

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

SIN 132-51 - INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D308	Millennium Conversion Services (Y2K)
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Automated News Services, Data Services, or Other Information Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

**Progressive Data Systems, Inc.
18023 Dumfries Shopping Plaza
Dumfries, VA 22026
703.441.9400
www.pdsinfo.com**

Contract Number: GS-35F-5868H

Period Covered by Contract: August 1998 – August 2013
General Services Administration, Federal Supply Service

Pricelist current through Modification #A188, dated 9/21/2011
Prices Effective 9/21/2011

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/>.

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.

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.

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.

TABLE OF CONTENTS

Information for Ordering Offices.....	1
1. Geographic Scope of Contract	1
2. Contractor's Ordering Address	1
3. Liability for Injury or Damage	2
4. Statistical Data for Government Ordering Office Completion of Standard Form 279.....	2
4a. CAGE Code.....	2
5. FOB	2
6. Commercial Delivery Schedule (Multiple Award Schedules).....	2
7. Discounts.....	3
8. Trade Agreements Act of 1979, as amended	3
9. Statement Concerning Availability of Export Packing.....	3
10. Small Requirements	3
11. Maximum Order.....	3
12. Use Of Federal Supply Service Information Technology Schedule Contracts.....	3
13. Federal Information Technology/Telecommunication Standards Requirements	6
14. Security Requirements	6
15. Contract Administration For Ordering Offices	7
16. GSA Advantage!	7
17. Purchase Of Open Market Items	7
18. Contractor Commitments, Warranties and Representations	7
19. Overseas Activities.....	8
20. Blanket Purchase Agreements (BPAs).....	8
21. Contractor Team Arrangements	9
22. Installation, Deinstallation, Reinstallation	9
23. Section 508 Compliance.....	9
24. Prime Contractor Ordering from FSS	10
Terms and Conditions Applicable to Information Technology (IT) Professional Services (Special Item Number 132-51)	11
1. Scope	11
2. Performance Incentives	11
3. Ordering Procedures for Services.....	11
4. Order.....	14
5. Performance of Services.....	14
6. Inspection of Services	14
7. Responsibilities of the Contractor	15
8. Responsibilities of the Government	15
9. Independent Contractor	15
10. Organizational Conflicts of Interest	15
11. Invoices	15
12. Payments	16
13. Resumes.....	16
14. Incidental Support Costs	16
15. Approval of Subcontracts.....	16
16. Description of IT Services and Pricing	16
USA Commitment to Promote Small Business Participation Procurement Programs...40	
Best Value Blanket Purchase Agreement Federal Supply Schedule	41

INFORMATION FOR ORDERING OFFICES

SPECIAL NOTICE TO AGENCIES:

Small Business Participation

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

For orders exceeding the 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!TM on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!TM and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

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

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

1. Geographic Scope of Contract: The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, the Commonwealth of Puerto Rico.

2. Contractor's Ordering Address and Payment Information:

Contractor Ordering Address

Progressive Data Systems, Inc.
18023 Dumfries Shopping Plaza
Dumfries, VA 22026
703.441.9400
www.pdsinfo.com

Contractor Payment Address

Progressive Data Systems, Inc.
18023 Dumfries Shopping Plaza
Dumfries, VA 22026

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will not be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

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

(703) 441-9400

3. Liability for Injury or Damage

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

4. 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): 869523217
Block 30: Type of Contractor: B. Other Small Business
Block 31: Woman-Owned Small Business: No
Block 36: Contractor's Taxpayer Identification Number (TIN): 54-1705829

4a. CAGE Code: OZSQ1

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

5. FOB Destination

6. Commercial Delivery Schedule (Multiple Award Schedules)

(a) TIME OF DELIVERY.

The contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below.

**SPECIAL ITEM
NUMBER**

**DELIVERY TIME
(DAYS ARO)**

132-51

Not Applicable

(b) **URGENT REQUIREMENTS:**

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

7. Discounts:

- a. Prompt Payment: Net 30
- b. Quantity-See GSA Price Schedule
- c. Dollar Volume-None
- d. Government Educational Institutions: Government Educational Institutions are offered the same discounts as all other Government customers.
- e. Other: None

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.)

- a. Special Item 132-51 - Information Technology Professional Services

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

12. Use Of Federal Supply Service Information Technology Schedule Contracts. In accordance with FAR 8.404:

[**NOTE:** Special ordering procedures have been established for Special Item Numbers (SINs) 132-51 IT Professional Services and 132-52 EC Services; refer to the terms and conditions for those SINs.]

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

a. Orders placed at or below the micro-purchase threshold. Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

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

- (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
- (2) Trade-in considerations;
- (3) Probable life of the item selected as compared with that of a comparable item;
- (4) Warranty considerations;
- (5) Maintenance availability;
- (6) Past performance; 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:

- (1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
- (2) Offer the lowest price available under the contract; or
- (3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

d. Blanket purchase agreements (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

e. Price reductions. In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

f. Small business. For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

g. Documentation. Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

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

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

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

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 agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of

the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is lessor.

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 52.212-4, paragraphs (l) Termination for the Government's convenience, and (m) Termination for Cause (See C.1.)

16. GSA Advantage!

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

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

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

17. Purchase Of Open Market Items

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

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

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

18. Contractor Commitments, Warranties And Representations

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

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

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

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

b. The above is not intended to incumpus 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:

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.

20. Blanket Purchase Agreements (BPAs)

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

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

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders.

In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

21. Contractor Team Arrangements

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

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 receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

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

23. SECTION 508 COMPLIANCE.

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: Not Available

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

(a) A copy of the authorization from the Agency 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 (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**

1. SCOPE

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

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

2. PERFORMANCE INCENTIVES

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

b. The ordering office 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 offices shall consider establishing incentives where performance is critical to the agency'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 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.

(a) When ordering services, ordering offices 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 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 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 office 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 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.

(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 agency's needs. Ordering offices 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 office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall—

(1) Inform contractors in the request (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.

(i) 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 should be awarded the BPA. (See FAR 8.404)

(ii) 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 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 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.

(d) When the ordering office's requirement involves both products as well as executive, administrative and/or 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 best value. (See FAR 8.404)

The ordering office, 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 agency 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 Offices," 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 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 Agency should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

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

6. 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.

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 GOVERNMENT

Subject to security regulations, the ordering office 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 Government.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed 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.

11. 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.

12. 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.

13. RESUMES

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

Note: All non-professional labor categories must be incidental to and used solely to support hardware, software, and/or professional services and cannot be purchased separately.

IT Service Descriptions

Program Manager

Minimum/General Experience:

Ten years of progressive technical experience in IT systems, including five years of managerial/supervisory experience. Additional requirements include a demonstrated aptitude and capacity for performing management and executive functions, and multi-year experience and success in the technical management of IT system development programs.

Functional Responsibility:

Develops and evaluates plans and criteria for a variety of projects and activities to be carried out by others. Supervises, coordinates, and reviews the work of a staff of engineers and technicians; estimates personnel needs and schedules and assigns work to meet completion date.

Applies intensive and diversified knowledge of IT principles and practices in broad areas of assignments and related fields. Makes decisions independently on IT problems and methods and represents the organization in conferences to resolve important questions and to plan and coordinate work. Requires the use of advanced techniques and the modification and extension of theories, precepts, and practices of the field and related sciences and disciplines.

Plans, develops, coordinates, and directs IT Projects. Carries out complex or novel assignments requiring the development of new or improved techniques and procedures.

Minimum Education:

Bachelor's degree in engineering, physical science, computer science, mathematics, business, or management. Ten years of relevant work experienced may be substituted for the requirement of a Bachelor's degree.

Senior Systems Engineer

Minimum/General Experience

Eight years of current specialized experience in the system analysis, design, development and testing of IT systems with specific experience in the development of computer program software in support of the systems. Four years of the experience must be in the planning, design, generation, testing and integration of computer program software applications and support software.

Functional Responsibility

Directs and performs hardware and software efforts related to IT systems development, including requirements definition, planning, design, development, installation, testing, modification, maintenance, review, analysis, evaluation, ILS, configuration management, documentation preparation and production, and training.

Minimum Education

Bachelor's degree in engineering, mathematics, science or computer science. Ten years of relevant work experienced may be substituted for the requirement of a Bachelor's degree.

Senior Systems Analyst II

Minimum/General Experience

Twelve years of specialized experience to include analysis, design, development, testing and maintenance of IT systems specifically for the development of computer program software in support of these systems. Six years of the experience must be in the planning, development and operational or performance evaluation of IT applications and support systems.

Functional Responsibility

Applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing; finance management; engineering, accounting, or statistics; logistics planning; material management; software quality assurance; configuration management; testing; etc. Usually, there are multiple users of the system, however, there may be complex one-user systems, e.g., for IT or research projects. Requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, knowledge of Y2K conversion, and the regulations, structure, techniques, and management practices of one or more subject-matter areas.

May serve as lead designer for IT systems which are in concept design phase. Will define standards for which all future design decisions must comply. Will define overall design architecture for new IT systems and will oversee and direct future design and implementation. May serve as lead design analyst for entire IT development providing multiple design subgroup direction.

Minimum Education

Bachelor's degree in mathematics, engineering, physics, operational analysis, computer science, business or social sciences. Ten years of relevant work experienced may be substituted for the requirement of a Bachelor's degree.

Senior Systems Analyst

Minimum/General Experience

Eight years of specialized experience to include analysis, design, development, testing and maintenance of IT systems specifically for the development of computer program software in support of these systems. Four years of the experience must be in the planning, development and operational or performance evaluation of IT applications and support systems.

Functional Responsibility

Applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing; finance management; engineering, accounting, or statistics; logistics planning; material management; software quality assurance; configuration management; testing; etc. Usually, there are multiple users of the system, however, there may be complex one-user systems, e.g., for IT or research projects. Requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, knowledge of Y2K conversion, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. May serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower-level analysts, each responsible for several programs.

Minimum Education

Bachelor's degree in mathematics, engineering, physics, operational analysis, computer science, business or social sciences. Ten years of relevant work experienced may be substituted for the requirement of a Bachelor's degree.

Systems Analyst

Minimum/General Experience

Four years of specialized experience to include analysis, design, development, testing and maintenance of IT systems specifically for the development of computer program software in support of these systems. Two years of the experience must be in the planning, development and operational or performance evaluation of ADP applications and support systems.

Functional Responsibility

Applies systems analysis and design skills to IT systems development. Recognizes interactions of related computer systems and predicts impact of a change in assigned system.

Reviews proposals which consist of objectives, scope, and user expectations, gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action. Determines and resolves data processing problems and coordinates the work with program, users, etc.

Minimum Education

Bachelor's degree in mathematics, engineering, physics, operational analysis, computer science, business or social sciences. Ten years of relevant work experienced may be substituted for the requirement of a Bachelor's degree.

Jr. Systems Analyst

Minimum/General Experience

Appropriate educational background to include analysis, design, development, testing and maintenance of IT systems specifically for the development of computer program software in support of these systems.

Functional Responsibility

Applies systems analysis and design skills to IT systems development. Recognizes interactions of related computer systems and predicts impact of a change in assigned system.

Minimum Education

Bachelor's degree in mathematics, engineering, physics, operational analysis, computer science, business or social sciences. Ten years of relevant work experienced may be substituted for the requirement of a Bachelor's degree.

Technical Manager

Minimum/General Experience:

Eight years of progressive technical experience in IT systems, including three years of technical management experience.

Functional Responsibility:

Provides direct customer liaison at the IT management level and user level. Develops and implements IT systems and performance strategies. Develops and maintains management controls to ensure IT projects are completed on time, within budget, and compliant with customer specifications. Develops personnel skill requirements, selects prospective candidates, and monitors performance to achieve project objectives.

As a fully competent IT Professional in all conventional aspects of the subject matter or the functional area of the assignments, plans and conducts work requiring judgment in the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedures, and criteria. Devises new approaches to problems encountered.

Plans, schedules, conducts, or coordinates detailed phases of the IT work in a part of a major project or in a total project of moderate scope. Performs work which involves conventional IT practice but may include a variety of complex features such as conflicting design requirements, unsuitability of standard materials, and difficult coordination requirements.

Minimum Education:

Bachelor of Science degree in a related technical field. Ten years of relevant work experienced may be substituted for the requirement of a Bachelor's degree.

Computer Scientist

Minimum/General Experience

10 years experience in analysis and programming of IT systems software.

Functional Responsibility

Applies systems analysis and design techniques to complex systems development problems. Provides systems design in a specialized and highly complex design area, e.g. scientific systems, command and control systems, mathematical models, modeling and simulation, and network modeling/internet technologies.

Applies expertise in programming procedures to complex programs; recommends the redesign of programs; investigates and analyzes feasibility and program requirements; and develops programming specifications. Develops, modifies, and maintains complex programs; designs and implements the interrelations of files and records within programs which will effectively fit into the overall design of the project; performs Y2K conversion of existing programs; and working with problems or concepts, develops programs for the solution to major scientific computational problems requiring the analysis and development of logical or mathematical descriptions of functions to be programmed. Tests, documents, and writes operating instructions for all work.

Performs application development in 3rd and 4th generation environments including C++, Visual Basic, Visual FoxPro, Oracle, other SQL based software, or other similar products not named specifically. Develops applications in object oriented development environments including Lotus Notes/Domino, Microsoft Exchange and other similar products.

Provides conceptual software design vision for complex IT problems. Analyzes stated requirements and provides state of the art design options for consideration. Estimates schedule and resources required for execution of those recommended solutions. Provides direction and/or execution of selected solution. Supervises programmers or other IT professionals during execution of effort.

Minimum Education

Bachelor's degree in computer science, mathematics, or engineering. Ten years of relevant work experienced may be substituted for the requirement of a Bachelor's degree. Five years of relevant work experienced and formal certification in a specialized technical area may be substituted for the requirement of a Bachelor's degree. Formal Certification includes one of the following programs: Microsoft Certified Professional Program or future equivalent; Lotus Certified Lotus Specialist (CLS), Certified Lotus Professional (CLP) or future equivalents; Sun Certified Programmer for the Java Platform, Certified Developer for the Java Platform, Certified Architect, Certified Solaris Administrator, Certified Network Administrator, or future equivalents; Adobe Certified Expert (ACE) or future equivalent; or Oracle Certified Professional (OCP) or future equivalent.

Senior Programmer II

Minimum/General Experience

Eight years experience in analysis and programming of IT systems software.

Functional Responsibility

Applies expertise in programming procedures to complex programs; recommends the redesign of programs; investigates and analyzes feasibility and program requirements; and develops programming specifications. Develops, modifies, and maintains complex programs; designs and implements the interrelations of files and records within programs which will effectively fit into the overall design of the project; performs Y2K conversion of existing programs; and working with problems or concepts, develops programs for the solution to major scientific computational problems requiring the analysis and development of logical or mathematical descriptions of functions to be programmed. Tests, documents, and writes operating instructions for all work.

Performs application development in 3rd and 4th generation environments including C++, Visual Basic, Visual FoxPro, Oracle, other SQL based software, or other similar products. Develops applications in object oriented development environments including Lotus Notes/Domino, Microsoft Exchange and other similar products.

Provides direction and guidance to other developers and programmers. Can be task leader or be senior technical person on project staff. Interfaces with customers and interacts with analysts and other developers to determine requirements and set high level design parameters.

Minimum Education

Bachelor's degree in computer science, mathematics, or engineering. Ten years of relevant work experienced may be substituted for the requirement of a Bachelor's degree. Five years of relevant work experienced and formal certification in a specialized technical area may be substituted for the requirement of a Bachelor's degree. Formal Certification includes one of the following programs: Microsoft Certified Professional Program or future equivalent; Lotus Certified Lotus Specialist (CLS), Certified Lotus Professional (CLP) or future equivalents; Sun Certified Programmer for the Java Platform, Certified Developer for the Java Platform, Certified Architect, Certified Solaris Administrator, Certified Network Administrator, or future equivalents; Adobe Certified Expert (ACE) or future equivalent; or Oracle Certified Professional (OCP) or future equivalent.

Senior Programmer

Minimum/General Experience

Five years experience in analysis and programming of IT systems software.

Functional Responsibility

Applies expertise in programming procedures to complex programs; recommends the redesign of programs; investigates and analyzes feasibility and program requirements; and develops programming specifications. Develops, modifies, and maintains complex programs; designs and implements the interrelations of files and records within programs which will effectively fit into the overall design of the project; performs Y2K conversion of existing programs; and working with problems or concepts, develops programs for the solution to major scientific computational problems requiring the analysis and development of logical or mathematical descriptions of functions to be programmed. Tests, documents, and writes operating instructions for all work.

Performs application development in 3rd and 4th generation environments including C++, Visual Basic, Visual FoxPro, Oracle, other SQL based software, or other similar products. Develops applications in object oriented development environments including Lotus Notes/Domino, Microsoft Exchange and other similar products.

Minimum Education

Bachelor's degree in computer science, mathematics, or engineering. Ten years of relevant work experienced may be substituted for the requirement of a Bachelor's degree. Five years of relevant work experienced and formal certification in a specialized technical area may be substituted for the requirement of a Bachelor's degree. Formal Certification includes one of the following programs: Microsoft Certified Professional Program or future equivalent; Lotus Certified Lotus Specialist (CLS), Certified Lotus Professional (CLP) or future equivalents; Sun Certified Programmer for the Java Platform, Certified Developer for the Java Platform, Certified Architect, Certified Solaris Administrator, Certified Network Administrator, or future equivalents; Adobe Certified Expert (ACE) or future equivalent; or Oracle Certified Professional (OCP) or future equivalent.

Programmer

Minimum/General Experience

Three years experience in analysis and programming of IT systems software.

Functional Responsibility

Maintains and modifies routine programs. Makes approved changes by amending program flow charts, developing detailed processing logic, and coding changes. Tests and documents modifications and writes operator instructions. May write routine new programs using prescribed specifications; may confer with senior engineering personnel to clarify procedures, processing logic, etc.

Minimum Education

Bachelor's degree in computer science, mathematics, or engineering. Ten years of relevant work experienced may be substituted for the requirement of a Bachelor's degree. Five years of relevant work experienced and formal certification in a specialized technical area may be substituted for the requirement of a Bachelor's degree. Formal Certification includes one of the following programs: Microsoft Certified Professional Program or future equivalent; Lotus Certified Lotus Specialist (CLS), Certified Lotus Professional (CLP) or future equivalents; Sun Certified Programmer for the Java Platform, Certified Developer for the Java Platform, Certified Architect, Certified Solaris Administrator, Certified Network Administrator, or future equivalents; Adobe Certified Expert (ACE) or future equivalent; or Oracle Certified Professional (OCP) or future equivalent.

Jr. Programmer

Minimum/General Experience

Appropriate educational background in analysis and programming of IT systems software.

Functional Responsibility

Maintains and modifies routine programs. Makes approved changes by amending program flow charts, developing detailed processing logic, and coding changes. Tests and documents modifications and writes operator instructions. May write routine new programs using prescribed specifications.

Minimum Education

Programming certificate and/or equivalent experience.

Web Application Specialist I

Minimum/General Experience: Three years experience in web application development and integration.

Functional Responsibility: Designs, develops, tests and integrates complex web based applications. Integrates various web technologies, including HTML, JavaScript or VB Script, Java, XML, CGI or Dynamic HTML, into seamless solutions by either custom development of interface or utilization of development tools and object-oriented design. Designs, codes, tests, documents, and deploys web-based applications and technologies. Applications could include email, workflow, web pages, navigation aids or databases.

Custom build web pages, navigation aids and databases as required. Develops forms for collection and dissemination of data. Integrates web solutions with existing customer infrastructure to the maximum extent possible. Responsible for the coordination of content production, working with internal teams and design staff to ensure coordinated effort. Responsibilities include web site design and graphical layout. Administration and maintenance of web sites is required for this labor category.

Minimum Education: Formal Certification in one of the following programs: Novell Certified Network Engineer (CNE), Certified Network Analyst (CNA) or future equivalents; Microsoft Certified Professional Program or future equivalent; Lotus Certified Lotus Specialist (CLS), Certified Lotus Professional (CLP) or future equivalents; Sun Certified Programmer for the Java Platform, Certified Developer for the Java Platform, Certified Architect, Certified Solaris Administrator, Certified Network Administrator, or future equivalents; Adobe, Cisco, Oracle, IBM or other major industry leader certification program; or 2 years direct web development experience.

Web Application Specialist II

Minimum/General Experience: Six years experience in web application development and integration.

Functional Responsibility: Designs, develops, tests and integrates complex web based applications. Integrates various web technologies, including HTML, JavaScript or VB Script, Java, XML, CGI or Dynamic HTML, into seamless solutions by either custom development of interface or utilization of development tools and object-oriented design. Designs, codes, tests, documents, and deploys web-based applications and technologies. Applications could include email, workflow, web pages, navigation aids or databases.

Custom build web pages, navigation aids and databases as required. Develops forms for collection and dissemination of data. Integrates web solutions with existing customer infrastructure to the maximum extent possible. Responsible for the coordination of content production, working with internal teams and design staff to ensure coordinated effort. Responsibilities include web site design and graphical layout. Administration and maintenance of web sites is required for this labor category.

Functions as the senior lead for the development team and mentor other technical staff. Participates in the writing of the technical documents and detailed specifications needed to ensure complete project success. Conducts code reviews, creates technical design documents, and develops appropriate test scripts. Leads, participates in, and contributes to architecture design sessions.

Minimum Education: Formal Certification in one of the following programs: Novell Certified Network Engineer (CNE), Certified Network Analyst (CNA) or future equivalents; Microsoft Certified Professional Program or future equivalent; Lotus Certified Lotus Specialist (CLS), Certified Lotus Professional (CLP) or future equivalents; Sun Certified Programmer for the Java Platform, Certified Developer for the Java Platform, Certified Architect, Certified Solaris Administrator, Certified Network Administrator, or future equivalents; Adobe, Cisco, Oracle, IBM or other major industry leader certification program; or 2 years direct web development experience.

Web Application Specialist III

Minimum/General Experience: Nine years experience in web application development and integration.

Functional Responsibility: Designs, develops, tests and integrates complex web based applications. Integrates various web technologies, including HTML, JavaScript or VB Script, Java, XML, CGI or Dynamic HTML, into seamless solutions by either custom development of interface or utilization of development tools and object-oriented design. Designs, codes, tests, documents, and deploys web-based applications and technologies. Applications could include email, workflow, web pages, navigation aids or databases.

Custom build web pages, navigation aids and databases as required. Develops forms for collection and dissemination of data. Integrates web solutions with existing customer infrastructure to the maximum extent possible. Responsible for the coordination of content production, working with internal teams and design staff to ensure coordinated effort. Responsibilities include web site design and graphical layout. Administration and maintenance of web sites is required for this labor category.

Serves as project leader providing technical interface to customer and staff. Interfaces and researches with customer to determine requirements and functionality. Functions as the senior lead for the development team and mentor other technical staff. Participates in the writing of the technical documents and detailed specifications needed to ensure complete project success. Conducts code reviews, creates technical design documents, and develops appropriate test scripts. Leads, participates in, and contributes to architecture design sessions.

Minimum Education: Formal Certification in one of the following programs: Novell Certified Network Engineer (CNE), Certified Network Analyst (CNA) or future equivalents; Microsoft Certified Professional Program or future equivalent; Lotus Certified Lotus Specialist (CLS), Certified Lotus Professional (CLP) or future equivalents; Sun Certified Programmer for the Java Platform, Certified Developer for the Java Platform, Certified Architect, Certified Solaris Administrator, Certified Network Administrator, or future equivalents; Adobe, Cisco, Oracle, IBM or other major industry leader certification program; or 2 years direct web development experience.

Application Analyst/Developer I, II, III, IV

Minimum/General Experience: Minimum specialized experience for each level is as follows:

Application Analyst/Developer – 0 years

Application Analyst/Developer I – 2 years

Application Analyst/Developer II – 4 years

Application Analyst/Developer III – 6 years

Application Analyst/Developer IV – 8 years

Functional Responsibility: Serves as interface between developers and end-users insuring implemented system complies with and satisfies system specifications, functional requirements and system specifications. Provides human interface input to developers and works with end users insuring fielded system has look and feel desired of end user. Provides research during functional and requirements analysis; and provides input during system design. Writes test documents and conducts system testing.

Understands coding and programming techniques. Can review coding and methodologies of programmer and may create prototypes as demonstrations to customer and/or other programmers. Knowledgeable of capabilities and limitations of different coding environments and capable of determining best programming environment for a proposed development. May serve as task or project leader depending on experience and scope of project.

Expanding experience allows for task, project and program leadership positions. Group leadership and expanded interface with customers and end users develops as experience grows.

Minimum Education: Bachelor's degree in mathematics, engineering, physics, operational analysis, computer science, business or social sciences; or 2 years relevant work experience.

Network Engineer

Minimum/General Experience: Educational background in analysis and development of network infrastructure.

Functional Responsibility: Analyzes and develops telecommunications networks supporting a wide range of capabilities, including voice, data, video, and/or wireless services. Develops designs and plans for installation and maintenance of telecommunications systems from project inception to conclusion. Analyzes the problem and the characteristics of the information to be transported. Defines the problem, and develops system requirements and network specifications. Closely coordinates with other information systems professionals to ensure proper implementation of network services. Develops, in conjunction with functional users, alternative solutions and backup plans.

Installs and configures servers, workstations, routers and other network devices on Microsoft NT, Novell or other equivalent networks. Develops and implements back-up procedures for servers and workstations. Configures and installs network printers and other output devices. Configures and installs servers for external internet and intranet access. Configures and installs network services such as print or database services.

Minimum Education: Formal Certification in one of the following programs: Novell Certified Network Engineer (CNE), Certified Network Analyst (CNA) or future equivalents; Microsoft Certified Professional Program or future equivalent; Lotus Certified Lotus Specialist (CLS), Certified Lotus Professional (CLP) or future equivalents; Sun Certified Programmer for the Java Platform, Certified Developer for the Java Platform, Certified Architect, Certified Solaris Administrator, Certified Network Administrator, or future equivalents; Adobe, Cisco, Oracle, IBM or other major industry leader certification program; or 5 years direct networking experience as substitution for certification.

Program Support Specialist

Minimum/General Experience

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

Functional Responsibility

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

Minimum Education

Bachelor's degree or six years specialized experience.

Jr. Technician

Minimum/General Experience

Appropriate educational background.

Functional Responsibility

Work requires familiarity with standard desktop operating systems including Windows 95, Window NT, MAC OS and other operating systems. Hardware requirements include building of computer systems, replacement of components and troubleshooting.

Minimum Education

High school graduate or equivalent certification.

Data Management Specialist

Minimum/General Experience

Three years current experience in configuration management and integrated logistic support.

Functional Responsibility

Implements Configuration Management (CM) policies and procedures. Utilizes established databases and version control software to release and track software baselines, documentation, engineering data, software and hardware trouble reports, and engineering change proposals. Performs configuration status accounting and configuration audits. Maintains CM controlled library and responds to requests for media dissemination.

Minimum Education

Associate degree in either engineering, mathematics or computer science, or 4 years relevant experience.

Graphic Artist

Minimum/General Experience: Educational Background

Functional Responsibility: Uses graphic design applications for the development of user computer interfaces for new or significantly modified computer and/or web application programs. Assists in the design and development of specific portions of the user-computer interfaces specific portions of the system requirement specification(s) and system design specification(s). Includes the use and implementation of animation and tree-dimensional graphics for the interface portions of the system.

Minimum Education: High School Graduate.

FSS IT Schedule Price Lists

Progressive Data Systems, Inc.
FSS IT Price Schedule
Contractor Site Rates

Labor Category	Labor Rate Per Hour
Program Manager	81.80
Sr. Systems Engineer	80.92
Sr. Systems Analyst II	96.19
Sr. Systems Analyst	81.80
Systems Analyst	67.71
Jr. Systems Analyst	41.71
Technical Manager	75.14
Computer Scientist	140.38
Sr. Programmer II	102.12
Sr. Programmer	92.38
Programmer	81.80
Jr. Programmer	52.01
Web Application Specialist III	98.60
Web Application Specialist II	89.17
Web Application Specialist I	70.14
Application Analyst/Developer IV	100.85
Application Analyst/Developer III	94.55
Application Analyst/Developer II	86.49
Application Analyst/Developer I	76.81
Application Analyst/Developer	55.41
Network Engineer	57.72
Program Support Specialist	36.07
Jr. Technician	27.93
Data Management Specialist	36.07
Graphic Artist	17.52

**USA COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS**

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact Mr. Russell Vliet, 18023 Dumfries Shopping Plaza, Dumfries, VA 22026; rvliet@pdsinfo.com (703) 441-9400; fax (703) 441-9086.

(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 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.