Engineering, Computer Science, Mathematics, Physical Science, Information Science, or other relevant discipline, or equivalent specialized experience.

Senior Computer Scientist

Minimum/General Experience

Ten years experience utilizing modern languages and database applications for designing and developing IT and COTS systems software.

Functional Responsibility

Applies expert systems analysis and design techniques to complex system development in a specialized design area and/or resolves unique or unyielding problems in existing complex systems by applying new technology. Provides systems design in a specialized and highly complex design area, e.g., interrelated business statistics and/or projections, scientific systems, command and control systems, mathematical models, or similar unprecedented computer systems. Establishes the framework of new computer systems from feasibility studies to post-implementation evaluation. Devises new sources of data and develops new approaches and techniques for use by others. May serve as technical authority for a design area.

Minimum Education

Bachelor’s Degree in Engineering, Computer Science, Mathematics, Physical Science, Information Science, or other relevant discipline, or equivalent specialized experience.

Computer Scientist

Minimum/General Experience

Four years experience utilizing modern languages and database applications for developing IT and COTS systems software.

Functional Responsibility

Performs maintenance and modification of programs. May develop new software modules and programs in accordance with approved specifications. Confers with senior engineering personnel to clarify procedures, processing logic, etc. Implements approved software bug fixes, modifications and enhancements. Modifies program flow charts, developing detailed processing logic and coding changes. Documents modifications, complies with configuration control procedures, and performs unit and module level testing to verify code changes.

Minimum Education

Bachelor's Degree in Engineering, Computer Science, Mathematics, Physical Science, Information Science, or other relevant discipline, or equivalent specialized experience.

Junior Computer Scientist

Minimum/General Experience

Two years experience utilizing modern languages and database applications for developing IT and COTS systems software.

Functional Responsibility

Performs routine maintenance and modification of programs. Implements approved software bug fixes, modifications and enhancements. Modifies program flow charts, developing detailed processing logic and coding changes. Documents modifications, complies with configuration control procedures, and performs unit and module level testing to verify code changes.

Minimum Education

Bachelor's Degree in Engineering, Computer Science, Mathematics, Physical Science, Information Science, or other relevant discipline, or equivalent specialized experience.

Senior Technical Specialist

Minimum/General Experience

Eight years of technical experience in the relevant specialty area. Demonstrated experience performing complex systems analysis tasks with minimum supervision which clearly demonstrates the capability to do creative thinking.

Functional Responsibility

Applies specialized technical expertise to perform analysis, design, development, testing, and maintenance of IT and COTS systems and software. Provides expertise relative to user requirements. Develops technical reports and system documentation.

Minimum Education

Bachelor's degree or equivalent specialized experience.

Technical Specialist

Minimum/General Experience

Five years of technical experience in the relevant specialty area. Demonstrated experience performing systems analysis tasks.

Functional Responsibility

Applies specialized technical expertise to perform analysis, testing, and maintenance of IT and COTS systems and software. Provides expertise relative to user requirements. Develops technical reports and system documentation.

Minimum Education

Bachelor's degree or equivalent specialized experience.

Junior Technical Specialist

Minimum/General Experience

Two years of technical experience in the relevant specialty area. Demonstrated experience performing systems analysis tasks.

Functional Responsibility

Applies specialized technical expertise to perform analysis, testing, and maintenance of IT and COTS systems and software. Provides expertise relative to user requirements. Develops technical reports and system documentation.

Minimum Education

Bachelor's Degree or equivalent specialized experience.

Training Specialist

Minimum/General Experience

Five years experience in a specialized area of expertise performing training analysis and course conduct.

Functional Responsibility

Performs the following efforts: training requirements definition, training specification writing, analysis of training effectiveness, review of technical and operation manuals, course planning and scheduling, and instructing.

Minimum Education

Bachelor's Degree in Psychology, Education, Instructional Behavioral Science or other relevant discipline, or equivalent specialized experience.

Web Designer

Minimum/General Experience

Five years experience in technical writing, including three years designing, creating, editing, and maintaining web sites.

Functional Responsibility

Develop the visual design and file structure of web sites. Utilize web development tools (e.g., Front Page, HTML, graphics programs, FTP, etc.) to create and edit content for flow, style and clarity. Oversee the creation and modification of graphics, ensuring that all sites comply with established design and technical standards. Maintain, update, and manage established web sites.

Minimum Education

Bachelor's Degree or equivalent technical experience.

Web Content Developer

Minimum/General Experience

Two years experience creating, editing, and maintaining web site content.

Functional Responsibility

Edit and create web site copy, graphics, audio clips and other multimedia content. Effective content development requires the use of Windows NT, UNIX, FTP and telnet, which will be used along with web site development and management software application tools.

Minimum Education

Bachelor's Degree or equivalent technical experience.

Graphics Specialist

Minimum/General Experience

Two years experience developing graphics for technical publications in hardcopy and electronic formats. Knowledge of modern graphics, drawing, and image manipulation software applications.

Functional Responsibility

Uses graphics development software applications to design and create sophisticated graphics and technical illustrations. Translates graphics to required electronic formats for publishing in hardcopy and on-line mediums.

Minimum Education

High school graduate or equivalent certification.

Configuration Management Specialist

Minimum/General Experience

Five years experience in configuration management for IT related software, hardware, and documentation.

Functional Responsibility

Develops and implements Configuration Management (CM) policies and procedures. Utilizes established databases and version control software to release and track software baselines, documentation, engineering data, software and hardware trouble reports, and engineering change proposals. Performs configuration status accounting and configuration audits.

Minimum Education

Associate Degree in Engineering or Computer science, or equivalent experience.

Data Management Specialist

Minimum/General Experience

Three years experience in data management for IT related software, hardware, and documentation.

Functional Responsibility

Performs identification, control, auditing and status accounting of configuration controlled software, hardware and documentation. Maintains CM controlled library and responds to requests for media distribution.

Minimum Education

Associate Degree in Engineering or Computer science, or equivalent experience.

Technical Editor

Minimum/General Experience

Five years experience performing technical writing and editing in the production of IT system documentation.

Functional Responsibility

Develops technical documentation for IT systems. Conceives, designs, and plans document structures and content with minimal guidance. Gathers in-depth background information, including interviewing engineers to define and clarify the objectives of writing or editing projects and conducts research to test the accuracy and consistency of the information collected. Edits documentation written by others, frequently revising content to meet predetermined standards of style and accuracy. Uses desktop publishing tools to produce finished technical documentation which meets specified requirements.

Minimum Education

High school graduate or equivalent certification.

Technical Writer

Minimum/General Experience

Three years experience providing technical writing for IT system documentation.

Functional Responsibility

Develops technical documentation for IT systems. Performs technical writing to implement document structures and meet content requirements. Gathers in-depth background information, including interviewing engineers to define and clarify the objectives of writing or editing projects. Uses desktop publishing tools to produce finished technical documentation which meets specified requirements.

Minimum Education

High school graduate or equivalent certification.

INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) PRICELIST

Pricelist revised in accordance with Modification PO-0023, effective 31 October 2009.

Labor Category	Price per Hour	
	Contractor Site	Government Site
Sr. Program Manager	$ 169.11	$ 157.28
Program Manager	$ 137.27	$ 98.01
Senior Engineer	$ 101.91	$ 72.69
Sr. Systems Architect	$ 127.99	$ 117.68
Systems Engineer IV	$ 112.15	$ 82.63
Systems Engineer III	$ 104.89	$ 75.31
Systems Engineer II	$ 83.42	$ 61.46
Systems Engineer I	$ 59.75	$ 44.03
Systems Analyst V	$ 238.84	$ 176.01
Systems Analyst IV	$ 115.92	$ 95.47
Systems Analyst III	$ 109.24	$ 90.36
Systems Analyst II	$ 105.37	$ 86.78
Systems Analyst I	$ 102.59	$ 79.83
Senior Network Architect	$ 145.31	$ 113.02
Senior Network Engineer	$ 142.24	$ 92.26
Network Engineer	$ 80.32	$ 59.19
Field Engineer	$ 76.10	$ 56.08
Senior Analyst	$ 99.78	$ 73.50
Analyst	$ 75.24	$ 55.45
Junior Analyst	$ 56.64	$ 41.75
Sr. Software Architect	$ 115.16	$ 106.30
Sr. Computer Scientist	$ 112.73	$ 83.06
Computer Scientist	$ 85.09	$ 62.71
Jr Computer Scientist	$ 60.58	$ 44.64
Sr. Technical Specialist	$ 94.42	$ 69.57
Technical Specialist	$ 73.83	$ 54.40
Jr Technical Specialist	$ 60.87	$ 44.84
Training Specialist	$ 74.12	$ 54.62
Web Designer	$ 87.93	$ 64.78
Web Content Developer	$ 66.79	$ 49.20
Graphics Specialist	$ 49.05	$ 36.13
CM Specialist	$ 78.91	$ 58.15
DM Specialist	$ 62.58	$ 46.09
Technical Editor	$ 50.73	$ 37.38
Technical Writer	$ 38.33	$ 28.24

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

MTC Services 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 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 Pierce at (703) 221-7400 ext. 51475 (jpierce@mtcsc.com) or Ronald Dalton at (703) 221-0773 (rdalton@mtcsc.com).

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

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

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

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

Signatures

_____		_____	
Ordering Activity	Date	Contractor	Date

BPA NUMBER_____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

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 an ordering activity requirements.

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

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

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

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

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the 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.