



## AUTHORIZED FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE PRICELIST

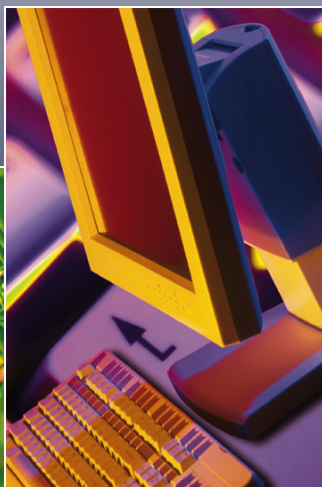
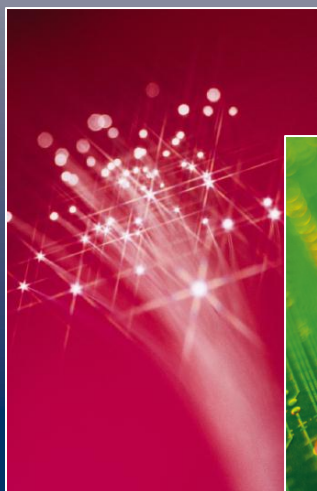
### GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES

## Systems Research and Applications Corporation a wholly owned subsidiary of SRA International, Inc.

4300 Fair Lakes Court  
Fairfax, Virginia 22033-4232  
Phone: (703) 803-1500 Fax: (703) 803-1509  
e-mail: [schedules@sra.com](mailto:schedules@sra.com)  
Ordering Information: <http://www.sra.com/contracts/gsa-schedule>  
SRA Website: [www.sra.com](http://www.sra.com)

Contract Number: GS-35F-5412H  
Contract Period: Apr. 20, 2003 – Feb. 20, 2009

Special Item No. 132-33(RC, STLOC) Perpetual Software Licenses  
Special Item No. 132-34(RC, STLOC) Maintenance of Software  
Special Item No. 132-50(RC, STLOC) Training Courses for IT Equipment and Software  
Special Item No. 132-51(RC, STLOC) IT Professional Services



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/>.

General Services Administration  
Federal Supply Service  
Pricelist Current Through  
Modification #PO-0020 Dated 12/23/2008

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## Information for Ordering Offices

### SPECIAL NOTICE TO AGENCIES:

#### **Small Business Participation**

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

For orders exceeding the micro purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage! on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage! and the federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business concerns.

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

For orders exceeding the micro purchase threshold, customers are given preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

#### **Geographic Scope Of Contract**

The geographic scope of the contract includes both CONUS and OCONUS locations.

#### **Contractor's Ordering Address and Payment Information**

Systems Research and Applications Corporation  
4300 Fair Lakes Court  
Fairfax, Virginia 22033  
Attn: John Purdon  
Email: [schedules@sra.com](mailto:schedules@sra.com)  
Phone #: (609) 601-6800 x115  
FAX #: (609) 601-6803

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

## Liability for Injury or Damage

The Contractor shall not be liable for any injury to Government personnel or damage to Government 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.

## Statistical Data for Government Ordering Office Completion of Standard Form 279

Block 9: G. Order/Modification Under Federal Schedule  
Block 16: Contractor Establishment Code (DUNS): 09-777-9698  
Block 30: Type of Contractor—Large Business  
Block 31: Woman-Owned Small Business—No  
Block 36: Contractor's Taxpayer Identification Number (TIN): 54-1013306

## 4A. Cage Code

6R517

## FOB Destination

In the 48 contiguous states.

## 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.

Items or Groups of Items (SIN or Nomenclature)	Delivery Time (Days ARO)
132-33, 132-33RC, 132-33STLOC	30 – 90
132-34, 132-34RC, 132-34STLOC	30 – 90
132-50, 132-50RC, 132-50STLOC	As agreed to by the ordering agency and the contractor
132-51, 132-51RC, 132-51STLOC	As agreed to by the ordering agency and the contractor

b. Urgent Requirements

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies 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 agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

## Discounts

- a. Prompt Payment: Net 30 days
- b. Quantity: See prices in section 7
- c. Dollar Volume: None
- d. Government Educational Institutions: None
- e. Discount for use of Government Commercial Credit Card: None
- f. Other: None

## 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.

## Statement Concerning Availability of Export Packing

Beyond The Scope of This Schedule.

Not applicable to products or services offered by Systems Research and Applications Corporation (SRA).

## Small Requirements

The minimum dollar value of orders to be issued is \$100.00.

## Maximum Order

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

- a. Special Item 132-33, 132-33RC, 132-33STLOC—Perpetual Software License

The maximum dollar value per order will be \$500,000 for all Perpetual Software Licenses.

- b. Special Item 132-50, 132-50RC, 132-50STLOC —Training

The maximum dollar value per order will be \$25,000 for all training products.

- c. Special Item 132-51, 132-51RC, 132-51STLOC—Information Technology Professional Services

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

Note: Maximum Order do not apply to Special Item Numbers 132-12 Maintenance and Repair (except for Repair Parts) or 132-34, 132-34RC, 132-34STLOC Maintenance of Software.

## Use of Federal Supply Service Information Technology Schedule Contracts

In accordance with FAR 8.404. [NOTE: Special ordering procedures have been established for Special Item Numbers (SINs) 132-51, 132-51RC, 132-51STLOC IT Professional Services and 132-52, 132-52RC, 132-52STLOC EC Services; refer to the terms and conditions for those SINs.]

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.



- a. **Orders placed at or below the micro-purchase threshold.** Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- b. **Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.** Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the “GSA Advantage!” on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency’s needs. In selecting the supply or service representing the best value, the ordering office may consider:
  - (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service.
  - (2) Trade-in considerations.
  - (3) Probable life of the item selected as compared with that of a comparable item.
  - (4) Warranty considerations.
  - (5) Maintenance availability.
  - (6) Past performance.
  - (7) Environmental and energy efficiency considerations.
- c. **Orders exceeding the maximum order threshold.** Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall:
  - (1) Review additional Schedule Contractors’ catalogs/pricelists or use the “GSA Advantage!” on-line shopping service;
  - (2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
  - (3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

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

- (1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
  - (2) Offer the lowest price available under the contract; or
  - (3) Decline the order (orders must be returned in accordance with FAR 52.216-19).
- d. **Blanket Purchase Agreements (BPAs).** The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.
- e. **Price reductions.** In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.
- f. **Small business.** For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.
- g. **Documentation.** Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

## Federal Information Technology/Telecommunication Standards Requirements

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

### 13.1 Federal Information Processing Standards Publications (FIPS PUBS)

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

### 13.2 Federal Telecommunication Standards (FED-STDs)

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

### Security Requirements

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

### Contract Administration for Ordering Offices

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

For technical and/or ordering assistance call:

**Systems Research and Applications Corporation**

Technical POC: (703) 803-1991 Sandi LaCroix  
Contractual POC: (609) 601-6800 x115 John Purdon

## GSA Advantage!

The 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
- (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.gsa.gov/>.

## Purchase of Incidental, Non-Schedule Items

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

## 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.

## 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:

*Overseas activities are outside the scope of this contract.*

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

## Year 2000 Warranty—Commercial Supply Items

"Year 2000 compliant", as used in this part, means, with respect to information technology, that the information technology accurately processes date/time data, (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000 and leap year calculations, to the extent that other information technology, used in combination with the information technology being acquired, properly exchanges date/time data with it.

- a. All currently awarded products that are not Year 2000 compliant must be deleted from this contract no later than December 31, 1999.
- b. Any contract modifications, adding new items under clause 552.243-72, Modifications (Multiple Award Schedule), must meet the warranty requirement in paragraph c, below.
- c. The Contractor warrants that each hardware, software, and firmware product delivered under this contract shall be able to accurately process date data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by the Contractor, provided that all listed or unlisted products (e.g. hardware, software, firmware) used in combination with such listed product properly exchange date data with it. If the contract requires that specific listed products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those listed products as a system. The duration of this warranty and the remedies available to the Government for breach of this warranty shall be as defined in, and subject to, the terms and limitations of the Contractor's standard commercial warranty or warranties contained in this contract, provided that notwithstanding any provision to the contrary in such commercial warranty or warranties, the remedies available to the Government under this warranty shall include repair or replacement of any listed product whose non-

compliance is discovered and made known to the Contractor in writing within ninety (90) days after acceptance. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

## Blanket Purchase Agreements (BPAs)

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

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

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

## Contractor Team Arrangements

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer agency requirements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. See the additional information regarding Contractor Team Arrangements in this Schedule Pricelist.

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## Terms and Conditions, Perpetual Software License and Maintenance

Applicable to Perpetual Software License (Special Item 132-33, 132-33RC, 132-33STLOC) and Maintenance (Special Item Number 132-34, 132-34RC, 132-34 STLOC) of General Purpose Commercial Information Technology Software

### 1. Purchase Terms

a. Acceptance

The Government shall accept or reject software in writing within thirty (30) calendar days after date of delivery.

b. Guarantee

All software furnished pursuant to the terms of this contract will be unconditionally guaranteed for defects in the software or the disk for a period of ninety (90) days, beginning on the first day of acceptance.

### Technical Services

The contractor, without additional charge to the Government, shall provide a hot line technical support number (703) 917-6540 the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available from 8:30 a.m. to 4:30 p.m.

### Software Maintenance

a. Software maintenance service shall include the following:

- (1) *Services:* SRA provides comprehensive and optional maintenance services for all SRA software products. Table 1 summarizes the service features covered by each of the three support levels.

**Table 1. Service Features**

Service Feature	
ORION Support Consultant (On-Site)	Optional
Remote Support	X
Software Problem Reporting	X
Software License for Updates	X
Software Update Installation/ Integration Assistance	X
Software and Technical Data Update Materials	X

- (2) *Limitations of Service:* Supported Software Versions: SRA provides contractual support only for the current and immediately preceding version of any SRA software product. If support coverage lapses, additional fees may be required to resume support coverage.
- *Platform Coverage:* SRA software support is limited to the platform(s) identified in the initial sales/ordering agreement, and is not transferable to other hardware.
  - *Non-SRA Software:* SRA is not responsible for design flaws in non-SRA software, and does not support non-SRA software products.
  - *On-Site Assistance:* Unless separately contracted, On-Site maintenance support is available only upon SRA's determination that further resolution of a problem cannot be performed remotely, and then at SRA's standard negotiated hourly Time and Materials rates.
  - *Exclusions:* Unless separately contracted, SRA software maintenance support does not include assistance that involves program development, coding, isolation of coding problems, implementation assistance, performance consulting, data recovery (regardless of the cause of data loss), or hardware malfunctions. SRA contractual support is not a substitute for any formal customer education course.
  - *Access to the ORION Response Center:* The ORION Response Center is limited to the system manager or authorized extended-hours callers for the covered software product. Callers must have the system and customer id number to receive assistance.
- (3) *Prerequisites:* Usage: The Customer must purchase the software application maintenance that corresponds to the software product(s) being procured to receive maintenance under this contract. Maintenance shall be provided for the software product operating on the platform specified in the sales agreement, and is not transferable across machine or platform type. Materials update coverage shall be for the product operating on the specified platform only, and not for other classes of the software product operating on other platforms.



- *Delivery:* The customer must purchase the applicable ORION Maintenance service for each software product on each platform for which the Customer wishes SRA to deliver software product update materials.
  - *Recipient:* For each licensed software product supported under the agreement, the Customer must identify a recipient for the materials.
  - *Customer Contact:* The Customer must identify a system manager and designated alternate as contacts for ORION maintenance services. These contacts and any other callers to the ORION Response Center must be identified by name at the ORION Response Center.
  - *Maintenance Licenses:* ORION software maintenance can be purchased only for software for which the Customer has rightfully acquired an appropriate ORION software license.
- (4) *Licenses for Software Updates:* SRA grants the customer a License to Use the updates for software updates provided by SRA under an ORION maintenance contract. Customer agrees that the License to Use the updates is governed by the ORION Use License Agreement in force at the time that SRA ships the update to the Customer. Said Software Use License terms are hereby made a part of this exhibit.
- *Ownership:* The Customer acknowledges that it does not own and has no right to, title to, or interest in the updates except as set forth in the ORION Use License Agreement.
  - *Copyright, Restricted Rights, Limited Rights, and Trademark Notices:* The Customer agrees to reproduce and conspicuously affix copyright, Limited Rights, Restricted Rights, and trademark notices from the original software on each copy of an update to software or technical data that the Customer makes or obtains.
- b. Invoices for maintenance service shall be submitted by the contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

## Periods of Maintenance (132-34, 132-34RC, 132-34STLOC)

- a. The contractor shall honor orders for periods on one year or less.
- b. Maintenance may be discontinued by the Government on thirty (30) calendar days written notice to the contractor.
- c. All orders automatically expire on September 30 of the contract term. Thirty (30) calendar days prior to the expiration date of an order, the ordering office should notify the contractor, in writing, if the rental/maintenance is going to be permitted to expire. Orders for continued rental/maintenance will be required, if rental is to be continued during the subsequent period.

## Utilization Limitations (132-33, 132-33RC, 132-33STLOC, 132-34, 132-34RC, 132-34STLOC)

Software acquisition is limited to commercial computer software defined to be:

COMMERCIAL COMPUTER SOFTWARE—Software acquisition is limited to Commercial Computer Software defined in FAR Part 2.101.

When acquired by the Government, commercial computer software and related documentation so legend shall be subject to the following:

- (1) Title to and ownership of the software and documentation shall remain with the contractor, unless otherwise specified.
- (2) Software licenses are by site and by agency. An agency is defined as a cabinet level or independent agency. The software may be used by any subdivision of the agency (service, bureau, division, command, etc.) that has access to the site the software is placed at, even if the subdivision did not participate in the acquisition of the software. Further, the software may be used on a sharing basis where multiple agencies have joint projects that can be satisfied by the use of the software placed at one agency's site. This would allow other agencies access to one agency's data base. For Government public domain databases, User Agencies and third parties may use the computer program to enter, retrieve, analyze and present data. The User Agency will take appropriate action by instruction, agreement, or otherwise, to protect the contractor's proprietary property with any third parties that are permitted access to the computer programs and documentation in connection with the User Agency's permitted use of the computer programs and documentation. For purposes of this section, all such permitted third parties shall be deemed agents of the User Agency.
- (3) Except as is provided in paragraph 11(ii) above, the Government shall not provide or otherwise make available the software or documentation, or any portion thereof, in any form, to any third party without the prior written approval of the Contractor. Third parties do not include prime contractors, subcontractors and agents of the government who have the Government's permission to use the licensed software and documentation at the facility, and who have agreed to use the licensed software and documentation only in accordance with these restrictions. This provision does not limit the right of the Government to use software, documentation, or information therein, which the Government may already have or obtains without restrictions.
- (4) The Government shall have the right to use the computer software and documentation with the computer for which it is acquired at any other facility to which that computer may be transferred, or in cases of disaster recovery, the Government has the right to transfer the software to another site if the Government site for which it is acquired is deemed to be unsafe for Government personnel; to use the computer software and documentation with a backup computer when the primary computer is inoperative; to copy computer programs for safekeeping (archives) or backup purposes; to transfer a copy of the software

to another site for purposes of benchmarking new hardware and/or software; and to modify the software and documentation or combine it with other software, provided that the unmodified portions shall remain subject to these restrictions.

- (5) "Commercial Computer Software" may be marked with the contractor's standard commercial restricted rights legend but the schedule contract and schedule pricelist including this clause, "Utilization Limitations" are the only governing terms and conditions, and shall take precedence and supersede any different or additional terms and conditions included in the standard commercial legend.
- (6) FAR clauses 52.227-14 RIGHTS IN DATA—GENERAL (JUN 1987) and 52.227-19 COMMERCIAL COMPUTER SOFTWARE—RESTRICTED RIGHTS (JUN 1987) are incorporated by reference as part of this pricelist.

### Software Conversions (132-32, 132-32RC, 132-32STLOC, 132-33, 132-33RC, 132-33STLOC)

Full monetary credit will be allowed to the Government when conversion from one version of the software to another is made as the result of a change in operating system, or from one computer system to another. Under Perpetual license (132-33, 132-33RC, 132-33STLOC), the purchase price of the new software shall be reduced by the amount that was paid to purchase the earlier version.

### Descriptions and Equipment Compatibility

The contractor shall include, in the schedule pricelist, a complete description of each software product and a list of equipment on which the software can be used. Also, included shall be a brief, introductory explanation of the modules and documentation which are offered.

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## Terms and Conditions, Training

Applicable to Purchase of Training Related to General Purpose Information Technology Equipment and Software (Special Item 132-50, 132-50RC, 132-50STLOC)

### 1. Scope

- a. The Contractor shall provide training normally available to commercial customers, which is necessary to permit Government users to make full, efficient use of general purpose commercial IT products. Training is restricted to training courses for those products within the scope of this solicitation.
- b. The Contractor shall provide training at the Contractor's facility and/or at the Government's location, as agreed to by the Contractor and the Government.

### Order

A written order, EDI (GSA Advantage! and FACNET) and credit card orders shall be the basis for the purchase of training in accordance with the terms of this contract. The written order shall include the student's name, course title, course date and time, and contracted dollar amount of the course.

Written orders, EDI orders, credit card orders or, in the case of BPA's or BOA's, telephone orders are permissible.

### Time of Delivery

The Contractor shall conduct training on the date (time, day, month, and year) agreed to by the Contractor and the Government.

### Cancellation and Rescheduling

- a. The Government will notify the Contractor at least seventy-two (72) hours before the scheduled training date, if a student will be unable to attend. The Contractor will then permit the Government to either cancel the order or reschedule the training at no additional charge. In the event the training class is rescheduled, the Government will modify its original training order to specify the time and date of the rescheduled training class.

- b. In the event the Government fails to cancel or reschedule a training course within the time frame specified in paragraph a, above, the Government will be liable for the contracted dollar amount of the training course. The Contractor agrees to permit the Government to reschedule a student who fails to attend a training class within ninety (90) days from the original course date, at no additional charge.
- c. The Government reserves the right to substitute one student for another up to the first day of class.
- d. In the event the Contractor is unable to conduct training on the date agreed to by the Contractor and the Government, the Contractor must notify the Government at least seventy-two (72) hours before the scheduled training date.

## Follow-Up Support

The Contractor agrees to provide each student with unlimited telephone support for the period of one (1) year from the completion of the training class. During this period, the student may contact the Contractor's instructors for refresher assistance and answers to related course curriculum questions.

Note: Follow-up support to a student for one (1) year from the completion of the training class is limited to telephone support to related course curriculum questions.

## Price for Training

The price that the Government will be charged will be the Government purchase price in effect at the time of order placement, or the Government price in effect at the time the training course is conducted, whichever is less.

## Invoices and Payment

Invoices for training shall be submitted by the Contractor after Government completion of the training course. Charges for training must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

## Format and Content of Training

- a. The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.

- b. For hands-on training courses, there must be a one-to-one assignment of computer workstations to students.
- c. The Contractor shall provide each student with a Certificate of Training at the completion of each training course.
- d. The contractor shall provide the following information for each training course offered:
  - (1) The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);
  - (2) The length of the course;
  - (3) Mandatory and desirable prerequisites for student enrollment;
  - (4) The minimum and maximum number of students per class;
  - (5) The locations where the course is offered;
  - (6) Class schedules; and
  - (7) Price (per student, per class (if applicable)).

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## Terms and Conditions, IT Professional Services

Applicable to Information Technology (IT)  
Professional Services (Special Item 132-51, 132-51RC, 132-51STLOC)

### 1. Scope

- a. The prices, terms and conditions stated under Special Item Number 132-51, 132-51RC, 132-51STLOC 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 Government location, as agreed to by the Contractor and the ordering office.

### Ordering Procedures

- a. Procedures for IT professional services priced on GSA schedule at hourly rates.
  - (1) FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for IT professional services (SIN 132-51, 132-51RC, 132-51STLOC) that are priced on schedule at hourly rates. These special ordering procedures which are outlined herein take precedence over the procedures in FAR 8.404.
  - (2) The GSA has determined that the rates for IT professional services contained in this pricelist are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.
  - (3) When ordering IT professional services ordering offices shall—
    - (i) Prepare a Request for Proposal:

- a. A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
- b. A request for proposal should be prepared which includes the performance-based statement of work and requests the contractors submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor hour and time and material orders.
- c. The request for proposal may request the contractors, if necessary or appropriate, submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.
- d. The request for proposal shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (ii)(b) below, the request for proposals shall notify the contractors that will be the case.

(ii) Transmit the Request for Proposal to Contractors:

- a. Based upon an initial evaluation of catalogs and pricelists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132-51, 132-51RC, 132-51STLOC ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51, 132-51RC, 132-51STLOC. The limitation may only be used when at least three (3) small businesses that



appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

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

(iii) Evaluate proposals and select the contractor to receive the order:

After responses have been evaluated against the factors identified in the request for proposal, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

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

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

- a. SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.
- b. MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedure in (3)(ii)(B) above, and then place the order with the schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

- (ii) Review BPAs periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.
  - (5) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
  - (6) When the ordering office's requirement involves both products as well as IT professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.
  - (7) The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of schedule contractors' proposals that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.
- b. Ordering Procedures for other services available on schedule at fixed prices for specifically defined services or tasks.

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

- (1) **Orders placed at or below the micro-purchase threshold.** Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- (2) **Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.** Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the service representing the best value, the ordering office may consider— (i) special

features of the service that are required in effective program performance and that are not provided by a comparable service; and (ii) past performance.

- (3) **Orders exceeding the maximum order threshold.** Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall--
- (i) Review additional Schedule Contractors' catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;
  - (ii) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
  - (iii) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

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

- a. Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
  - b. Offer the lowest price available under the contract; or
  - c. Decline the order (orders must be returned in accordance with FAR 52.216-19).
- (4) **Blanket purchase agreements (BPAs).** The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.
- (5) **Price reductions.** In addition to the circumstances outlined in paragraph (3), above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

- (6) **Small business.** For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.
- (7) **Documentation.** Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

## Order

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

## Performance of Services

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

## Inspection of Services

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

## Responsibilities of the Contractor

The contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character.

## Responsibilities of the Government

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

## Independent Contractor

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

## Organizational Conflicts of Interest

### a. Definitions.

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

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

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed Government contract, without some restriction on activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

### b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors

at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## Invoices

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

## Payments

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

## Resumes

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

## Incidental Support Costs

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

## 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 the task order.

## Statement of Work

Each services order should be accompanied by a Statement of Work that clearly indicates the following:

- a. Scope of work
- b. Period of performance
- c. Deliverables
- d. Acceptance criteria

## Work Areas

For services performed at Government locations, the Government will furnish appropriate work areas, access to copier, telephone, and workstation. Any equipment requirements not furnished by the Government will be negotiated for each order.

## Delays

Any delays caused by the Government in performance of the services ordered will be billed at the appropriate rate for the time it takes to remedy such delay for services that would have been rendered (reference FAR 52.242-17).

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## Labor Descriptions

### 1) Senior Manager

***Minimum/General Experience***

Ten (10) years of progressive management or subject matter expertise experience with information technology, telecommunications, and ADP related projects. Experience must include at least five (5) years of experience in planning and supervising information technology related projects. Able to commit the company to binding agreements with the Government, and provide and coordinate company wide contract schedules, work/capital/personnel allocation to this contract.

***Functional Responsibility***

Acts as the senior manager for all contract work performed within the company. Serves as the authorized contact point for the company and is able to commit the company contractually. Is responsible for holding periodic summary contract status reviews and resolve any schedule or technical issues identified by the contract program/project manager. Is able to assign or reallocate equipment or personnel resources in order to resolve issues or contract variances. This individual can also act as a Senior Subject Matter Expert.

***Minimum Education***

A Bachelors degree in a related field.

### 2) Program/Project Manager

***Minimum/General Experience***

Eight (8) years of progressive management and subject matter expertise experience with information technology, telecommunications, and ADP related projects. Experience must include three (3) years of experience planning and supervising one or more information technology related contracts similar to the services offered under this contract.

***Functional Responsibility***

Acts as the single focal point for planning and executing task orders awarded. Is the primary point of contact for the customer. Oversees all work and takes corrective action as necessary to ensure project success. Manages staff, budget, prioritization, and other contract or personnel matters. May also serve as the technical lead.



***Minimum Education***

Bachelor's degree in computer science or a related field, or in the project's functional area. Four (4) years of specialized experience may be substituted for the Bachelor's degree.

3) Task Leader

***Minimum/General Experience***

Six (6) years of progressive subject matter expertise and technical task supervision.

***Functional Responsibility***

Assists the Project/Program Manager in the development and management of project plans for order performance, and serves as the day-to-day manager for performance. This includes the review of task performance and work products for correctness as well as adherence to design concepts and user requirements, and for progress in accordance with schedules. Coordinates with the Project/Program Manager and the customer to ensure solution and user satisfaction for technical matters. Prepares and delivers presentations to peers, subordinates, and user representatives.

***Minimum Education***

Bachelor's degree in computer science or related field. Four (4) years of specialized experience may also be substituted for the Bachelor's degree.

4) Administrative Analyst

***Minimum/General Experience***

Six (6) years of increasing experience and responsibility in administration support to business entities and client contracts.

***Functional Responsibility***

Under general direction, is responsible for providing analytical and specialized administrative support functions. Interacts with outside company and client organizations to support scheduling and resource assignments on the project. Coordinates specific project and task order requirements by analyzing requirements, determining an approach to administratively support those requirements, compiling and analyzing data and preparing reports and recommendations using Personal Computer skills, knowledge of administrative systems, and understanding of policies and procedures.

***Minimum Education***

High school diploma.

5) System Administrator

***Minimum/General Experience***

Four (4) years of generalized experience with computer network systems and two (2) years of specialized experience working on LAN and WAN network systems.

***Functional Responsibility***

Responsible for day-to-day computer network operations. Monitors logs and usage statistics, and adjusts configuration settings as needed. Updates system user and resource configurations, and troubleshoots normal network problems. Performs network system backups and handles system security requirements and issues.

***Minimum Education***

Bachelor's degree in computer science or related scientific or technical field. Four (4) years of experience may be substituted for the Bachelor's degree.

6) Project Specialist

***Minimum/General Experience***

Four (4) years of generalized support to project organizations, and two (2) years of specialized experience providing analytical, scheduling and data administration support.

***Functional Responsibility***

Maintains the records and files of the project, to include data administration, financial expenditures, prepares financial progress reports, and assists with the generation and maintenance of the project schedule. Generates contract deliverable letters of transmission and coordinates the preparation of data deliverables.

***Minimum Education***

Bachelor's degree in business administration, accounting or related field. Four (4) years of experience may be substituted for the Bachelors degree.

7) Administrative Support Specialist

***Minimum/General Experience***

Two (2) years of generalized experience supporting a project organization with general office support, such as word processing, receptionist, filing, and meeting and travel reservations.

***Functional Responsibility***

Supports the project organization with generalized office support. Provides word processing, receptionist, meeting scheduling, travel reservations, filing, reproduction and similar project support.

***Minimum Education***

High school diploma.

8) Training Developer

***Minimum/General Experience***

Six (6) years of increasing experience in the design, preparation and delivery of training courses.

***Functional Responsibility***

Develops instructor lead and computer based training. Involved in all phases of courseware development and presentation. Responsible for completing the analysis, design and development phases of the Instructional Systems Design (ISD) model. Identifies customer training requirements, establishes student knowledge level, creates training objectives, writes the plans of instruction and course outline. Reviews lesson plans, validation criteria, and evaluates the delivery phase of training.

***Minimum Education***

Bachelor's degree in related field. Four (4) years of experience may be substituted for the Bachelor's degree.

9) Training Specialist/Instructor

***Minimum/General Experience***

Three (3) years of experience in the preparation of courseware, and the course design, and Programs of instruction.

***Functional Responsibility***

Writes lesson plans, criterion and diagnostic testing instruments, student workbooks and presentation media. Compiles computer based training program from established formats. Presents instructor lead training and administers criterion and diagnostic tests.

***Minimum Education***

High school diploma.

10) Senior Systems Engineer

***Minimum/General Experience***

Eight (8) years of generalized information technology experience of which (5) years is specialized experience working within a project organization. Is capable of determining techniques to improve the basis for client decision making, policy construction, and computer based system design and execution.

***Functional Responsibility***

Plans the project technical coordination, defines and documents the client concept of operations and requirements and implements the engineering methodology to meet the project technical requirements. Performs technical activities in coordination with other internal support groups to facilitate resolution of customer problems. Provides technical guidance in structured system development activities designed to develop complex technical solutions for client information technology requirements.

***Minimum Education***

Bachelor's degree in computer science, electrical engineering or related technical or scientific discipline. Four (4) years of experience may be substituted for the bachelor's degree.

11) Systems Engineer

***Minimum/General Experience***

Five (5) years of generalized information technology experience of which three (3) years in specialized experience working within a project organization.

***Functional Responsibility***

Defines and documents the client concept of operations and requirements and implements the engineering methodology to meet the project technical requirements. Performs technical activities in coordination with other internal support groups to facilitate resolution of customer problems. Provides technical guidance in structured system development activities designed to develop complex technical solutions for client information technology requirements.

***Minimum Education***

Bachelor's degree in computer science, electrical engineering or related technical or scientific discipline. Four (4) years of experience may be substituted for the Bachelor's degree.

12) Business Process Engineer

***Minimum/General Experience***

Eight (8) years of general and specialized experience coordinating and supporting the evaluation and reengineering of current business processes.

***Functional Responsibility***

Recommends and designs cost effective strategies to increase the effectiveness and efficiency of the organizations business processes through changes in policies, procedures, organization structure and the application of enabling technology. Demonstrated knowledge of modeling, simulation and workflow computer based tools applicable to the reengineering effort supported. Knowledge of current information technology tools, techniques, COTS software with the ability to apply knowledge to solve reengineered business processes

***Minimum Education***

Bachelor's degree in business, information technology or related field. Four (4) years of experience may be substituted for the Bachelor's degree.

13) Technical Support Engineer

***Minimum/General Experience***

Two (2) years of generalized experience with information technology and engineering sciences. Has a basic understanding comparable to knowledge gained from an undergraduate degree program in electrical engineering, computer science, information technology or similar application areas.

***Functional Responsibility***

Provides supervised technical support to the engineering and computer science process within the project organization or business entity. Is capable of generating technical documents and performing technology trade studies and comparative analyses.

***Minimum Education***

Bachelor's degree in a related field. Four (4) years of experience may be substituted for the Bachelor's degree.

14) Senior Scientist

***Minimum/General Experience***

Twelve (12) years of generalized and specialized experience in information technology design, development and implementation, in addition to an in-depth understanding and knowledge in a technical field.

***Functional Responsibility***

Acts as a consultant to the project organization to provide technical expertise and guidance for significantly complex client problems. Provides consulting to agency heads, directors, and senior managers on process improvement efforts, to include giving lectures, speeches, writing technology studies and concepts.

***Minimum Education***

Bachelor's degree. Four (4) years of specialized IT and subject matter experience in addition to the minimum required, may be substituted for the Bachelor's degree..

15) Senior Subject Matter Expert

***Minimum/General Experience***

Sixteen (16) years of generalized and specialized experience in information technology design, development and implementation, in addition to an in-depth understanding of the business process being implemented.

***Functional Responsibility***

Acts as a consultant to the project organization to provide technical expertise and guidance for significantly complex client problems. Provides consulting to agency heads, directors, and senior managers on process improvement efforts, to include giving lectures, speeches, writing technology studies and concepts.

***Minimum Education***

Bachelor's degree in a related field. Four (4) years of specialized experience, in addition to the minimum required, may be substituted for the Bachelor's degree.

16) Subject Matter Expert

***Minimum/General Experience***

Ten (10) years of generalized and specialized experience in information technology design, development and implementation, in addition to an in-depth understanding of the business process being implemented.

***Functional Responsibility***

Acts as a consultant to the project organization to provide technical expertise and guidance for significantly complex client problems. Provides consulting to agency heads, directors, and senior managers on process improvement efforts, to include giving lectures, speeches, writing technology studies and concepts.

***Minimum Education***

Bachelor's degree in a related field. Four (4) years of specialized experience, in addition to the minimum required, may be substituted for the Bachelor's degree.

17) Configuration Management Specialist

***Minimum/General Experience***

Four (4) years experience providing configuration management expertise to information technology computer systems including, hardware, software and technical documentation.

***Functional Responsibility***

Provides configuration management expertise in information technology automation, applications and documentation implementation. Is capable of understanding the automated system and how it is broken into configuration items. Supports the test management process and control of the accepted baselines and documentation.

***Minimum Education***

Bachelor's degree in a related field. Four (4) years of experience may be substituted for the Bachelor's degree.

18) System Programmer

***Minimum/General Experience***

Five (5) years experience providing software engineering expertise to large scale computer systems including recommending operating systems, telecommunications, hardware and software. This position requires the ability to generate and document computer code from requirements documents or software detailed design documents and support the test management function.

***Functional Responsibility***

Provides system-oriented expertise in information technology automation and applications implementation. Is capable of generating requirements and computer code that interfaces with the computer operating system and external systems through the generation and implementation of interface specifications. Integrates various computer modules within the automated system.

***Minimum Education***

Bachelor's degree in a related field. Four (4) years of specialized experience, may be substituted for the Bachelor's degree.

19) Applications Programmer

***Minimum/General Experience***

Four (4) years experience providing software engineering expertise to large and small scale computer systems including understanding of client subject matter area. This position requires the ability to generate and document computer code from applications requirements documents and software detailed design documents.

***Functional Responsibility***

Provides applications-oriented expertise in information technology automation and client applications implementation. Is capable of generating requirements and computer code that interfaces with other client application modules. Provides a demonstrated knowledge of terminology, usage, and operating characteristics of information technology components and processing methods.

***Minimum Education***

Bachelor's degree in a related field. Four (4) years of specialized experience may be substituted for the bachelor's degree.

**20) Programmer*****Minimum/General Experience***

One (1) year of generalized experience-providing computer programming expertise to computer systems. This position requires the knowledge normally gained through an undergraduate degree programming in computer science or information technology.

***Functional Responsibility***

Under supervision, provides computer programming support to the client application to improve the business process. Is able to convert existing documented requirements and applications detailed design into computer code.

***Minimum Education***

Bachelor's degree in a related field. Four (4) years of experience may be substituted for the bachelor's degree.

**21) Software Technician*****Minimum/General Experience***

Two (2) years of generalized non-technical experience working in an information technology business entity or client project supporting the automation process. Is capable of taking direction from the technical or management staff to perform software loading, data backups, basic computer reconfigurations, and similar tasking.

***Functional Responsibility***

Supports the automation process with non-technical capabilities based on direction provided by technical or management staff members. Has a basic understanding of person computers and operating system commands and functions and is able to load software, reconfigure computer settings, perform data backups, and other similar automation support tasks.



***Minimum Education***

High school diploma.

22) Systems Analyst

***Minimum/General Experience***

Five (5) years of experience in providing information technology expertise to large scale and applications complex computer systems. Position requires a practical knowledge of automation systems.

***Functional Responsibility***

Responsible for evaluation and analysis of client applications and developing concept of operations and automation requirements. Includes ability to identify and select operating systems, telecommunications, hardware, and software.

***Minimum Education***

Bachelor's degree in computer science, electrical engineering or related technical or scientific discipline. Four (4) years of experience may be substituted for the bachelor's degree.

23) Intelligence Analyst

***Minimum/General Experience***

Three (3) years of generalized and specialized experience in subject matter application and technology. Position requires a practical knowledge of the application area, concept of operations and automation requirements.

***Functional Responsibility***

Responsible for the review of current client policies, doctrines and regulations, provide recommendations for organization efficiency and responsiveness. Reviews and recommends solutions to client problems based on an understanding of how products and services interrelate and support the client mission. Analyzes and recommends resolution of problems based on knowledge of the major products and services, an understanding of environment limitations, and a working knowledge of the client disciplines.

***Minimum Education***

Bachelor's degree in a related field. Four (4) years of experience may be substituted for the Bachelor's degree.

## 24) Documentation Specialist/Editor

### ***Minimum/General Experience***

Four (4) years generalized experience in data management to include documentation preparation using automated software tools, understanding and adherence to documentation format and content requirements, and ability to properly prepare documents according to correct writing standards.

### ***Functional Responsibility***

Performs in a support role in the information technology project organization with data management and preparation knowledge and skills. Works with the Project/Program Manager or Task Manager to define documentation requirements on a project, researches the contract data requirements list and data item description requirements, and prepares the deliverable documentation. Includes preparation of the technical or analytical text using notes generated by analysts and engineers.

### ***Minimum Education***

High school diploma and four (4) years experience working in a project organization preparing and delivering documents, briefings, technical reports and other task order documentation requirements.

## 25) Senior Program Manager

### ***Minimum/General Experience***

Ten (10) years of progressive management and subject matter expertise experience with information technology, telecommunications, and ADP related projects. Experience must include five (5) years of experience planning and supervising one or more information technology related contracts similar to the services offered under this contract.

### ***Functional Responsibility***

Acts as the single focal point for planning and executing task orders awarded. Is the primary point of contact for the customer. Oversees all work and takes corrective action as necessary to ensure project success. Manages staff, budget, prioritization, and other contract or personnel matters. May also serve as the technical lead.

### ***Minimum Education***

Bachelor's degree in computer science or a related field, or in the project's functional area. Four (4) years of specialized experience may be substituted for the Bachelor's degree.

26) Senior Task Leader

***Minimum/General Experience***

Eight (8) years of progressive subject matter expertise and technical task supervision.

***Functional Responsibility***

Assists the Project/Program Manager or Senior Program Manager in the development and management of project plans for order performance, and serves as the day-to-day manager for performance. This includes the review of task performance and work products for correctness as well as adherence to design concepts and user requirements, and for progress in accordance with schedules. Coordinates with the Project/Program Manager and the customer to ensure solution and user satisfaction for technical matters. Prepares and delivers presentations to peers, subordinates, and user representatives.

***Minimum Education***

Bachelor's degree in computer science or related field. Four (4) years of specialized experience may also be substituted for the Bachelor's degree.

27) Senior Administrative Analyst

***Minimum/General Experience***

Eight (8) years of increasing experience and responsibility in administration support to business entities and client contracts.

***Functional Responsibility***

Under general direction, is responsible for providing analytical and specialized administrative support functions. Interacts with outside company and client organizations to support scheduling and resource assignments on the project. Coordinates specific project and task order requirements by analyzing requirements, determining an approach to administratively support those requirements, compiling and analyzing data and preparing reports and recommendations using Personal Computer skills, knowledge of administrative systems, and understanding of policies and procedures.

***Minimum Education***

High school diploma.

28) Senior Training Developer

***Minimum/General Experience***

Nine (9) years of increasing experience in the design, preparation and delivery of training courses.

***Functional Responsibility***

Develops instructor lead and computer based training. Involved in all phases of courseware development and presentation. Responsible for completing the analysis, design and development phases of the Instructional Systems Design (ISD) model. Identifies customer training requirements, establishes student knowledge level, creates training objectives, writes the plans of instruction and course outline. Reviews lesson plans, validation criteria, and evaluates the delivery phase of training.

***Minimum Education***

Bachelor's degree in related field. Four (4) years of experience may be substituted for the Bachelor's degree.

29) Senior Training Specialist/Instructor

***Minimum/General Experience***

Six (6) years of experience in the preparation of courseware, and the course design, and Programs of instruction.

***Functional Responsibility***

Writes lesson plans, criterion and diagnostic testing instruments, student workbooks and presentation media. Compiles computer based training program from established formats. Presents instructor lead training and administers criterion and diagnostic tests.

***Minimum Education***

High school diploma.

30) Multimedia Training Developer

***Minimum/General Experience***

Four (4) years of increasing experience in the design, preparation and delivery of computer-based training courses.

***Functional Responsibility***

Develops computer-based interactive training courseware. Involved in all phases of courseware development and presentation. Responsible for completing the analysis, design and development phases of the Instructional Systems Design (ISD) model. Identifies customer training requirements, establishes student knowledge level, creates training objectives, writes the plans of instruction and course outline. Reviews lesson plans, validation criteria, and evaluates the computer-based phase of training. Provides expertise in computer-based graphics design, video and audio applications. Has significant computer skills to include use of training courseware authoring software.

***Minimum Education***

Bachelor's degree in related field. Four (4) years of experience may be substituted for the Bachelor's degree.

31) Multimedia Training Specialist

***Minimum/General Experience***

Two (2) years of experience in the preparation of interactive computer-based training courseware.

***Functional Responsibility***

Takes existing lesson plans, criterion and diagnostic testing instruments, student workbooks and presentation media. Compiles computer based training program from established formats. Presents instructor lead training and administers criterion and diagnostic tests.

***Minimum Education***

High school diploma.

32) Systems Engineer I

***Minimum/General Experience***

Seven (7) years of generalized information technology experience of which four (4) years in specialized experience working within a project organization.

***Functional Responsibility***

Defines and documents the client concept of operations and requirements and implements the engineering methodology to meet the project technical requirements. Performs technical activities in coordination with other internal support groups to facilitate resolution of customer problems. Provides technical guidance in structured system development activities designed to develop complex technical solutions for client information technology requirements.

***Minimum Education***

Bachelor's degree in computer science, electrical engineering or related technical or scientific discipline. Four (4) years of experience may be substituted for the Bachelor's degree.

33) Senior Business Process Engineer

***Minimum/General Experience***

Twelve (12) years of general and specialized experience coordinating and supporting the evaluation and reengineering of current business processes.

***Functional Responsibility***

Recommends and designs cost effective strategies to increase the effectiveness and efficiency of the organizations business processes through changes in policies, procedures, organization structure and the application of enabling technology. Demonstrated knowledge of modeling, simulation and workflow computer based tools applicable to the reengineering effort supported. Knowledge of current information technology tools, techniques, COTS software with the ability to apply knowledge to solve reengineered business processes

***Minimum Education***

Bachelor's degree in business, information technology or related field. Four (4) years of experience may be substituted for the Bachelor's degree.

34) Senior Technical Support Engineer

***Minimum/General Experience***

Four (4) years of generalized experience with information technology and engineering sciences. Has a basic understanding comparable to knowledge gained from an undergraduate degree program in electrical engineering, computer science, information technology or similar application areas.

***Functional Responsibility***

Provides supervised technical support to the engineering and computer science process within the project organization or business entity. Is capable of generating technical documents and performing technology trade studies and comparative analyses.

***Minimum Education***

Bachelor's degree in a related field. Four (4) years of experience may be substituted for the Bachelor's degree.

35) Subject Matter Expert II

***Minimum/General Experience***

Fourteen (14) years of generalized and specialized experience in information technology design, development and implementation, in addition to an in-depth understanding of the business process being implemented.

***Functional Responsibility***

Acts as a consultant to the project organization to provide technical expertise and guidance for significantly complex client problems. Provides consulting to agency heads, directors, and senior managers on process improvement efforts, to include giving lectures, speeches, writing technology studies and concepts.

***Minimum Education***

Bachelor's degree in a related field. Four (4) years of specialized experience, in addition to the minimum required, may be substituted for the Bachelor's degree.

36) Subject Matter Expert I

***Minimum/General Experience***

Twelve (12) years of generalized and specialized experience in information technology design, development and implementation, in addition to an in-depth understanding of the business process being implemented.

***Functional Responsibility***

Acts as a consultant to the project organization to provide technical expertise and guidance for significantly complex client problems. Provides consulting to agency heads, directors, and senior managers on process improvement efforts, to include giving lectures, speeches, writing technology studies and concepts.

***Minimum Education***

Bachelor's degree in a related field. Four (4) years of specialized experience, in addition to the minimum required, may be substituted for the Bachelor's degree.

37) Senior System Programmer

***Minimum/General Experience***

Eight (8) years experience providing software engineering expertise to large scale computer systems including recommending operating systems, telecommunications,

hardware and software. This position requires the ability to generate and document computer code from requirements documents or software detailed design documents and support the test management function.

***Functional Responsibility***

Provides system-oriented expertise in information technology automation and applications implementation. Is capable of generating requirements and computer code that interfaces with the computer operating system and external systems through the generation and implementation of interface specifications. Integrates various computer modules within the automated system.

***Minimum Education***

Bachelor's degree in a related field. Four (4) years of specialized experience, may be substituted for the Bachelor's degree.

38) Senior Applications Programmer

***Minimum/General Experience***

Six (6) years experience providing software engineering expertise to large and small scale computer systems including understanding of client subject matter area. This position requires the ability to generate and document computer code from applications requirements documents and software detailed design documents.

***Functional Responsibility***

Provides applications-oriented expertise in information technology automation and client applications implementation. Is capable of generating requirements and computer code that interfaces with other client application modules. Provides a demonstrated knowledge of terminology, usage, and operating characteristics of information technology components and processing methods.

***Minimum Education***

Bachelor's degree in a related field. Four (4) years of specialized experience may be substituted for the bachelor's degree.

39) Senior Programmer

***Minimum/General Experience***

Three (3) years of generalized experience-providing computer programming expertise to computer systems. This position requires the knowledge normally gained through an undergraduate degree programming in computer science or information technology.



***Functional Responsibility***

Under supervision, provides computer programming support to the client application to improve the business process. Is able to convert existing documented requirements and applications detailed design into computer code.

***Minimum Education***

Bachelor's degree in a related field. Four (4) years of experience may be substituted for the bachelor's degree.

**40) Senior Software Technician*****Minimum/General Experience***

Four (4) years of generalized non-technical experience working in an information technology business entity or client project supporting the automation process. Is capable of taking direction from the technical or management staff to perform software loading, data backups, basic computer reconfigurations, and similar tasking.

***Functional Responsibility***

Supports the automation process with non-technical capabilities based on direction provided by technical or management staff members. Has a basic understanding of person computers and operating system commands and functions and is able to load software, reconfigure computer settings, perform data backups, and other similar automation support tasks.

***Minimum Education***

High school diploma.

**41) Senior Systems Analyst*****Minimum/General Experience***

Eight (8) years of experience in providing information technology expertise to large scale and applications complex computer systems. Position requires a practical knowledge of automation systems.

***Functional Responsibility***

Responsible for evaluation and analysis of client applications and developing concept of operations and automation requirements. Includes ability to identify and select operating systems, telecommunications, hardware, and software.

***Minimum Education***

Bachelor's degree in computer science, electrical engineering or related technical or scientific discipline. Four (4) years of experience may be substituted for the bachelor's degree.

## 42) Senior Intelligence Analyst

### ***Minimum/General Experience***

Five (5) years of generalized and specialized experience in subject matter application and technology. Position requires a practical knowledge of the application area, concept of operations and automation requirements.

### ***Functional Responsibility***

Responsible for the review of current client policies, doctrines and regulations, provide recommendations for organization efficiency and responsiveness. Reviews and recommends solutions to client problems based on an understanding of how products and services interrelate and support the client mission. Analyzes and recommends resolution of problems based on knowledge of the major products and services, an understanding of environment limitations, and a working knowledge of the client disciplines.

### ***Minimum Education***

Bachelor's degree in a related field. Four (4) years of experience may be substituted for the Bachelor's degree.

## 43) Senior Documentation Specialist

### ***Minimum/General Experience***

Six (6) years generalized experience in data management to include documentation preparation using automated software tools, understanding and adherence to documentation format and content requirements, and ability to properly prepare documents according to correct writing standards.

### ***Functional Responsibility***

Performs in a support role in the information technology project organization with data management and preparation knowledge and skills. Works with the Project/Program Manager or Task Leader to define documentation requirements on a project, researches the contract data requirements list and data item description requirements, and prepares the deliverable documentation. Includes preparation of the technical or analytical text using notes generated by analysts and engineers.

### ***Minimum Education***

High school diploma and four (4) years experience working in a project organization preparing and delivering documents, briefings, technical reports and other task order documentation.

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## IT Professional Services Rate Schedule

Special Item Number 132-51, 132-51RC, 132-51STLOC

No.	Labor Category Title	04/20/03 04/19/04	04/20/04 04/19/05	04/20/05 04/19/06	04/20/06 04/19/07	04/20/07 02/20/09
1	Senior Manager	\$221.78	\$228.99	\$236.43	\$244.12	\$252.05
2	Program/Project Manager	\$124.59	\$128.64	\$132.82	\$137.14	\$141.60
3	Task Leader	\$98.44	\$101.64	\$104.94	\$108.35	\$111.87
4	Administrative Analyst	\$53.58	\$55.32	\$57.12	\$58.97	\$60.89
5	System Administrator	\$69.78	\$72.04	\$74.39	\$76.80	\$79.30
6	Project Specialist	\$76.01	\$78.48	\$81.03	\$83.67	\$86.39
7	Administrative Support Specialist	\$34.89	\$36.02	\$37.19	\$38.40	\$39.65
8	Training Developer	\$93.66	\$96.70	\$99.84	\$103.09	\$106.44
9	Training Specialist/Instructor	\$74.75	\$77.18	\$79.69	\$82.28	\$84.95
10	Senior Systems Engineer	\$135.82	\$140.23	\$144.79	\$149.49	\$154.35
11	System Engineer	\$100.93	\$104.21	\$107.59	\$111.09	\$114.70
12	Business Process Engineer	\$98.44	\$101.64	\$104.94	\$108.35	\$111.87
13	Technical Support Engineer	\$77.25	\$79.76	\$82.35	\$85.03	\$87.79
14	Senior Scientist	\$148.28	\$153.10	\$158.07	\$163.21	\$168.51
15	Senior Subject Matter Expert	\$210.57	\$217.41	\$224.48	\$231.77	\$239.31
16	Subject Matter Expert	\$113.39	\$117.07	\$120.88	\$124.81	\$128.86
17	Configuration Management	\$90.96	\$93.92	\$96.97	\$100.12	\$103.38
18	System Programmer	\$122.10	\$126.07	\$130.17	\$134.40	\$138.77
19	Applications Programmer	\$85.98	\$88.77	\$91.66	\$94.63	\$97.71
20	Programmer	\$66.04	\$68.18	\$70.40	\$72.69	\$75.05
21	Software Technician	\$49.84	\$51.46	\$53.13	\$54.86	\$56.64
22	Systems Analyst	\$89.70	\$92.62	\$95.63	\$98.74	\$101.95
23	Intelligence Analyst	\$79.74	\$82.33	\$85.01	\$87.77	\$90.62
24	Documentation Specialist/Editor	\$77.25	\$79.76	\$82.35	\$85.03	\$87.79
25	Senior Program Manager	\$151.25	\$156.17	\$161.24	\$166.48	\$171.89
26	Senior Task Leader	\$117.08	\$120.88	\$124.81	\$128.87	\$133.05
27	Senior Administrative Analyst	\$65.44	\$67.57	\$69.76	\$72.03	\$74.37
28	Senior training Developer	\$102.02	\$105.34	\$108.76	\$112.30	\$115.94
29	Senior Training	\$84.46	\$87.20	\$90.04	\$92.96	\$95.99
30	Multimedia Training Developer	\$94.96	\$98.05	\$101.23	\$104.52	\$107.92
31	Multimedia training Specialist	\$79.07	\$81.64	\$84.29	\$87.03	\$89.86
32	Systems Engineer I	\$126.54	\$130.66	\$134.90	\$139.29	\$143.81
33	Senior Business Process Engineer	\$117.89	\$121.72	\$125.68	\$129.76	\$133.98
34	Senior Technical Support Engineer	\$89.39	\$92.30	\$95.30	\$98.40	\$101.59
35	Subject Matter Expert II	\$194.29	\$200.60	\$207.12	\$213.85	\$220.80
36	Subject Matter Expert I	\$153.43	\$158.42	\$163.56	\$168.88	\$174.37
37	Senior System Programmer	\$141.22	\$145.80	\$150.54	\$155.44	\$160.49
38	Senior Applications Programmer	\$110.71	\$114.31	\$118.03	\$121.86	\$125.82
39	Senior Programmer	\$78.30	\$80.85	\$83.48	\$86.19	\$88.99
40	Senior Software technician	\$70.47	\$72.76	\$75.12	\$77.56	\$80.09
41	Senior Systems Analyst	\$109.40	\$112.96	\$116.63	\$120.42	\$124.33
42	Senior Intelligence Analyst	\$99.79	\$103.03	\$106.38	\$109.84	\$113.41
43	Senior Documentation Specialist	\$91.20	\$94.16	\$97.23	\$100.38	\$103.65

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## Pricing

### Perpetual Software License, Software Maintenance & Training

#### 1. Perpetual Software License, SIN 132-33, 132-33RC, 132-33STLOC

##### a. ORIONMagic® Research, Analysis and Reporting Tool

###### **ORIONMagic® Overview**

**ORIONMagic®** (*US Pat. Pend*) is a complete knowledge management system. It covers the entire process of searching, collecting, analyzing, organizing, and reporting. It provides capability to conduct searches across files, documents, Web pages, and databases located anywhere on a personal computer, network, or the Internet. In addition to its search features, ORIONMagic® also includes analytical and reporting features that enable the user to evaluate the results of searches, organize information, and create reports.

The **OUTLINE** feature of ORIONMagic® is intended for research and information gathering, sharing, and reporting. It is a data collection and organization feature that allows the user to capture portions of search results, including web pages, text, and images. The collected data is stored into a hierarchical outline structure that can be constructed and expanded on the fly. Once collected, the information is readily available for reports, manipulation, distribution, and storage.

ORIONMagic® allows analysts or investigators working alone, or in teams to implement a workflow methodology that supports the complete intelligence process.

###### **ORIONMagic® Functional Description**

The ORIONMagic® knowledge management methodology supports the five basic steps of the intelligence process: Searching, Collecting, Organizing, Analyzing, and Reporting.

###### **Searching Data (Matrix Technology)**

The search process involves locating and selecting files, directories, and databases to be searched, then performing the search. The ORION Matrix Search technology is a series of vertical column cells and horizontal row cells, each containing one or more keywords, (or concepts) that can be applied to the web, documents or databases and return results for not only each cell but also the intersection of those cells.

- A search can be preformed without using indexes, however pre-indexing the files, directories, and databases speeds up the searching process. An index is a named collection of files, directories, and subdirectories that are

preprocessed to expedite the location of all words and numbers in a document. To generate an index, the index name, locations of files, directories, and subdirectories are specified and then the index can be used in searching.

- Information can be searched using simple queries with single keywords, or keywords in combinations with logical operators (e.g. “AND”, “OR”, “NOT”) and intrinsic search engine capabilities (e.g. soundex, phonetics, fuzzy logic, number ranges, stemmings, etc.).
- Searching may be done using a combination of search terms and phrases that are collected together, given a reference name, and stored for reuse. This is called a Concept. Searches can then be performed using this Concept. Any combination of keywords and phrases joined with logical operators and intrinsic search engine capabilities can be saved as a named Concept. Concepts can have other named Concepts included in them.
- Multiple levels of searching can continue on result sets (drilldown) by applying other search terms and Concepts to the results of the first search. This process can be repeated as many times as the user requires.
- Matrix search parameters and results can be saved for later reuse and shared with other users.
- The Matrix can also be used to export/copy files into other directories by selecting the result cells. This enables the user to reorganize his data into other directories and also send collections of data to other users.

### **Collecting and Organizing Data**

- A hierarchical arrangement of cabinets and outlines can be created to organize data collected during the research and analytical process.
- Using an integrated Internet Explorer-compatible web browser, users can highlight, drag and drop information fragments (rich text and graphics) into note cards that become part of an outline.
- Note cards automatically maintain a hyperlink to the source web page or to the file located on the user’s computer or the local area network. Users may optionally select for the web page contents to be automatically copied to their local machine for permanent, off-line reference.
- Users can annotate note cards with additional information and reformat collected data using the built-in editor.
- A tagging feature enables users to annotate note cards with specific information concerning the people, organizations and events being described.
- Cabinets can be automatically indexed, making their component outlines and notecards searchable.

### **Analyzing Data**

- **Link Analysis** – A link analysis capability is integrated into ORIONMagic® which can be applied to the contents of outlines or to the results of matrix searches.
  - Organized, collected and tagged note cards can be used to generate link diagrams.

- Link diagrams are used to graphically analyze the structure of organizations, the interrelationships between people and the roles of people and organizations in events.
- Entities and relationships are represented as the nodes and edges of a link diagram. Users may click on a node to see the source notecard for that person, organization or event.
- Diagrams can be annotated with text and graphics, re-organized manually, saved for later use and sharing with other users - then incrementally updated as new information yields new entities and relationships.
- **Cross sectional analysis using the matrix search capability** – The matrix search capability can be used to search file collections to perform sophisticated analyses to discover the relationships between organizations, people, locations, and activities.
- **Charting of matrix search and outline contents** – A charting capability is included that allows the user to generate various two-dimensional and three dimensional charts of the results of matrix searches and of outline contents.

### Reporting Data

- With a single mouse click, users can create a fully formatted report based on the contents of an outline.
- The tool provides multiple report formats.
- Reports can be viewed in Magic and easily exported to HTML or to a word processor such as Microsoft Word.
- Report formats can be built manually and saved for future re-use.

### OutLine Feature of ORIONMagic®

The ORIONMagic® Outline Feature uses integrated data collection, organization, and reporting methods to facilitate and automate the knowledge management process. The data is stored into a hierarchical outline format that can be constructed on the fly with a link back to the original source automatically maintained. This information is then readily available in a format for manipulation, reports, distribution, and storage.

ORIONMagic® data that is collected can be organized into separate databases (called “cabinets”). Each cabinet can contain multiple outlines. Outlines are a collection of nested folders containing the data. Each outline consists of a series of notecards that have the ability to save pictures and text directly from the Internet or a database.

The basic unit of stored information is called a notecard. A notecard can store text and pictures that can be edited and formatted using an embedded HTML editor. The notecard also automatically saves the source (URL, file, or database reference) of the material copied to the card. All of these items will automatically appear in the finished report. In addition, there are spaces for references and remarks. The easiest way to create a new notecard is to highlight the text on a web page or file returned from a search that the user wants to save and simply drag it over to the folder. A new notecard will be automatically generated.

The outline feature has a built-in browser application that responds to a designated URL, or to highlighting and copying one from another browser, email, or other resource. The browser retains a history of the user movements through the web even after it is closed so that the user can easily return to a page recently visited. The user can also access files on his or her local hard drive or over a network.

Once the research effort is complete a final report can be easily developed from any outline or combination of outlines. The built-in report writer function can be used to create reports in HTML format that can be directly published on a web site. The generated reports can also be saved or converted into any of the Microsoft document types (e.g. Microsoft Word). Any of the outlines or notecards can be rearranged using drag and drop or using check box selection. Reports can be generated from either the cabinet view or the outline view.

## Creating and Using Templates

Templates are special outlines that do two things. First, the template allows the user to create a basic structure for the analysis of a organization type (e.g. terrorist group) or a product (e.g. daily briefing book or a prosecution package). This is especially useful when several people are working together to collect data on a set of organizations. It is also useful for any type of report that has to be produced on a regular basis. Second, the template also allows the user to very quickly gather information from several previously created reports to create an entirely new report.

### ORIONMagic® Product

Part No.	Description	Price (ea)
Magic-user-qty	1 to 50 Copies	\$495
Magic-user-qty	51 to 100 Copies	\$432
Magic-user-qty	101 to 500 Copies	\$384
Magic-user-qty	501 to 1000 Copies	\$288
Magic-user-qty	> 1000 Copies	\$192
Magic-maintenance	Access to annual upgrades and support	20% of license fee

Quantity costs are determined on a cumulative basis. For example, the cost for 110 copies is:  $50 * \$495 + 50 * \$432 + 10 * \$384 = \$50,340$ .

## Optional Components

ORIONMagic® allows optional analytical and data visualization components to be added to the ORIONMagic® toolbar.

Future versions will offer an ability to map the contents of an outline using one of several commercial mapping packages.



## ORIONMagic® Basic Training

This course is designed for the analyst user, the law enforcement user, or the commercial market place user. It provides an overview of the ORIONMagic® knowledge management method and the five basic processes of searching, analyzing, collecting, organizing, and reporting. The ORIONMagic course also includes an overview of the analytical and reporting features that enable the user to evaluate the results of searches, organize information, and create reports. The course focuses on the analytical workflow implemented in the ORIONMagic software product. Students who attend these courses may purchase a copy of the ORIONMagic® software at a deep discount. Students are provided copies of all handouts and the ORIONMagic Student Workbook.

See **Section 3.a ORIONMagic® Training**, for costs (ORIONMagic®. Basic Training.)

## ORIONMagic® Functional Training (Counterterrorism Analytical Methods Course)

Students who attend these courses may purchase a copy of the ORIONMagic® software at a deep discount. They also receive in-depth raw materials on the terrorism or counterintelligence problem. Detailed concepts and matrices that assist the analyst in analyzing these materials are also provided. The student is also provided with a subset of the raw materials organized into detailed group profiles using ORIONMagic's outline capability.

For the course focused on the counterterrorism problem, subject matter covered includes general awareness and threat group identification, pre-incident recognition and response, group structure and M.O. analysis, threat group capabilities, force protection techniques for fixed and mobile sites, automated link analysis, automated VIA analysis, basic collection, threat analysis production and reporting procedures all or which are taught around the ORIONMagic Knowledge Management Tool set.

See **Section 3.a ORIONMagic® Training**, for costs (ORIONMagic®. Counterterrorism Analytical Methods Course.)

## ORIONMagic® Work Group Training (Client Tailored Analytical Methods Course)

For organizations that purchase the ORIONMagic® Enterprise addition, ORION offers an on-site course that shows how the product can be used by a collection of analysts and investigators to collaborate to address counterterrorism, counterintelligence, or organized crime problems.

Instructors with domain and automation expertise provide this course on-site using your equipment, data, and message flows. The course provides comprehensive work group training on the use of the ORIONMagic® Enterprise addition in conjunction with the ORIONMagic® portal to:

- Review incoming information on a daily basis and organize this information into a daily briefing outlines which can be posted on the local ORIONMagic® portal.
- Develop templates that will be used within the organization to perform structured collection of open source and classified data to address the organization's collection, analysis, and reporting requirements.

For the course that is focused on the counterterrorism problem, subject matter covered includes general awareness and threat group identification, pre-incident recognition and response, group structure and M.O. analysis, threat group capabilities, force protection techniques for fixed and mobile sites, automated link analysis, automated VIA analysis, basic collection, threat analysis production and reporting procedures all of which are taught around the ORIONMagic Knowledge Management Tool set.

As part of the course, the contracting organization will receive detailed concepts that work in conjunction with the ORIONMagic® NewsWatch capability to identify incoming data that is about particular groups and/or activities. These concepts can be used to route incoming information to specific analysts and/or investigators for review.

The ORIONMagic® Work Group Training Course is client specific tailored course. Organizations interested in this course should contact SRA for a cost estimate.

#### b. ORIONMagic® Enterprise Edition

ORIONMagic® Enterprise edition includes the capabilities of ORIONMagic® expanded to support enterprise research, analysis, and reporting requirements. Added functionality includes:

- Ability to share outlines within a workgroup or the enterprise.
- Ability to access indices of materials stored on a **shared drive**.
- Ability for system administrators to schedule the indexing of centrally stored materials.
- Ability to have selected outlines be accessed from an ORIONMagic® portal.
- Ability to publish reports to an ORIONMagic® portal.
- Ability to index and search Outlook mail databases.
- Ability to index and search Exchange mail databases.
- Ability for system administrator to schedule the indexing of Outlook mail and Exchange mail databases.

#### ORIONMagic® Enterprise Product

Part No.	Description	Price (ea)
Magic-Enterprise-BL	Magic enterprise base license	\$30,000
Magic-Enterprise-User-qty	1 to 50 Copies	\$750
Magic-Enterprise-User-qty	51 to 100 Copies	\$638
Magic-Enterprise-User-qty	101 to 500 Copies	\$563
Magic-Enterprise-User-qty	501 to 1000 Copies	\$488
Magic-Enterprise-User-qty	> 1000 Copies	\$341
Magic-Enterprise-PS	Magic enterprise phone support	10% of license fees
Magic-Enterprise-Maint	Magic enterprise annual maintenance. Includes upgrades as they become available.	20% of license fees

Quantity costs are determined on a cumulative basis. For example, the cost for 110 copies is \$30,000 for the base license plus the costs for the 110 copies which is calculated as follows:  $50 * \$750 + 50 * \$638 + 10 * \$563 = \$75,030$ .

## Enterprise Edition Integration Services

ORION has the experience to provide services on a time and materials basis to extend the ORIONMagic® research architecture to work with the software and database engines in place at an organization. Possible integration services include:

- Integrating the ORIONMagic® matrix search component with search engines such as **RetrievalWare**.
- Using alternative data visualization tools such as **Visual Analytics** to generate link diagrams from ORIONMagic® outlines.
- Integrating ORIONMagic® outlines with mapping products such as **ArcView** so the events contained with an outline can be automatically overlaid on a map.

ORION has experienced software engineers and domain experts to assess and organization's analytical requirements and existing automation architecture to recommend how to best integrate the ORIONMagic® research architecture into your environment.

These integration services are available on a Time and Materials basis using the labor rates of this GSA schedule.

## 2. Maintenance of Software, SIN 132-34, 132-34RC, 132-34STLOC

### a. Miscellaneous ORION Software Products

For ORION software products not specifically identified, the annual maintenance license fee for software options and additional seat licenses is twenty (20) percent of the product license cost.

## Training, SIN 132-50, 132-50RC, 132-50STLOC

### a. ORIONMagic® Training

#### ORIONMagic® Basic Training

Part No.	Description	Price
Magic-Train-Base	<p><b>ORIONMagic® Basic Training</b></p> <p>This course is designed for the analyst user, the law enforcement user, or the commercial market place user. It provides an overview of the ORIONMagic® knowledge management method and the five basic processes of searching, analyzing, collecting, organizing, and reporting. The ORIONMagic course also includes an overview of the analytical and reporting features that enable the user to evaluate the results of searches, organize information, and create reports. The course will focus on the analytical workflow implemented in the ORIONMagic software product. Students are provided copies of all handouts and the ORIONMagic Student Workbook.</p> <p>Students are provided with a copy of the sample raw data, cabinets, concepts, and reports.</p> <p>Students who do not have access to the ORIONMagic® software at their organization have the option to purchase one copy of ORIONMagic® at 25% of the list price.</p> <p>Course Format: Lecture, discussion, and hands-on laboratory training. Course Length: one (1) day. Prerequisites: knowledge of Netscape Navigator web browser functionality, and Microsoft Word.</p> <p>Students Per Course: maximum of twelve (12). Course Location: ORION Training Facility, in McLean, Virginia. Client on-site training available as negotiated by the requesting agency. Course Schedule: as required by the requesting agency.</p>	\$3,668
Magic-Train-Base-User	Cost per additional user beyond the 12 students included in the basic course. This cost includes a copy of the sample raw data, cabinets, concepts, and reports.	\$300

ORIONMagic® Functional Training  
(Counterterrorism Analytical Methods Course)

Part No.	Description	Price
Magic-Train-CT	<p><b>ORIONMagic® Counterterrorism Analytical Methods Course</b></p> <p>This course is designed for the analyst user, the law enforcement user, or the commercial market place user. It provides an overview of the ORIONMagic® knowledge management method and the five basic processes of searching, analyzing, collecting, organizing, and reporting. The course also includes an overview of the analytical and reporting features that enable the user to evaluate the results of searches, organize information, and create reports. The course will focus on the analytical workflow implemented in the ORIONMagic software product. Students are provided copies of all handouts and the ORIONMagic Student Workbook.</p> <p>Students are provided with sample raw data, cabinets containing detailed terrorist group profiles, concepts that identify terrorist groups/activities, search matrices that perform cross sectional analysis of the raw data, and reports.</p> <p>Students who do not have access to the ORIONMagic® software at their organization have the option to purchase one copy of ORIONMagic® at 25% of the list price.</p> <p>Subject matter covered includes general awareness and threat group identification, pre-incident recognition and response, group structure and M.O. analysis, threat group capabilities, force protection techniques for fixed and mobile sites, automated link analysis, automated VIA analysis, basic collection, threat analysis production and reporting procedures all taught around the ORIONMagic Knowledge Management Tool set.</p> <p>Course Format: Lecture, discussion, and hands-on laboratory Course Length: Four (4) days Prerequisites (Mandatory): Ability to use a web browser and Microsoft Word.</p> <p>Students Per Course: Maximum of 12. Course Location: ORION Training Facility, McLean, Virginia. Client on-site training available as negotiated by the requesting agency. Class Schedule: As required by the requesting agency.</p>	\$10,000.
Magic-Train-CT-User	Cost per additional user beyond the 12 students included in the Counterterrorism Analytical Methods Course. This cost includes sample raw data, cabinets, concepts, and reports.	\$750

## ORIONMagic® Law Enforcement Analytical Methods Course

Part No.	Description	Price
AM-Train-LE	<p><b>Law Enforcement Analytical Methods Course</b></p> <p>This course is designed for the law enforcement user. It provides an overview of the organization analysis method and the five basic processes of searching, analyzing, collecting, organizing, and reporting. The course also includes an overview of the analytical and reporting features that enable the user to evaluate the results of searches, organize information, and create reports. The course will focus on the analytical workflow implemented in the ORION software installed at the client organization (ORIONMagic®, TaskForce®, and/or ORIONNetLeads). Students are provided copies of all handouts and the software package specific Student Workbook.</p> <p>Students attending a course that uses ORIONMagic® as the software platform are provided with sample raw data, cabinets containing detailed organized crime group profiles, concepts that identify organized crime groups/activities, search matrices that perform cross sectional analysis of the raw data, and reports.</p> <p>Students who do not have access to the ORIONMagic® software at their organization have the option to purchase one copy of ORIONMagic® at 25% off the list price.</p> <p>Course Format: Lecture, discussion, and hands-on laboratory Course Length: Four (4) days Prerequisites (Mandatory): Ability to use a web browser and Microsoft Word.</p> <p>Students Per Course: Maximum of 12. Course Location: ORION Training Facility, McLean, Virginia. Client on-site training available as negotiated by the requesting agency. Class Schedule: As required by the requesting agency.</p>	\$8,000.
AM-Train-LE-User	Cost per additional user beyond the 12 students included in the Law Enforcement Analytical Methods Course. This cost includes sample raw data, cabinets, concepts, and reports.	\$500

## Federal Supply Schedule Blanket Purchase Agreement

The use of Blanket Purchase Agreements under the Federal Supply Schedule Program have been permitted for a long time. Check Federal Acquisition Regulation (FAR) 13.203-1(f): "BPA's may also be established with Federal Supply Schedule contracts..."

For BPA's, agencies are empowered and encouraged to seek further price reductions.

Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with FAR 9.6. Teaming Arrangement may be incorporated into your BPA!

It is suggested that Offerors include the Sample BPA in their pricelist.

### Simplified Acquisition Procedures Blanket Purchase Agreements

FAR 13.2 provides the following procedures for establishing a BPA under the Simplified Acquisition Procedures:

The Contracting Officer may use a BPA when there is:

- A need for a wide variety of items, but the exact items, quantities and delivery requirements are not known in advance.
- A need for commercial sources of supply for one or more offices that do not have purchase authority exists.
- To reduce the administrative burden of writing numerous purchase orders.
- Contracting Officers must contact Vendors to negotiate the terms and conditions of the BPA.

The following page provides two suggested formats for Blanket Purchasing Agreements.

**BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE  
(Insert Customer Name)**

In the spirit of the Federal Acquisition Streamlining Act       (Agency)       and Systems Research and Applications Corporation enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Service Administration (GSA) Federal Supply Schedule Contract GS-35F-5412H.

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

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

Signatures:

AGENCY \_\_\_\_\_ DATE \_\_\_\_\_

Systems Research and Applications Corporation DATE

BPA NUMBER \_\_\_\_\_



**(Customer Name)**  
**BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply contract number GS-35F-5412H, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

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

MODEL NUMBER/PART NUMBER  
DISCOUNT/PRICE

\*SPECIAL BPA

\_\_\_\_\_  
\_\_\_\_\_

- (2) Delivery:

DESTINATION

DELIVERY SCHEDULE/DATES

\_\_\_\_\_  
\_\_\_\_\_

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

- (4) This BPA does not obligate any funds.

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

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

OFFICE POINT OF CONTACT

\_\_\_\_\_  
\_\_\_\_\_

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

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

- (a) Name of contractor;
- (b) Contract number;
- (c) BPA number;

- (d) Model number or National Stock Number (NSN);
  - (e) Purchase order number;
  - (f) Date of purchase;
  - (g) Quantity, unit price, and extension of each item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
  - (h) Date of shipment.
- (9) The requirements of a proper invoice are as specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

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