

**GENERAL SERVICES ADMINISTRATION
 Authorized Federal Supply Service
 Information Technology Schedule Price List
 General Purpose Commercial Information Technology
 Equipment, Software, and Services**

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

- FPDS Class D301 IT Facility Operation and Maintenance (*previously Resources and Facilities Management*)
- FPDS Class D302 IT Systems Development Services (*previously Database Planning and Design*)
- FPDS Class D306 IT Systems Analysis Services (*previously Systems Analysis and Design*)
- FPDS Class D307 Automated Information Systems Design and Integration Services (*previously Network Services*)
- FPDS Class D308 Programming Services (*previously D308-1, Programming and D308-2, Millennium Conversion Services [Y2K]*)
- FPDS Class D 310 IT Backup and Security Services
- FPDS Class D311 IT Data Conversion Services (*previously Conversion and Implementation Support*)
- FPDS Class D 313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
- FPDS Class D 316 IT Network Management Services (*previously Network Services' Project Management*)
- FPDS Class D317 Automated News Services, Data Services, and Other Information Services (*previously D317, Data/Records Management and D317, Subscription/Publications includes CD-ROM and Magnetic Media for Technology Assessment and Acquisition Subscription-CD-ROM Publications and Other Electronic Media*)
- FPDS Class D 399 Other Information Technology Services, Not Elsewhere Classified

MTS Technologies, Inc.
 2800 Shirlington Road, Suite 1000
 Arlington, VA 22206
 (703) 575-2900 – telephone number
 (703) 575-2965 – fax number
www.mtstech.com

Contract Number: GS-35F-5542H

Contract Period: March 2004 – March 2009

General Services Administration
Federal Supply Service

Pricelist current through Modification# 8, dated March 2, 2004.

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>.

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MTS Technologies, Inc.

General Services Administration (GSA) Federal Supply Services (FSS)
Information Technology Professional Services Schedule

Contract Number:	GS-35F-5542H
Period of Performance:	3/04 - 3/09
Contract Value:	\$100 - \$ 500,000 (per order)
Type of Contract:	T&M

MTS holds a GSA FSS Information Technology Professional Services Schedule. *MTS*'s schedule provides fast, convenient access to the professional, technical, and management skills necessary to satisfy our customers' information technology support requirements.

For information on how to contract with *MTS*, please contact us at:

2800 Shirlington Road, Suite 1000
Arlington, Virginia 22206
(703) 575-2900 (main phone number)
(703) 575-2965 (main fax number)
www.mtstech.com

Information for Ordering Offices**1. Special Notice to Agencies on Small Business Participation**

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

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

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

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

2. Geographic Scope of Contract

The geographic scope of this contract is the 48 contiguous states, and the District of Columbia.

3. Contractor's Ordering Address and Payment Information

Ordering address:

MTS Technologies, Inc.
2800 Shirlington Road, Suite 1000
Arlington, VA 22206
Attn: Mr. Harold J. Guidry, Director of Contracts
703-575-2909 (direct number)
703-575-2985 (direct fax)

Payment address and Federal Identification Number:

MTS Technologies, Inc.
2800 Shirlington Road, Suite 1000
Arlington, VA 22206
ATTN:Accounts Receivable
FEIN: 59-3082029

Government Commercial Credit Cards will not be acceptable for payment. In addition, bank account information for wire transfer payments will be shown on the invoice.

Below are the telephone number(s) that can be used by ordering agencies to obtain technical and/or ordering assistance.

703-575-2909/2951

4. Reserved

5. 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): 79-886-4393

Block 30: Type of Contractor – A. Small Disadvantaged Business

Block 31: Minority-Owned Small Business – Yes

Block 34: RESERVED

Block 36: Contractor’s Taxpayer Identification Number (TIN): 59-3082029

5a. CAGE Code

0Z6L7

6. FOB Destination

7. Commercial Delivery Schedule (Multiple Award Schedules)

- a. Time of Delivery. *MTS* will deliver within 30 days ARO.
- b. Expedited Delivery Times. Arrangements for faster delivery may be available by contacting *MTS*.
- c. Overnight and 2-Day Delivery Times. Arrangements for overnight and 2-day delivery may be available by contacting *MTS*.
- d. Urgent Requirements. *MTS* is prepared to respond to the Government’s urgent needs. Delivery arrangements for urgent requirements will be handled on a case by case basis.

8. Discounts

- a. Prompt Payment: None
- b. Quantity: None
- c. Dollar Volume: None
- d. Government Educational Institutions: None
- e. Discount for use of Government Commercial Credit Card: None
- f. Other: None

9. Production Points and Statement Concerning Foreign Produced Items

All items listed herein are domestic end products, from designated countries under the Trade Agreement Act, or are U.S. made end products.

10. Statement Concerning Availability of Export Packing

Export packing is not available.

11. Small Requirements

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

12. Maximum Order

Special Item 132-51 Information Technology Professional Services: the maximum dollar value of orders to be issued is \$500,000 for all Information Technology services.

12.1 Orders That Exceed the Maximum Order (I-FSS0125) (AUG 1995)

- a. In accordance with FAR 8.404 there may be circumstances where an ordering activity finds it advantageous to request a price reduction such as where a quantity of an individual order clearly indicates the potential for obtaining a reduced price.

To assist the customer agencies to determine when they should seek a price decrease, a level called a maximum order has been established under the contract. When an agency order exceeds this amount it is recommended that the ordering activity contact the contractor for a reduced price.

- b. Contractor may:
 1. Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the Maximum Order in FAR 52.216-19.)
 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.
- c. A delivery order for quantities that exceed the maximum order may be placed with the contractor selected in accordance with FAR 8.404. The order will be placed under the current contract.
- d. Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-72.

13. Use of Federal Supply Service Information Technology Schedule Contracts

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; and
 - (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:

- (4) 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);
- (5) Offer the lowest price available under the contract; or
- (6) 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.

13.1 Federal ADP/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 Telecommunications Standards (FED-STDS), which are cited by ordering offices, shall be responded to promptly by the Contractor.

13.2 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.

13.3 Federal Telecommunications Standards (FED – STDS)

Telecommunications 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 FEDS-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, Maryland 20899, telephone number 301-975-2833.

14. Security Requirements

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery order(s), 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 be negotiated with the Schedule Contractor on an open market basis, outside the scope of the contract.

15. 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 52.249-1, 52.249-2, and 52.249-8.

16. GSA Advantage!

The GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule price lists with ordering information, terms and conditions, and up-to-date pricing that will aid Schedule users in acquisitions. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

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

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

17. Use of FSS ITS Schedule Contracts

In accordance with FAR 8.404:

- a. Ordering activities can place orders of \$2,500 or less with any GSA Federal Supply Schedule contractor. GSA has already determined the prices of items under these contracts to be fair and reasonable.

- b. To reasonably ensure that a selection represents the best value and meets the agency's needs at the lowest overall cost, before placing an order of more than \$2,500, an ordering activity should –
 - 1. Consider reasonably available information about products offered under Multiple Award Schedule (MAS) contracts; this standard is met if the ordering activity does the following:
 - i. Considers products and prices contained in any GSA MAS automated information system (e.g., GSA Advantage!); or
 - ii. If automated information is not available, reviews at least three (3) price lists.
 - 2. In selecting the best value item at the lowest overall cost (the price of the item plus administrative costs), the ordering activity may consider such factors as –
 - i. Special features of one item not provided by comparable items which are required in effective program performance;
 - ii. Trade-in considerations;
 - iii. Probable life of the item selected as compared with that of a comparable item;
 - iv. Warranty conditions; and
 - v. Maintenance availability.
 - 3. Give preference to the items of small business concerns when two or more items at the same delivered price will meet an ordering activity's needs.
- c. MAS contractors will not be required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order. There may be circumstances where an ordering activity finds it advantageous to request a price reduction, such as where the ordering activity finds that a schedule product is available elsewhere at a lower price, or where the quantity of an individual order clearly indicates the potential for obtaining a reduced price.
- d. Ordering activities should document orders of \$2,500 or less by identifying the contractor the item was purchased from, the item purchased, and the amount paid. For orders over \$2,500, MAS ordering files should be documented in accordance with internal agency practices. Agencies are encouraged to keep documentation to a minimum.

18. Contractor Commitments, Warranties, and Representations

- a. For the purpose of this contract, commitments, warranties, and representations include, in addition to those agreed to for the entire schedule contract:
 - 1. Time of delivery/installation quotations for individual orders.
 - 2. Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional

characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.

- 3. Any representation 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 enlarge the scope of this schedule contract for individual orders. Terms and conditions of any orders are limited strictly to those specified in the schedule contract and price list and agreed to by GSA.

19. Overseas Activities

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

Not Applicable

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 (Purchase, Maintenance, and Repair Service).

20. Year 2000 Warranty – Commercial Supply Items

“Year 2000 compliant” means information technology that 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. Furthermore, Year 2000 compliant information technology, when used in combination with other information technology, shall accurately process date/time data if the other information technology properly exchanges date/time data with it.

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.

Ordering Guide for Our Customers**A Summary of How to Use GSA Schedules**

This GSA Information Technology (IT) Professional Services Schedule can be easily utilized to gain access to contractors for required services. Task Orders may be put in place quickly and efficiently by the Ordering Agency Contracting Officer. This summary reflects the ordering procedures provided in the following section.

Step 1: Identify the Requirement: The Technical or Project Officer identifies a requirement and prepares a Statement of Work (SOW). This is sent to the contracting office that the agency will use. This contracting office can be within its own agency, an outside agency, or a GSA Regional contracting office.

Step 2a: Placing Small Task Orders of \$2500 or Less: A Task Order may be placed directly with the GSA Schedule holder chosen to perform the effort, by the Ordering Agency.

OR

Step 2b: Large Task Orders Over \$2500: The Technical or Project Officer prepares a Request for Quotation (RFQ) for the contracting office. This RFQ can use a simplified format for a contractor to respond to items such as experience, project schedule, cost, staffing, technical and/or logistics support requirements. Often the RFQ is tailored to minimize the effort expended by the contractors. The RFQ should be sent to three approved GSA IT schedule holders offering the required services.

Step 3: Contractors Submit Proposals: Proposals may include cost, schedule, staffing, logistics concerns and technical requirements requested by the Ordering Agency to provide the requirements of the GSA Special Item Numbers (SIN) being requested under the Schedule. Oral presentations are encouraged by GSA. Resumes are usually only provided upon specific request of the Ordering Agency.

Step 4: Evaluate Proposals and Select a Contractor(s): The Technical or Project Officer and the Contracting Officer evaluate the responses received and make contractor selection(s) based upon the best value. At times, the Ordering Agency may select multiple contractors or possibly a teaming arrangement of contractors. The Ordering Agency may even select several contractors to provide certain portions of the project using different GSA schedules.

Step 5: Placing a Task Order with the Contractor(s): Once the Ordering Agency has selected its best value contractor(s), a Task Order may be issued to them immediately.

For more details on ordering services, go to <http://fss.gsa.gov/schedules> and under Related Offerings click on "Ordering from Schedules," or under Related Links, you can click on GSA *Advantage!* or e-Buy; or under Publications click and see the FSS publication Multiple Award Schedules Program Owner's Manual.

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): “BPAs may also be established with Federal Supply Schedule contracts...”

For BPAs, 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.

Simplified Acquisition Procedures for 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 know 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.

**Sample Blanket Purchase Agreement
Suggested Format**

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

In the spirit of the Federal Acquisition Streamlining Act (Agency) and *MTS Technologies, Inc.* 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-5542H.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; development of technical document, 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	<i>MTS Technologies, Inc.</i>	Date

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply contract GS-35F-5542H, 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.

Commitment to Promote Small Business Participation Procurement Programs

MTS Technologies, Inc. provides commercial products and services to the Federal Government. We are committed to promoting participation of small, small disadvantaged, veteran-owned, HUBzone, and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

- To actively seek and partner with small businesses.
- To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.
- To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.
- To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.
- To ensure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.
- To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.
- To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact Mr. Harold J. Guidry, Director of Contracts, (703) 575-2909, (703)575-2985 (fax).

Basic Guidelines for Using “Contractor Team Arrangements”

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

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

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

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

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

Here is a general outline on how it works:

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

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

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services 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.

2. 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) 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)(A) 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 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. 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 quotation 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.

3. Order

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

4. Performance of Services

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.
- 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 Contractor guarantees the satisfactory completion of the IT services performed under the task order and that all contract personnel utilized in the performance of IT services under the task order shall have the education, experience, and expertise as stated in the task order.
- d. Any Contractor travel required in the performance of IT services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. 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.

6. Responsibilities of the Contractor

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

7. 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.

8. 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.

9. 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.

10. 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.

11. 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.

12. Resumes

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

13. Travel

Any travel required by an ordering agency, in the performance of ADP Services under this contract, will be reimbursed by the ordering agency. Contractor travel will be in accordance with the Federal Travel Regulations or Joint Travel Regulations, as applicable. Estimated Federal Government Per Diem Rates will apply to contractor travel.

14. Other Direct Costs (ODCs)

Other Direct Costs (ODCs) are available outside the scope of this contract. These Costs will be negotiated separately with the ordering agency per the guidelines set forth in the FAR.

15. Approval of Subcontracts

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

Scope of Services

Information Technology Professional Services (SIN 152-51)

MTS provides the following types of Information Technology Professional Services under this contract:

- Systems Analysis and Design
- Systems Installation
- Programming
- Conversion and Implementation Support
- Network Services
- Project Management
- Data/Records Management
- Resources and Facilities Management
- Database Planning and Design
- Millennium Conversion Services
- Subscription/Publication Services

Systems Analysis and Design

MTS will perform systems analysis and design to develop new systems and/or prepare modifications and enhancements to existing systems. Systems analysis and design tasks may include, but are not necessarily limited to:

- Perform requirements analysis, including definition of user requirements
- Analyze current operations and systems
- Perform mission needs analysis
- Determine potential alternative software solutions
- Demonstrate conceptual designs using software prototyping techniques
- Perform feasibility studies and cost benefit analyses
- Develop system implementation plans identifying resource requirement and schedules
- Develop system or database specifications
- Perform technical reengineering

Systems Installation

MTS will install client systems and make them ready for client use. Systems installation tasks may include, but are not necessarily limited to:

- Conduct site visit, perform site preparation
- Receive equipment, unpack, inventory
- Assemble hardware, conduct basic tests
- Load software, perform setup and installation, and test
- Provide user training and orientation

Programming

MTS will perform programming in support of software systems, system modules, and system modifications to meet client requirements. Programming tasks may include, but are not necessarily limited to:

- Develop preliminary and/or detailed design specifications
- Develop and demonstrate system prototype
- Write program coding
- Perform system test, debug, verification
- Provide configuration management
- Design and prepare input/output screens
- Design and prepare reports
- Prepare Internet/intranet interface

Conversion and Implementation Support

MTS will support system conversion, migration, upgrade, and implementation efforts. Conversion and implementation support tasks may include, but are not necessarily limited to:

- Conduct implementation planning
- Provide configuration change management
- Perform media format conversion
- Perform system rehosting
- Provide operations and maintenance support

Network Services

MTS will design, install, and maintain computer networks to meet client requirements. Network services tasks may include, but are not necessarily limited to:

- Perform network analysis and capacity planning
- Prepare network design
- Analyze network reliability and availability
- Design network architecture
- Perform network engineering/management/administration
- Provide telecommunications analysis
- Design and develop electronic commerce/Internet/intranet interface

Project Management

MTS will manage, supervise, and direct active programs; develop required program plans; and develop and deliver program deliverables. Project management services tasks may include, but are not necessarily limited to:

- Develop program, project, and/or task management plans
- Define task requirement specifications
- Perform control and scheduling
- Prepare status reports and progress reports
- Participate in technical and management meetings
- Develop and administer quality management programs
- Develop and administer configuration management programs

Data/Records Management

MTS will manage, supervise, and direct active programs; develop required program plans; and develop and deliver program deliverables. Data/Records management services tasks may include, but are not necessarily limited to:

- Perform data modeling
- Determine data standardization
- Provide data management
- Perform data warehousing
- Perform database design and implementation

Resources and Facilities Management

MTS will support the operations and maintenance of facilities, systems and equipment. Resources and facilities management tasks may include, but are not necessarily limited to:

- Assess facilities, systems, and equipment requirements
- Inspect/validate facilities, systems, and equipment
- Analyze facilities, systems and equipment maintenance requirements
- Provide operational and maintenance support of facilities, systems, and equipment
- Perform facilities, systems and equipment cost estimation and budget analysis
- Coordinate facilities, systems and equipment moves/relocations
- Determine facilities, systems and equipment specifications

Database Planning and Design

MTS will perform database systems analysis and design to develop new database systems/structures and/or prepare modifications and enhancements to existing systems. Database planning and design tasks may include, but are not necessarily limited to:

- Analyze database and data warehousing/structure requirements
- Determine and evaluate database engine alternatives
- Design database systems/structures
- Provide database engineering support
- Provide information engineering support
- Provide technical reengineering support

Millennium Conversion Services (Y2K)

MTS will provide support for computer based or information technology systems as we approach the arrival of the Y2K (01/01/2000). Millennium conversion tasks may include, but are not necessarily limited to providing the following services:

- Software maintenance of dates, times and time duration I computer based applications
- Modifications of six-digit coding in administrative information systems including:
 - planning and scheduling
 - human resources
 - many other application systems that use the convention of two-digit years, two-digit months, and two-digit days

- Analyzing software to determine where problems may exist, e.g., two-digit year coding, six-digit date coding, and leap year calculations.

Subscription/Publication Services

MTS will perform CD-ROM storage, Magnetic Media for Technology Assessment and Acquisition Subscription to meet client requirements. Subscription and publication tasks may include, but are not necessarily limited to:

- Archival storage of images and data in an easily retrieval mode
- Creation of reference libraries for correlative studies and analyses
- Developing automated image ranking tools that provide for quick identification of unknown specimen
- Developing standardized classification systems for describing various specimens
- Creation of ORDBM systems that can compare and analyze large quantities of data (in the gigabyte range) in short periods of time, e.g. using Oracle 7.

Labor Category Descriptions

Labor Category	Education	# YRS EXP	General Experience	Functions
Program Manager	Masters or Bachelors	12	Experience in the management of information system programs, including multiple projects/tasks, multi-year program involving the analysis, design, implementation, or operation of information systems.	Provide overall management, technical guidance, and interface to client program manager. Responsible for deliverable quality and integrity of the final work product on large information system programs.
Project Manager	Bachelors	10	ADP related projects; demonstrated ability to provide guidance and direction for an entire project; proven expertise in information systems management and controls of funds and resources; demonstrated capability in managing multitask projects of high complexity; increasing responsibility in information systems design, implementation and management.	Provides competent leadership and technical direction to personnel. Interfaces with client management personnel including the Contracting Officer and Contracting Officers Technical Representative. Simultaneously plans and manages the transition of several highly technical projects. Directs the completion of tasks within estimated time frames and budget constraints.
Software Engineer - Manager	Bachelors	6-10	Software development experience. Requires knowledge of one or more platforms and operating systems, and of programming languages such as C and C++. Typically requires knowledge of one or more systems architectures such as client/server and distributed processing. May require interaction with customers, vendors, and external development partners.	Directs and coordinates the work activities of a group of software engineers. Establishes and monitors project schedules and ensures adherence to work deadlines. Reviews work for completeness and accuracy.
Software Engineer I	Bachelors	0-2	Entry level position. Requires practical knowledge of one or more platforms and operating systems, and of programming languages, such as C and C++. Typically requires knowledge of one or more systems architectures such as client/server and distributed processing.	Assists in design and coding of software product components, units, and modules according to detailed specifications. Participates in analysis and development of test plans. Tests assigned components and units. Provides test results and recommends corrections to senior developers.
Software Engineer II	Bachelors	2-4	Software development experience. Requires comprehensive knowledge of one or more platforms and operating systems, and of programming languages such as C and C++. Typically requires knowledge of one or more systems architectures such as client/server and distributed processing.	Assists in design and coding of software products. Prepares comprehensive test plans. Conducts tests, Identifies and debugs relatively simple problems. Provides test results and recommends more complex corrections to senior developers. Codes enhancements and supports features. Participates in writing product and user documentation
Software Engineer III	Bachelors	4-7	Software development experience. Requires comprehensive knowledge of one or more platforms and operating systems, and of programming languages such as C and C++. Typically requires knowledge of one or more systems architectures such as client/server and distributed processing	Designs and codes software components, units, and modules that meet product specification and development schedules. Tests and debugs assigned component units. Participates in large systems and subsystem planning. Adheres to product build and release schedules and strategies. Acts as a technical resource for lower-level developers.

Labor Category	Education	# YRS EXP	General Experience	Functions
Software Engineer IV	Masters or Bachelors	7-10	Software development experience. Requires comprehensive knowledge of one or more platforms and operating systems, and of programming languages such as C and C++. Typically requires knowledge of one or more systems architectures such as client/server and distributed processing. May require interaction with customers, vendors and external development partners.	Develops technical design and specifications for software products. Researches and integrates design strategies, product specifications, development schedules, and user expectations into product capabilities. Uses software development technologies and tools to build, test and maintain product modules, components, and subsystems. Provides technical leadership to lower-level developers.
Software Engineer V	Masters or Bachelors	10-15	Software development experience. Requires comprehensive knowledge of one or more operating systems, and of programming languages such as C and C++. Typically requires knowledge of one or more systems architectures such as client/server and distributed processing. May require interaction with customers, vendors, and external development partners.	Performs at the highest levels of technical complexity, analysis, design, development, testing and debugging of computer software. Activities may include operating system architecture integration, software design, and selection of computer systems, languages or equipment. Provides technical leadership to lower level developers.
Principal Engineer	Masters or Bachelors	10-15	Software development experience and expert knowledge of specific products, systems, and lines of business. Interacts with customers regarding strategies, requirements, problem solving and support.	Oversees technical design, development, and implementation of large projects and/or major software products and systems. Assists in defining architecture requirements and establishing standards for design and development. Consults with management and customers regarding product feasibility and viability of product plans and designs. Factors emerging technologies and product support ability into design and implementation. May act as team leader in prioritizing group task, determining individual assignments, and reviewing work of lower-level developers.
QA Specialist	Bachelors	3-5	Experience in quality assurance. Proven experience in configuration management, verification and validation, integration and metrics. Proven understanding and application of documentation standards. Specific knowledge of software quality assurance and metrics.	Develops quality assurance testing and support for system software, implement quality control methodologies to ensure compliance with quality standards, guidelines and procedures in a large computer-based organization. Conducts independent quality assurance and regression testing. Develops test modules. Defines major and minor characteristics of quality including quality metrics and scoring parameters. Conducts formal and informal reviews at pre-determined life cycle. Review of program documentation to assure standards/requirements is being adhered to.
Senior QA Specialist	Bachelors or Masters	5-10	Experience in quality assurance. Proven experience in configuration management, verification and validation, integration and metrics. Proven understanding and application of documentation standards. Specific knowledge of software quality assurance and metrics. Demonstrated ability to develop an implement QA processes and procedures.	Develops new or refined processes related to quality assurance. Reviews product development documentation to ensure development specifications are designed to meet the inspection and testing standards. Initiates corrective action for procedural or process deficiencies.

Labor Category	Education	# YRS EXP	General Experience	Functions
Systems Engineer-Manager	Bachelors	6-10	Experience in computer system analysis, engineering, or software. Requires the ability to produce technical products/deliverables and direct the activities of entry level staff.	Directs and coordinates the work activities of a group of systems engineers. Establishes and monitors project schedules and ensures adherence to work deadlines. Reviews completed work for completeness and accuracy.
Systems Engineer I	Bachelors	0-2	High level academic training or equivalent experience directly related to the design, development, or analysis of information systems.	Supports research and analysis functions. Participates in the integration and configuration of computing and communications equipment. Participates in the development of applications software.
Systems Engineer II	Bachelors	2-4	Experience in hands on information systems analysis, engineering, or software development.	Supports research and analysis functions. Integrates and configures computing and communications subsystems. Develops systems and applications software.
Systems Engineer III	Bachelors	4-6	Experience in hands on information systems analysis, engineering, or software development.	Conducts research and analysis functions. Integrates and configures computing and communications subsystems. Develops systems and applications software.
Systems Engineer IV	Bachelors	6-8	Experience in computer system analysis, engineering, or software. Requires the ability to produce technical products/deliverables and direct the activities of entry-level staff.	Conducts technical evaluation and management analysis. Performs significant role in system integration, hardware development or operations and maintenance efforts.
Systems Engineer V	Masters or Bachelors	10-15	Experience in computer related analysis, engineering, or software. Requires the ability to produce technical products/deliverables and direct the activities of entry-level staff.	Performs at the highest levels of technical complexity, a variety of project tasks. Typical assignments involve integration of processes or methodologies to resolve total system or application problems. Provides technical leadership to lower level engineers.
Senior Consultant	Bachelors or Equivalent Experience	10-15	Progressive technical experience in information systems development or functional experience in engineering, finance, economics, or workflow systems. Extensive experience interacting with customers and providing technical leadership to project teams.	Serves as a senior technical expert in areas relevant to the project. May provide technical direction for tasks. Procedures or reviews substantive and complex technical product. Interfaces with client personnel. Provides written and oral reports to client technical and management personnel.
Tech Writer/Doc Spec	Bachelors	1-4	Progressive experience in technical writing and documentation preparation in the field of information processing. Knowledge of word processing and graphical presentation software.	Prepares and edits technical documentation. Incorporates information gathered from users, engineers, analysts, and programmer personnel. Coordinates efforts of technical artists and illustrators. Write, edits, and types reports and documentation. Interprets technical documentation standards and prepares documentation according to standards.

Labor Rates

Labor Category	Year and Rate				
	03/04 - 03/05	03/05 - 03/06	03/06 - 03/07	03/07 - 03/08	03/08 - 03/09
Program Manager	\$149.60	\$154.83	\$160.25	\$165.86	\$171.67
Project Manager	\$117.10	\$121.19	\$125.44	\$129.83	\$134.37
Software Engineer - Manager	\$77.54	\$80.26	\$83.07	\$85.97	\$88.99
Software Engineer I	\$24.19	\$25.04	\$25.91	\$26.82	\$27.76
Software Engineer II	\$24.30	\$25.15	\$26.03	\$26.95	\$27.90
Software Engineer III	\$55.91	\$57.86	\$59.89	\$61.98	\$64.15
Software Engineer IV	\$56.93	\$58.92	\$60.98	\$63.12	\$65.33
Software Engineer V	\$56.93	\$58.92	\$60.98	\$63.12	\$65.33
Principal Engineer	\$69.19	\$71.61	\$74.12	\$76.71	\$79.40
QA Specialist	\$52.06	\$53.89	\$55.77	\$57.72	\$59.74
Senior QA Specialist	\$64.40	\$66.66	\$68.99	\$71.40	\$73.90
Systems Engineer Manager	\$57.98	\$60.01	\$62.11	\$64.28	\$66.53
Systems Engineer I	\$29.98	\$31.03	\$32.12	\$33.24	\$34.40
Systems Engineer II	\$35.25	\$36.48	\$37.76	\$39.08	\$40.45
Systems Engineer III	\$50.71	\$52.49	\$54.32	\$56.23	\$58.20
Systems Engineer IV	\$61.19	\$63.33	\$65.55	\$67.84	\$70.22
Systems Engineer V	\$61.19	\$63.33	\$65.55	\$67.84	\$70.22
Senior Consultant	\$96.95	\$100.35	\$103.86	\$107.49	\$111.25
Tech Writer/Doc Spec	\$40.82	\$42.25	\$43.73	\$45.26	\$46.84

Sales and Service Points

California

11545 W. Bernardo Court, Suite 100
San Diego, CA 92127
858.674.2150 telephone
858.674.2151 facsimile

Florida

11315 Corporate Boulevard, Suite 100
Orlando, FL 32817
407.384.4300 telephone
407.384.4329 facsimile

Michigan

2301 W. Big Beaver Road, Suite 950
Troy, MI 48084
248.637.5120 telephone
248.637.5130 facsimile

Pennsylvania

One Pasquerilla Plaza, 2nd Floor
Johnstown, PA 15907
814.262.3700 telephone
814.262.3705 facsimile

Virginia

2800 Shirlington Road, Suite 1000
Arlington, VA 22206
703.575.2900 telephone
703.575.2965 facsimile

208 Golden Oak Court, Suite 100
Virginia Beach, VA 23452
757.518.2200 telephone
757.518.2239 facsimile