

Authorized Federal Supply Service Information Technology Schedule Pricelist General Purpose Commercial Information Technology Services

SIN 132-51

FSC/PSC Class D301 ADP Facility Management
FSC/PSC Class D302 ADP Systems Development Services
FSC/PSC Class D306 ADP Systems Analysis Services
FSC/PSC Class D307 Automated Information System Svcs
FSC/PSC Class D308 Programming Services
FSC/PSC Class D310 ADP Backup And Security Services
FSC/PSC Class D311 ADP Data Conversion Services
FSC/PSC Class D313 Computer Aided Desgn/MFG Svcs
FSC/PSC Class D316 Telecommunication Network Mgmt Svcs
FSC/PSC Class D317 Auto News, Data & Other Svcs
FSC/PSC Class D399 Other ADP & Telecommunications Svcs

Contract Number: GS-35F-5833H

Period Covered by Contract: Through July 22, 2018
General Services Administration Federal Supply Service
Pricelist current through Mod PO-0027 dated July 23, 2013.

CALIBRE

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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/>

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

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

SPECIAL NOTICE TO AGENCIES: Small Business Participation:

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

For orders exceeding the micropurchase threshold, *FAR 8.404* requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!® on-line shopping service. Vendor catalogs/pricelists, GSA Advantage!®, the GSA eLibrary and GSA eBuy links are located at <https://www.gsadvantage.gov>. This Government supply and services home page contains information on a broad array of products and services offered by small business concerns.

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT.

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

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION.

CALIBRE Systems, Inc.
6354 Walker Lane, Suite 300
Metro Park
Alexandria, VA 22310

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

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

(703) 797-8500 or (800) 784-5012

3. LIABILITY FOR INJURY OR DAMAGE.

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279.

Block 9: G. Order/Modification under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: **55-5498187**

Block 30: Type of Contractor – **Large Business**

Block 31: Woman-Owned Small Business – **No**

Block 36: Contractor's Taxpayer Identification Number (TIN): **52-1602142**

4a: CAGE Code: 0EUA6

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

5. **FOB DESTINATION.**

6. **DELIVERY SCHEDULE.**

a. **TIME OF DELIVERY.** The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER (SIN)

132-51 IT Professional Services

DELIVERY TIME (Days ARO)

As Negotiated between Parties

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

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

- a. Prompt Payment. **None**
- b. Quantity. **None**
- c. Dollar Volume. **None**
- d. Government Educational Institutions. **Government Educational Institutions are offered same discounts as all other Government customers.**
- e. Other

8. **TRADE AGREEMENTS ACT OF 1979, AS AMENDED.** All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. **STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING.** Export packing is available at extra cost outside the scope of this contract.

10. **SMALL REQUIREMENTS.** The minimum dollar value of orders to be issued is \$100.00.

11. **MAXIMUM ORDER.** (All dollar amounts are exclusive of any discount for prompt payment.) The Maximum Order value for Special Item Numbers (SINs) 132-51 is \$500,000.

12. **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 activities 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 activity 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 ordering activity's needs.

- a. Orders placed at or below the micro-purchase threshold. Ordering activities 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 activities 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 ordering activity’s needs. In selecting the supply or service representing the best value, the ordering activity 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 activity 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 activities shall--
- Review additional Schedule Contractors’
- (1) 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 activity 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 activities 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 activities will find it advantageous to request a price reduction. For example, when the ordering activity 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 activity 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 ordering activity for a specific order.

- f. Small business. For orders exceeding the micro-purchase threshold, ordering activities 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 ordering activity 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 activity shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the ordering activity's needs.
13. **FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS.** ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.
- 13.1 **FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS).** Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.
- 13.2 **FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS).** Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.
14. **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 ordering activity policy; however, the burden of administering the security requirements shall be with the ordering activity. 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.
15. **CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES.** Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of ***FAR 52.212-4***, paragraphs (*l*) Termination for the ordering activity's convenience, and (*m*) Termination for Cause (See *C.I.*)

16. GSA ADVANTAGE![®]

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

- a. Manufacturer;
- b. Manufacturer's Part Number; and
- c. Product categories.

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

17. PURCHASE OF OPEN MARKET ITEMS.

NOTE: Open Market Items are also known as incidental items, non-contract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS.

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

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

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

19. OVERSEAS ACTIVITIES.

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below: **Not Applicable**

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

20. BLANKET PURCHASE AGREEMENTS (BPAs).

Federal Acquisition Regulation, *FAR 13.303-1(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 13.303-2(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.

21. CONTRACTOR TEAM ARRANGEMENTS.

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses *552.238-74*, Contractor's Reports of Sales and *552.238-76*, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION.

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

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

23. SECTION 508 COMPLIANCE.

The Section 508 standards can be found online at:
<http://www.section508.gov/index.cfm?FuseAction=Content&ID=12>.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

- a. A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

b. The following statement.

“This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.”

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY
PROFESSIONAL SERVICES (SIN 132-51)**

1. SCOPE.

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

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

2. PERFORMANCE INCENTIVES.

a. When using a performance based statement of work, performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.

b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

c. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

d. The above procedures do not apply to Time and Material or labor hour orders.

3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK).

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 services that require a Statement of Work. These special ordering procedures take precedence over the procedures in *FAR 8.404 (b) (2)* through *(b) (3)*.

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering activity 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.

a. When ordering services, ordering activities shall—

(1) Prepare a Request (Request for Quote or other communication tool).

(i) A statement of work (a performance-based statement of work is preferred) 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.

(ii) The request should include the statement of work and request the contractors to 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 activity 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 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-materials orders.

(iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.

(iv) The request 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 qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2) (i) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors.

(i) Based upon an initial evaluation of catalogs and price lists, the ordering activity should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate). When buying IT Professional Services under SIN 132-51 ONLY, the ordering activity, 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 ordering activity's needs are available, if the order is estimated to exceed the micro-purchase threshold.

(ii) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the ordering activity's needs. Ordering activities should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order.

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See *FAR 8.404*)

b. 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 activity the opportunity to secure volume discounts. When establishing BPAs, ordering activities shall:

(1) Inform contractors in the request (based on the ordering activity'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.

(i) SINGLE BPA. Generally, a single BPA should be established when the ordering activity 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 should be awarded the BPA. (See *FAR 8.404*)

(ii) MULTIPLE BPAs. When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a) (2) (ii) above and then place the order with the Schedule contractor that represents the best value.

- (2) 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. (See *FAR 8.404*)

c. The ordering activity 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.

d. When the ordering activity's requirement involves both products as well as executive, administrative and/or professional, services, the ordering activity should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See *FAR 8.404*)

The ordering activity, at a minimum, should document orders by identifying the contractor from which the services were purchased, 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 ordering activity requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes 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.

Ordering procedures for other services available on schedule at fixed prices for specifically defined services or tasks should use the procedures in *FAR 8.404*. These procedures are listed in the pricelist, under "Information for ordering activities," Paragraph 12.

4. 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.

5. PERFORMANCE OF SERVICES.

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

6. INSPECTION OF SERVICES.

The Inspection of Services Fixed Price (AUG 1996) clause, *FAR 52.246-4*, applies to Firm-Fixed Price orders placed under this contract. The Inspection Time-and-Materials and Labor-Hour (JAN 1986) clause at *FAR 52.246-6* applies to Time-and-Materials and Labor Hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR.

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then **FAR 52.227-14** Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY.

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

9. INDEPENDENT CONTRACTOR.

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST.

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.

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

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

11. INVOICES.

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

12. PAYMENTS.

For Firm-Fixed Price Award the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the ordering activity. For Time-and-Materials Awards, 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 Awards, the payment under Time-and-Materials and Labor Hour Contracts (FEB 2002) (Alternate II (FEB 2002)) at **FAR 52.232-7** applies to Labor Hour orders placed under this contract.

13. RESUMES.

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

14. INCIDENTAL SUPPORT COSTS.

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

15. APPROVAL OF SUBCONTRACTS.

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

16. **DESCRIPTION OF IT SERVICES AND PRICING.**

1. **Senior Consultant**

Functional Responsibility. Provides consulting services at the highest level of expertise in a given area. Develops and recommends process improvement methods; Provides expert advice regarding information technology, engineering, cost and economic analysis, resource management, or other applicable technical areas; Possesses highly developed knowledge to be used in identification of complex problems and their solutions.

Minimum Education. Possess a Bachelor's degree (Arts/Science) or specialized certification in area of expertise; Education and training, commensurate experience, and demonstrated ability of individual may be substituted.

Minimum/General Experience. Ten years of experience in management, resource allocation, and information technology is required; Specialized experience may include a business, technology, industry or specific application.

2. **Consultant**

Functional Responsibility. Provide consulting to agency heads, directors, and senior managers on management information analysis and information technology solutions, strategic analysis & organizational engineering, resource management, and cost and economic analysis; Conduct senior executive level workshops, benchmarking, and surveys; Facilitate process improvement efforts; Manage a team of consultants and analysts; Give lectures, speeches or write articles; Develop, analyze, and promote the customer's needs and issues, including the responsiveness of required deliverables.

Minimum Education. Possess a Bachelor of Arts or Bachelor of Science degree.

Minimum/General Experience. Fifteen years of functional experience, which includes experience in the application of research and analytical methodologies, information technology and tools; Specializing in management, business development, resource allocation or information technology; Possess and apply highly developed leadership and managerial skills which cross-functional areas and core competencies; Possess executive level, managerial and communication skills that allow for development, presentation and promotion of integrated solutions to customers.

3. **Program Manager**

Functional Responsibility. Primarily responsible for program management in accordance with client requirements and company guidelines; Specific responsibilities may include oversight of program level cost, schedule, performance, and deliverable services and products; Detects and creatively solves a wide variety of business problems; Provides the strategic planning for successful completion of the program; Directs, organizes, and monitors work activity and is responsible for meeting program cost, schedule, and performance objectives; Creates process change in response to program challenges.

Minimum Education. Possess a Bachelor's degree (Arts/Science) or specialized training certification, commensurate experience and demonstrated ability of individual may be substituted.

Minimum/General Experience. Ten years of management experience throughout a program life cycle; Includes coordinating work activity, allocation of resources, managing performance, and development of solutions for information technology challenges; Specialized experience may substitute for years of experience.

4. **Project Manager**

Functional Responsibility. Manages projects, tasks, or subtasks; Project Manager/Leader advises and assists project staff on execution of specific project requirements; May be responsible for management of complete project or specific task elements; Implements directives and schedules necessary to ensure effective project management; Possesses a detailed knowledge of concepts, practices, and procedures in several activity, technical and management fields; Provides technical consulting on complex projects and provides detailed guidance and direction to project staff.

Minimum Education. Possess a Bachelor of Arts/Science degree; other education, commensurate experience and demonstrated ability of individual may be substituted.

Minimum/General Experience. Seven years of experience required, specializing in management, resource allocation, or information technology; Specialized experience may substitute for years of experience.

5. **Web Development Manager**

Functional Responsibility. Plans, designs, develops, and deploys web sites; Prepares and manages content including text, graphics, audio, and videos; May work directly with clients to determine scope, analyze requirements, document design, and produce site specifications; Reviews task progress, manages task resources, and ensures overall quality of completed tasks and site; Provides high level of understanding of current and emerging web technologies.

Minimum Education. Possess a High School diploma or specialized training or certification; other education, commensurate experience and demonstrated ability of individual may be substituted.

Minimum/General Experience. Knowledge required in the area of web development, may include management of development efforts; specialized experience may substitute for years of experience.

6. **Principal Analyst**

Functional Responsibility. Provide consulting to directors and senior managers on strategic analysis & organizational engineering, resource management, cost and economic analysis, and information systems development and integration; Develop, lead, and conduct workshops, benchmarking, and surveys; Facilitate process improvement efforts; Manage a team of consultants and analysts; Generates papers and documents; Assist in developing, analyzing, and promoting the customer's needs and issues, including the responsiveness of required deliverables.

Minimum Education. Possess a Bachelor of Arts or Bachelor of Science degree.

Minimum/General Experience. Ten years of functional experience, which includes experience in the application of research and analytical methodologies, information technology and tools; Specializing in management, business development, resource allocation or information technology; Possess functional, managerial, technical, and communication skills that allows for development and presentation of integrated solutions to customers.

7. **Senior Analyst**

Functional Responsibility. Provide leadership and/or coordination for the evaluation and redesign of current business processes to ensure effective and efficient use of business information technology and resources, and improve process performance; Recommend and design cost effective strategies for use of system technology to meet customer information objectives; Must be adept at problem definition and resolution.

Minimum Education. Possesses a Bachelor of Arts or Bachelor of Science degree; other education, commensurate experience and demonstrated ability of individual may be substituted.

Minimum/General Experience. Ten years of functional experience, which includes experience in the application of research and analytical methodologies and tools; Specializing in management, business development, resource allocation or information technology; Experience in analysis, design and development of large business information systems is required; Specialized experience may substitute for years of experience.

8. **Analyst**

Functional Responsibility. Participates in data collection, modeling, analysis and product generation; Organizes and translates data into useful automated information; Conducts analyses including defining parameters of requested data output and analysis; Assists in preparation of reports, briefings, and documentation deliverables; Must have advanced PC and Internet search skills and other applicable ADP based tools such as process engineering and database.

Minimum Education. Possesses a Bachelor of Arts or Bachelor of Science degree; other education, commensurate experience and demonstrated ability of individual may be substituted.

Minimum/General Experience. Four years experience required; Specialized experience may substitute for years of experience.

9. **Assistant Analyst**

Functional Responsibility. Assists in data collection, data analysis, and product generation; Works closely with analysts and technical staff to support translation of data output, report preparation, and deliverables; Performs computer programming tasks; Programming experience is commensurate with responsibilities.

Minimum Education. Possess a Bachelor of Arts or Bachelor of Science degree; other education or training, commensurate experience and demonstrated ability of individual may be substituted.

Minimum/General Experience. Four years experience required; Experience may include knowledge of hardware, software, and operating systems; Specialized experience may substitute for years of experience.

10. **Senior Program Analyst**

Functional Responsibility. Assists or directs the analysis and design of management systems; Identifies key users, their needs, and determines disconnects between data and information; Identifies data storage or handling of information and provides solutions; Devises improved methods of data descriptions, data outputs, and data feeds to support a variety of users; Responsibilities may include analysis of technical, financial, and program data.

Minimum Education. Possess a Bachelor of Art or Bachelor of Science degree in related field; other education, commensurate experience and demonstrated ability of individual may be substituted.

Minimum/General Experience. Three years experience may include design, installation, maintenance, and requirements development; Knowledge of systems applications, equipment processes, capabilities and limitations; Specialized experience may substitute for years of experience.

11. **Program Analyst**

Functional Responsibility. Provide consulting to managers and supervisors on strategic analysis & organizational engineering, resource management, cost and economic analysis, and information systems development and integration; Assist in the presentation of workshops, seminars, training sessions, benchmarking, and surveys; Assist in the facilitation of process improvement efforts; Responsible for directing efforts in data collection, modeling, analysis, and documentation as required; Maintain high degree of competency in required technical skills (use of ADP hardware & software products) appropriate to specific project environment.

Minimum Education. Possess a Bachelor of Arts or Bachelor of Science degree; other education, commensurate experience and demonstrated ability of individual may be substituted.

Minimum/General Experience. Six years of experience required; Applies knowledge of one or more functional areas; Specialized experience may substitute for years of experience.

12. **Principal Systems Analyst**

Functional Responsibility. Formulates and defines system scope and objectives based on user needs; May prepare detailed specifications from which complex application programs are written; Works at a high level of application systems analysis activities; Plans, manages, and promotes technology applications using systems technology, procedures, and methods; May be responsible for systems information centers, data security, and telecommunications.

Minimum Education. Possess a degree (Bachelor of Arts/Science) or specialized certification or training; other education, commensurate experience and demonstrated ability of individual may be substituted.

Minimum/General Experience. Nine years of functional experience and possess knowledge of system logic, able to promote technology applications; Experience may include management of information centers, data security, or telecommunications; Specialized experience may substitute for years of experience.

13. Senior Systems Analyst

Functional Responsibility. Assists in developing new automated systems, consults with and advises users concerning efficient methods of automating processes, works with users to define requirements, and recommends methods to automate processes; Creates high-level systems design and models including data flow diagrams, processing specifications and guide's programmers and systems analysts in development of appropriate application systems; Participates in all phases of software development projects including definition, design, coding, testing, documenting and implementation of automated systems.

Minimum Education. Possess a Bachelor of Science degree in Computer Science, Information Systems, Business, Engineering, or related technical discipline; other education, commensurate experience and demonstrated ability of individual may be substituted.

Minimum/General Experience. Eight years experience in data processing which should include analysis and design of business applications on complex systems for large scale computers and client-server environments, version control, configuration management, and other quality control techniques, logical and physical database design, and the use of current programming languages and DBMSs; Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs is required; Specialized experience may substitute for years of experience.

14. Senior Database Administrator

Functional Responsibility. Works at the highest level of database management; May be responsible for design, implementation, and maintenance of complex databases with respect to JCL, access methods, access time, device allocation, validation, organization, and statistical methods; Duties may include protection and security of physical information; Provides advice to database administrators on design and development of large scale or complex database applications; May monitor the performance of subordinates and provide guidance and instruction to project/task team members.

Minimum Education. Possess a degree (Bachelor of Arts/Science) or specialized certification; other education, commensurate experience and demonstrated ability of individual may be substituted.

Minimum/General Experience. Seven years of experience with complex databases is required; Possess knowledge of standards and procedures, able to maintain database dictionaries, and competent in the database management; Specialized experience may substitute for years of experience.

15. Database Administrator

Functional Responsibility. Plans and produces database technology applications; May implement database management and program objectives; Analyzes system data requirements for the design and development of software solutions; Defines interrelationships between database fields and clarifies system use of data items; Provides detailed knowledge of concepts, practices, and procedures in several technical areas, including data security, telecommunications, training, and information centers.

Minimum Education. Possess a Bachelor's (Arts/Science) degree; other education, commensurate experience and demonstrated ability of individual may be substituted.

Minimum/General Experience. Requires seven years of experience and detailed knowledge of concepts, practices, and procedures in several fields of technical activity; Specialized experience may substitute for years of experience.

16. **Junior Database Administrator**
Functional Responsibility. Typically assists the Database Administrator in database applications; Contributes to system design and testing, development of system performance specifications, evaluation of system concepts; Coordinates fabrication, integration, test and evaluation of system software; Duties may include drafting technical documentation.
Minimum Education. Possess a Bachelor's (Arts/Science) degree or specialized training in database administration; Other education, commensurate experience and demonstrated ability of individual may be substituted.
Minimum/General Experience. Four years experience required; May include skills in network administration, design, troubleshooting, and installation; Specialized experience may substitute for years of experience.
17. **Principal Information Engineer**
Functional Responsibility. Applies business process improvement practices to reengineer methodologies/principles and business process modernization projects; Assists in establishing standards for information systems procedures; Creates organization wide information models for use in the design and production of integrated, shared software and database system management systems; May be responsible for oversight of mathematicians, statisticians, operations research analysts, or modelers.
Minimum Education. Possess a Bachelor's (Arts/Science) degree; other education, commensurate experience and demonstrated ability of individual may be substituted.
Minimum/General Experience. Seven years of experience which may include systems development, functional and data requirements analysis, and implementation of information engineering projects; Specialized experience may substitute for years of experience.
18. **Senior Information Engineer**
Functional Responsibility. Develops and refines new engineering techniques to enhance quality and productivity; Develops and recommends standards for information systems procedures; Develops and recommends cost effective information engineering methodologies and tools for application across functional and project boundaries; Develops and applies organization-wide information models for use in designing and building integrated, shared software and database measurement systems; Develops and assists in development of activity and data models in both the "as-is" and "to-be" environments, identifies targets of opportunity for improvement; Develops and leads development of simulation models for "what-if" analyses of identified core and business processes targeted for re-engineering and improvement.
Minimum Education. Possess a Bachelor of Science degree in Computer Science, Information Systems, Business, Engineering, or related technical discipline; other education, commensurate experience and demonstrated ability of individual may be substituted.
Minimum/General Experience. Eight years experience in information engineering with knowledge of functional and data requirements analysis, activity-based costing, modeling, functional economic analysis, process improvement, and performance measurement; Knowledge of information engineering methodologies, tools, and techniques for application across project, functional area, and organizational boundaries; Specialized experience may substitute for years of experience.
19. **Information Engineer**
Functional Responsibility. Applies business process improvement principles and the information engineering methodologies, tools, and techniques to implement these principles across a wide array of project, functional and organizational boundaries; Applies and assists in the development of organization-wide information models for use in designing and building integrated, shared software and database measurement systems; Defines activity and data modeling requirements; May perform or participate in development of simulation models for "what-if" analyses of identified core and business processes targeted for reengineering and improvement; Assists in development of

strategic information management plans in support of the clients' corporate vision, strategic plans, and mission.

Minimum Education. Possess a Bachelor of Science degree in Computer Science, Information Systems, Engineering, Business or other related technical discipline; other education, commensurate experience and demonstrated ability of individual may be substituted.

Minimum/General Experience. Four years experience in information engineering with knowledge of functional and data requirements analysis, activity-based costing, modeling, functional economic analysis, process improvement, and performance measurement; Experience in the use of state-of-the-art information engineering tools is required; Specialized experience may substitute for years of experience.

20. Senior Network Engineer

Functional Responsibility. Performs a variety of network engineering tasks, either independently or under supervision, which are broad in nature and are concerned with the design and implementation of integrated networks, including personnel, hardware, software, and support facilities and/or equipment; Plans and performs network engineering research, design development, and other assignments in conformance with network design, engineering and customer specifications; Responsible for major technical/engineering projects of higher complexity and importance than those normally assigned; Supervises a team of Network Engineers through project completion.

Minimum Education. Possess a Bachelor's (Arts/Science) degree; other education or training, commensurate experience and demonstrated ability of individual may be substituted.

Minimum/General Experience. Possesses up to seven years experience in a wide variety of network related areas, which may include management; Specialized experience may substitute for years of experience.

21. Network Engineer

Functional Responsibility. Performs technical support in evaluating and resolving network and processor problems; Provides support in designing, installing and may maintain networks that link numerous computing platforms, operating systems, network topologies, and network protocols; Responsible for the design, configuration, and implementation of networks.

Minimum Education. Possess a Bachelor's (Arts/Science) or Associate's degree; other education or training, commensurate experience and demonstrated ability of individual may be substituted.

Minimum/General Experience. Possess up to four years experience in network related tasks; Specialized experience may substitute for years of experience.

22. Senior Systems Programmer/Analyst

Functional Responsibility. Performs complex assignments on operating systems and application programs; Performs work on moderately complex applications programs; Codes, tests, and debugs applications; Analyzes a variety of systems, programs, and develops documentation, and design specifications; Analyzes system specifications and develops methods for problem solution; May perform system test and integration and select computer systems, languages and equipment; Defines nature of data contained in the database.

Minimum Education. Possess a Bachelor's (Arts/Science) degree or specialized certifications; other education or training, commensurate experience and demonstrated ability of individual may be substituted.

Minimum/General Experience. Four years experience in transfer, sustainment, modernization, and continuous improvement of automated data processing activities; Specialized experience may substitute for years of experience.

23. Systems Programmer/Analyst

Functional Responsibility. Performs system-wide analysis, primarily with respect to software development, hardware development and reliability, maintainability and availability; Defines and develops user requirements and system specifications for new

and expanded automated system; Creates high-level systems designs including data flow diagrams, and processing specifications; Performs in coding, testing, documenting, and maintaining newly created and/or existing application software; Recommend redesign of programs, investigate and analyze feasibility and program requirements, and develop program specifications; Designs, codes, tests, and debugs applications software.

Minimum Education. Possess a Bachelor of Science degree in Computer Science, Math, Engineering, or other related technical discipline; other education, commensurate experience and demonstrated ability of individual may be substituted.

Minimum/General Experience. Five years experience in data processing , which should include analysis and design of business applications on complex systems for large-scale computers and client-server environments, database management, and the use of current programming languages and DBMSs; Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs and applications is required; Specialized experience may substitute for years of experience.

24. Computer Programmer/Analyst

Functional Responsibility. Codes and tests routine or complex application programs; Develops programming specifications and associated documentation to support program changes; Analyzes applications software to resolve problems, determine efficient methods to code program changes; implements and tests changes; Updates systems and operations documentation to reflect program and operational changes and enhancements; Assist in designing and debugging applications software; Develops structure charts and associated documentation to support program changes.

Minimum/General Experience. Three years experience in various specialized areas; Specialization includes coding software applications and/or utilizing database management system technologies; Specialized experience may substitute for years of experience.

25. Senior Technical Support

Functional Responsibility. Maintains information systems at local or remote sites, and typically provides help desk support; Responds to user help calls, diagnoses end-user problems, and may use diagnostic software to ascertain nature of problem and provide solutions; Responsible for maintenance of systems, system administration, programming, and database security; Provides special operational documentation and initial operation instruction.

Minimum Education. Possess a degree (Bachelor of Arts/Science) or specialized training; other education, commensurate experience and demonstrated ability of individual may be substituted.

Minimum/General Experience. One year experience required in use of diagnostic software, repair and replacement of non-functional parts, installation and relocation of hardware and software; Specialized experience may substitute for years of experience.

26. Technical Support

Functional Responsibility. Responds to help desk requests of a routine, non-complex nature; Possesses comprehensive knowledge of PC operating systems and standard software applications; May provide phone or in-person problem identification and solution support to users.

Minimum Education. High school degree required; other education, commensurate experience and demonstrated ability of individual may be substituted.

Minimum/General Experience. Requires two years experience and familiarity with Windows desktop applications; Specialized experience may substitute for years of experience.

**CALIBRE Systems, Inc. GSA IT Schedule 70
Information Technology Professional Services (SIN 132-51) Pricelist**

	7/23/2013 to 7/22/2014	7/23/2014 to 7/22/2015	7/23/2015 to 7/22/2016	7/23/2016 to 7/22/2017	7/23/2017 to 7/22/2018
LABOR CATEGORY	Hourly Rate				
Senior Consultant	\$ 197.06	\$ 200.21	\$ 203.41	\$ 206.66	\$ 209.97
Consultant	\$ 194.03	\$ 197.13	\$ 200.28	\$ 203.48	\$ 206.74
Program Manager	\$ 181.82	\$ 184.73	\$ 187.69	\$ 190.69	\$ 193.74
Project Manager	\$ 139.71	\$ 141.95	\$ 144.22	\$ 146.53	\$ 148.87
Web Development Manager	\$ 124.02	\$ 126.00	\$ 128.02	\$ 130.07	\$ 132.15
Principal Analyst	\$ 149.99	\$ 152.39	\$ 154.83	\$ 157.31	\$ 159.83
Senior Analyst	\$ 120.78	\$ 122.71	\$ 124.67	\$ 126.66	\$ 128.69
Analyst	\$ 101.13	\$ 102.75	\$ 104.39	\$ 106.06	\$ 107.76
Assistant Analyst	\$ 57.93	\$ 58.86	\$ 59.80	\$ 60.76	\$ 61.73
Senior Program Analyst	\$ 121.73	\$ 123.68	\$ 125.66	\$ 127.67	\$ 129.71
Program Analyst	\$ 105.20	\$ 106.88	\$ 108.59	\$ 110.33	\$ 112.10
Principal Systems Analyst	\$ 129.49	\$ 131.56	\$ 133.66	\$ 135.80	\$ 137.97
Senior Systems Analyst	\$ 116.34	\$ 118.20	\$ 120.09	\$ 122.01	\$ 123.96
Senior Database Administrator	\$ 150.07	\$ 152.47	\$ 154.91	\$ 157.39	\$ 159.91
Database Administrator	\$ 122.73	\$ 124.69	\$ 126.69	\$ 128.72	\$ 130.78
Junior Database Administrator	\$ 75.42	\$ 76.63	\$ 77.86	\$ 79.11	\$ 80.38
Principal Information Engineer	\$ 135.76	\$ 137.93	\$ 140.14	\$ 142.38	\$ 144.66
Senior Information Engineer	\$ 124.28	\$ 126.27	\$ 128.29	\$ 130.34	\$ 132.43
Information Engineer	\$ 92.77	\$ 94.25	\$ 95.76	\$ 97.29	\$ 98.85
Senior Network Engineer	\$ 146.27	\$ 148.61	\$ 150.99	\$ 153.41	\$ 155.86
Network Engineer	\$ 104.35	\$ 106.02	\$ 107.72	\$ 109.44	\$ 111.19
Senior Systems Programmer/Analyst	\$ 116.87	\$ 118.74	\$ 120.64	\$ 122.57	\$ 124.53
Systems Programmer/Analyst	\$ 106.10	\$ 107.80	\$ 109.52	\$ 111.27	\$ 113.05
Computer Programmer/Analyst	\$ 80.89	\$ 82.18	\$ 83.49	\$ 84.83	\$ 86.19
Senior Technical Support	\$ 93.99	\$ 95.49	\$ 97.02	\$ 98.57	\$ 100.15
Technical Support	\$ 105.94	\$ 107.64	\$ 109.36	\$ 111.11	\$ 112.89
Annual Escalation is at a rate of 1.6%					

**UNITED STATES OF AMERICA COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAM**

PREAMBLE

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

CALIBRE's COMMITMENT

CALIBRE Systems, Inc. is committed to the following terms:

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact **Mindy L. Scott, Vice President, Contracts Administration**; telephone: (703) 797-8500; email: contracts@calibresys.com; facsimile: (703) 797-8501.

**BEST VALUE BLANKET PURCHASE AGREEMENT (BPA)
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

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

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

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

Signatures:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

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

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

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

(2) Delivery:

DESTINATION:	DELIVERY SCHEDULES / DATES:
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

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