

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

SIN 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D302 IT Systems Development Services
FPDS Code D306 IT Systems Analysis Services
FPDS Code D307 Automated Information Systems Design and Integration Services
FPDS Code D308 Programming Services
FPDS Code D310 IT Backup and Security Services
FPDS Code D316 IT Network Management Services
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

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.



Creative Computing Solutions, Inc.
1901 Research Blvd., Suite 600
Rockville, Maryland 20850
(301) 309-3144
<http://www.ccsin.com/>

Contract Number: GS-35F-0602U

Period Covered by Contract: 9-18-2008 thru 9-17-2013

General Services Administration
Federal Acquisition Service

Pricelist current through Modification **original**, dated 9/18/2008.

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 Acquisition Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

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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 Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

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

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

Offerors are requested to check one of the following boxes:

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

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Sarah Robbins
Contracts Manager
Creative Computing Solutions, Inc.
1901 Research Blvd., Suite 600
Rockville, Maryland 20850

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:

Craig Heizer
Vice President, Business Development
301-309-3144
cheizer@ccsin.com

3. LIABILITY FOR INJURY OR DAMAGE

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

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

Block 9: G. Order/Modification Under Federal Schedule
 Block 16: Data Universal Numbering System (DUNS) Number: 005193037
 Block 30: Type of Contractor - Small Disadvantaged Business
 Block 31: Woman-Owned Small Business - YES
 Block 36: Contractor's Taxpayer Identification Number (TIN): 52-1762242

- 4a. CAGE Code: 1FLJ6
- 4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

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	DELIVERY TIME (Days ARO)
132-51	To be negotiated between the ordering agency and contractor

- 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: 0% - 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity None
- c. Dollar Volume None
- d. Government Educational Institutions Receive the same discount as the federal government
- 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:

Products are not offered for export.

10. Small Requirements:

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

11. MAXIMUM ORDER

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

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:
Special Item Number 132-51 - Information Technology (IT) Professional Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to 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 Acquisition 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. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

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 52.212-4)

16. GSA ADVANTAGE!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

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

19. OVERSEAS ACTIVITIES

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

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion

of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

23. SECTION 508 COMPLIANCE.

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

www.ccsin.com

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

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

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

- (1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

TERMS AND CONDITIONS

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) AND ELECTRONIC COMMERCE (EC) SERVICES (SPECIAL ITEM NUMBER 132-52)

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

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

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a

stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the

Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

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

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

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT SERVICES AND PRICING

Solicitation No. FCIS-JB-980001-B Federal Supply Schedule for General Purpose Commercial Information Technology Equipment, Software, and Services			Contract No.: GS-35F-0602U	
FSC GROUP 70			Rates	
SIN	No.	Labor Category	On-Site GSA Price	Off-Site GSA Price
132-51	1	Program Director	\$156.75	\$177.13
132-51	2	Senior Program Manager	\$125.66	\$142.00
132-51	3	Program Manager	\$106.11	\$119.90
132-51	4	Subject Matter Expert	\$176.58	\$199.54
132-51	5	Advanced Discipline Specialist I	\$161.00	\$181.93
132-51	6	Advanced Discipline Specialist II	\$135.20	\$152.78
132-51	7	Senior Systems Architect	\$149.95	\$169.44
132-51	8	Systems Architect I	\$125.99	\$142.37
132-51	9	Systems Architect II	\$106.45	\$120.29
132-51	10	Principal Functional Analyst	\$111.80	\$126.33
132-51	11	Functional Analyst I	\$93.18	\$105.29
132-51	12	Functional Analyst II	\$77.01	\$87.02
132-51	13	Functional Analyst III	\$58.98	\$66.65
132-51	14	Principal Systems Engineer	\$117.70	\$133.00
132-51	15	System Engineer Level I	\$96.10	\$108.59
132-51	16	System Engineer Level II	\$80.09	\$90.50
132-51	17	Principal Software Engineer	\$103.58	\$117.05
132-51	18	Software Engineer Level I	\$89.65	\$101.30
132-51	19	Software Engineer Level II	\$69.42	\$78.44
132-51	20	Graphical User Interface (GUI) Dev. Spec. Level I	\$106.47	\$120.31
132-51	21	Graphical User Interface (GUI) Dev. Spec. Level III	\$60.18	\$68.00
132-51	22	Senior Database Administrator	\$98.70	\$111.53
132-51	23	Database Administrator I	\$88.75	\$100.29
132-51	24	Database Administrator II	\$71.84	\$81.18
132-51	25	Senior Network Engineer	\$113.85	\$128.65
132-51	26	Network Engineer I	\$99.08	\$111.96
132-51	27	LAN Administrator Level I	\$84.40	\$95.37
132-51	28	Technical Specialist	\$49.81	\$56.29
132-51	29	Documentation Specialist	\$58.75	\$66.39
132-51	30	Senior Technical Writer	\$71.45	\$80.74
132-51	31	Technical Writer	\$46.12	\$52.12
132-51	32	IT Training Specialist	\$55.01	\$62.16
132-51	33	Senior Administration Specialist	\$48.88	\$55.23
132-51	34	Administration Specialist	\$34.90	\$39.44

LABOR CATEGORIES AND DESCRIPTIONS

1. Commercial Job Title: Program Director

General Experience:

Fifteen years of progressively difficult systems analysis and task management experience.

Minimum Experience:

Eight years of program management work on major IT-related projects.

Functional Responsibility:

Must demonstrate proven supervisory and management skills on major programs. Responsible for managing major programs that incorporate multiple independent projects or tasks. Requires complete engineering project development experience from inception through deployment, a demonstrated ability to provide guidance and direction for multiple tasks across several functional areas, including the use of different technologies. Proven expertise in understanding program requirements of the types of tasks to be performed, reviewing and evaluating all work performed, management and control of funds and resources, and providing direction to ensure compliance with all management policies

Minimum Education:

Master's degree in Management, Engineering or a related discipline. A Bachelor's Degree and 3 years of general experience is equivalent to a relevant Master's Degree.

2. Commercial Job Title: Senior Program Manager

General Experience:

Twelve years of progressively difficult systems analysis and task management experience.

Minimum Experience:

Five years of program management work on major IT-related projects.

Functional Responsibility:

Must demonstrate proven supervisory and management skills. Requires complete engineering project development experience from inception through deployment, a demonstrated ability to provide guidance and direction for multiple tasks across several functional areas, including the use of different technologies. Proven expertise in understanding program requirements of the types of tasks to be performed, reviewing and evaluating all work performed, management and control of funds and resources, and providing direction to ensure compliance with all management policies

Minimum Education:

Bachelor's degree in Computer Science or a related discipline. A Master's degree in Computer Science or a related discipline is desired but not required.

3. Commercial Job Title: Program Manager

General Experience:

Ten years of progressively difficult project systems analysis and task management experience.

Minimum Experience:

Two years of program management work on major IT development projects.

Functional Responsibility:

Provides management and technical guidance to contract personnel on the performance of all task orders issued under this contract. Expertise will be in advanced or highly complex IT systems. Shall be able to evaluate and manage the work performed in all phases of software development and implementation, with

a special emphasis on study, analysis, and testing and acceptance phases. Areas of IT specialization may include telecommunications, interactive processing, real-time programming, software/ interaction, source data automation, software validation and verification, micro/mini computers, teleprocessing monitors, and operating system software. Participates in hardware/software evaluations. Coordinates with Government personnel to ensure that the solution will satisfy the customer's requirements. Provides highly technical expertise and guidance in IT specialties not covered by other specialties.

Minimum Education:

Bachelor's degree in Computer Science or a related discipline. A Master's degree in Computer Science or a related discipline is desired but not required.

4. Commercial Job Title: Subject Matter Expert

General Experience:

Twelve years of progressively advanced experience in the application or management of information technology to meet business needs. Applies broad management skills and specialized functional and technical expertise to guide project teams in delivering client solutions or to manage the day-to-day operations of projects. Provide subject matter expertise in industry, process or technology areas.

Minimum Experience:

Ten years of intensive experience and recognition in the specialty discipline.

Functional Responsibility:

Provides highly technical expertise and guidance for business needs, operations, engineering, and development. Leads teams and conducts independent studies, writes complex algorithms, conducts research, and creates innovative solutions. Stays current with the specialty through publishing papers, writing books, or making presentations in conferences. A Subject Matter Expert is qualified to perform such tasks as: plan and manage the work of information systems project teams; implement new project management organizations; assists translation of vision and strategy into business processes; leads clients in reengineering and transforming business processes; and develops and executes project budgets and financial analysis.

Minimum Education:

Advanced degree in Computer Science, Engineering, or the applicable specialty discipline or equivalent work experience. Bachelor's degree and 3 years of general experience is equivalent.

5. Commercial Job Title: Advanced Discipline Specialist I

General Experience:

Twelve years of progressively difficult experience in a discipline related to computer technology (such as software reuse, system architecture, information security, telecommunication, network optimization, or performance modeling) or business analysis and modeling.

Minimum Experience:

Eight years of intensive experience and recognition in the specialty discipline.

Functional Responsibility:

Provides highly technical expertise and guidance for automation of complex systems and processes in the specialty discipline. Conducts independent and investigative studies, conducts research, and creates innovative solutions. Works with the Government and industry to create solutions through rapid application development techniques. Provides highly technical expertise and guidance in the discipline not covered by other specialists. Stays current with the specialty through publishing papers, writing books, or making presentations in conferences. If required, works on several projects in parallel.

Minimum Education:

Advanced degree in Computer Science, Business Management or in the specialty discipline or equivalent work experience.

6. Commercial Job Title: Advanced Discipline Specialist II

General Experience:

Seven years of progressively difficult experience in a discipline related to computer technology (such as software reuse, system architecture, information security, telecommunication, network optimization, or performance modeling) or business analysis and modeling.

Minimum Experience:

Four years of experience and recognition in the specialty discipline.

Functional Responsibility:

Provides technical expertise and guidance for automation of complex systems and processes in the specialty discipline. Conducts research and creates innovative solutions. Works with the Government and industry to create solutions through rapid application development techniques. May be required to act as a supervisor. Provides technical expertise and guidance in the discipline not covered by other specialists. Stays current with the specialty. If required, works on several projects in parallel.

Minimum Education:

Advanced degree in Computer Science, Business Management or in the specialty discipline or equivalent work experience.

7. Commercial Job Title: Senior Systems Architect

General Experience:

Ten years of progressively difficult systems engineering, design, analysis, and task management experience.

Minimum Experience:

Eight years of design and engineering in a specialized IT area(s), e.g., enterprise architecture, networking, operating systems software, software/hardware integration, software validation and verification. Four years of supervisory experience.

Functional Responsibility:

Works independently to provide system design and engineering tasks which are concerned with system architecture and design and implementation of enterprise systems development and integration, including hardware, software, and support personnel, facilities and/or equipment. Design and engineering services integrate into the customer organization's Enterprise Architecture. Work encompasses all elements of the system, including the network, hardware, software, and services. Supervises team of engineers through project completion and is considered an expert in one or more specific areas of computer system design and networking. Responsible for complex technical/engineering projects, as the lead design authority on the project. Ensures conformance with system and network design, engineering, and customer specifications.

Minimum Education:

Master's degree in Engineering or a related discipline. A Bachelor's Degree and 3 years of general experience is equivalent to a relevant Master's Degree.

8. Commercial Job Title: Systems Architect I

General Experience:

Eight years of progressively difficult systems engineering, design, analysis, and task management experience.

Minimum Experience:

Six years of design and engineering in a specialized IT area(s), e.g., enterprise architecture, networking, operating systems software, software/hardware integration, software validation and verification

Functional Responsibility:

Works independently to provide system design and engineering tasks which are concerned with system architecture and design and implementation of enterprise systems development and integration, including hardware, software, and support personnel, facilities and/or equipment. Design and engineering services integrate into the customer organization's Enterprise Architecture. Work encompasses all elements of the system, including the network, hardware, software, and services. Supervises team of engineers through project completion and is considered an expert in one or more specific areas of computer system design and networking. Responsible for complex technical/engineering projects supporting design on the project. Ensures conformance with system and network design, engineering, and customer specifications.

Minimum Education:

A Bachelor's Degree in related field. A Master's degree in a related discipline is preferred.

9. Commercial Job Title: Systems Architect II

General Experience:

Six years of progressively difficult systems engineering, design, analysis, and task management experience.

Minimum Experience:

Four years of design and engineering in a specialized IT area(s), e.g., enterprise architecture, networking, operating systems software, software/hardware integration, software validation and verification.

Functional Responsibility:

Works independently to provide system design and engineering tasks which are concerned with design and implementation of enterprise systems development and integration, including hardware, software, and support personnel, facilities and/or equipment. Design and engineering services integrate into the customer organization's Enterprise Architecture. Work encompasses all elements of the system, including the network, hardware, software, and services. supports team of engineers through project completion and is considered skilled in one or more specific areas of computer system design and networking. Ensures conformance with system and network design, engineering, and customer specifications.

Minimum Education:

A Bachelor's Degree in related field. A Master's degree in a related discipline is preferred.

10. Commercial Job Title: Principal Functional Analyst

General Experience:

Ten years of progressively difficult systems analysis and task management experience.

Minimum Experience:

Five year of requirements analysis in a specialized IT area(s), e.g., Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration, Program Support, including two years of supervisory experience.

Functional Responsibility:

Technical leader and manager for multiple tasks in area of discipline and related areas (Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration, Program Support, etc.), or independently performs exceptionally complex tasks in area of discipline or related areas. Leads a medium to large team performing tasking in area of discipline or related areas, or independently performs highly complex tasks in area of discipline or related areas. Defines and documents task requirements. Identifies costs for existing IT systems (maintenance, operations, etc). Identifies life cycle costs for proposed IT systems (development, operations, maintenance). Conducts trade-off studies. Performs systematic reviews of selected functions to determine application and design against defined requirements. Provides briefings on analyses conducted. Develops and updates functional or operating manuals outlining established methods of performing work in accordance with organizational policy. Provides functional guidance on assigned tasks.

Minimum Education:

Bachelor's degree in Computer Science or a related discipline. A Master's degree in Computer Science or a related discipline is preferred.

11. Commercial Job Title: Functional Analyst I

General Experience:

Eight years of progressively difficult experience in functional and systems analysis.

Minimum Experience:

Three year of requirements analysis in a specialized IT area(s), e.g., Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration, Program Support.

Functional Responsibility:

Functional knowledge of task order specific requirements, or developing functional requirements for small to mid-size projects or specific tasks. Demonstrated ability to work independently or under only general direction of the Principal Functional Analyst. Leads a medium to large team performing tasking in area of discipline or related areas (Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration, Program Support, etc.), or independently performs highly complex tasks in area of discipline or related areas. Works with the Principal Functional Analyst to define and document task requirements. Performs systematic reviews of selected functions to determine application and design against defined requirements. Develops and updates functional or operating manuals outlining established methods of performing work in accordance with organizational policy. Provides functional guidance on assigned tasks.

Minimum Education:

Bachelor's degree in Computer Science or a related discipline.

12. Commercial Job Title: Functional Analyst II

General Experience:

Five years of progressively difficult experience in functional and systems analysis.

Minimum Experience:

Two year of requirements analysis in a specialized IT area(s), e.g., Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration, Program Support.

Functional Responsibility:

Basic knowledge of task order specific requirements, or developing functional requirements for small project. Can perform work with minimal or no general direction. Ensures that work in area of discipline (Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration, Program Support, etc.) is as specified in the task orders. Participates in various testing functions (i.e., string and acceptance tests) to verify that results are correct. Develops requirements of functional products/services (including specifications, feasibility studies, requirement analysis) from inception to conclusion on simple to complex projects. Performs functional analysis to identify required tasks and their interrelationships. Identifies resources required. Maintains and updates functional or operating manuals outlining established methods of performing work in accordance with organizational policy and industry standards under guidance of Senior Functional Analyst.

Minimum Education:

Bachelor's degree in Computer Science or a related discipline.

13. Commercial Job Title: Functional Analyst III

General Experience:

Two years of progressively difficult experience in functional and systems analysis.

Minimum Experience:

One year of requirements analysis in a specialized IT area(s), e.g., Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration, Program Support.

Functional Responsibility:

Basic knowledge of task order-specific requirements, or developing functional requirements for small projects. Required to work under only general direction. Assists with work in the area of discipline (Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration, Program Support, etc.) as specified in the task orders. Participates in various testing functions (i.e., string and acceptance tests) to verify that results are correct. Supports development of requirements of functional products/services (including specifications, feasibility studies, requirement analysis) from inception to conclusion on simple to complex projects. Maintains and updates functional or operating manuals outlining established methods of performing work in accordance with organizational policy and industry standards under guidance of Functional Analyst.

Minimum Education:

Bachelor's degree in Computer Science or a related discipline.

14. Commercial Job Title: Principal Systems Engineer

General Experience:

Ten years of progressively difficult systems engineering & analysis, and task management experience.

Minimum Experience:

Six year of requirements analysis in a specialized IT area(s), e.g., telecommunications, operating systems software, software/hardware integration, software validation and verification, including two years of supervisory experience.

Functional Responsibility:

Provides highly technical expertise and guidance for performance of tasks using best practices, modern system engineering methods and performance measurement techniques. Expertise may be in advanced or highly complex IT systems. Performs in all phases of system development and implementation, with special emphasis on study and analysis, and testing and acceptance phases. Performs evaluation of current

IT operations in order to determine multi-year projections for personnel, hardware, and software. Areas of IT specialization may include linear programming, telecommunications, interactive processing, business process re-engineering, configuration management, quality engineering, security engineering, real-time programming, software/hardware integration, source-data automation, software validation and verification, micro/mini computers, teleprocessing monitors, and operating systems software. Participates in hardware/software evaluations. May be required to act as supervisor on one or more tasks. Coordinates with contract management and systems analysts, as well as Government personnel to ensure that the problem has been properly identified and that the solution shall satisfy the customer's requirements. Provides highly technical expertise and guidance in IT specialties not covered by other specialists.

Minimum Education:

Bachelor's degree in Computer Science, Engineering or a related discipline. A Master's degree is preferred.

15. Commercial Job Title: System Engineer Level I

General Experience:

Eight years of progressively difficult experience in systems analysis and programming.

Minimum Experience:

Four years of systems analysis in a specialized IT area(s), e.g., telecommunications, operating systems software, software/hardware integration, software validation and verification.

Functional Responsibility:

Provides highly technical expertise and guidance for performance of tasks where it is needed. Expertise may be in advanced or highly complex IT systems. Performs in all phases of software development and implementation, with special emphasis on study and analysis, and testing and acceptance phases. Performs evaluation of current IT operations in order to determine multi-year projections for personnel, hardware, and software. Areas of IT specialization may include linear programming, telecommunications, interactive processing, real-time programming, software/hardware integration, source-data automation, software validation and verification, micro/mini computers, teleprocessing monitors, and operating systems software. Participates in hardware/software evaluations. May be required to act as supervisor on one or more tasks. Supports contract management and systems analysts, as well as Government personnel to ensure that the problem has been properly identified and that the solution shall satisfy the customer's requirements. Provides highly technical expertise and guidance in IT specialties not covered by other specialists.

Minimum Education:

Bachelor's degree in Computer Science, Engineering or a related discipline. A Master's degree in Computer Science, Engineering or a related discipline is desired but not required.

16. Commercial Job Title: System Engineer Level II

General Experience:

Six years of progressively difficult experience in systems analyst and programming.

Minimum Experience:

Three years of systems analysis in a specialized IT area(s), e.g., telecommunications, operating systems software, software/hardware integration, software validation and verification.

Functional Responsibility:

Provides highly technical expertise and guidance for performance of tasks where it is needed. Expertise may be in advanced or highly complex IT systems. Performs full life cycle applications systems development from requirements analysis through training, on-site and hot-line support, functional

requirements formulation and design specifications, troubleshooting, planning, scheduling, software integration and implementation. Areas of IT specialization may include linear programming, telecommunications, interactive processing, real-time programming, software/hardware integration, source data automation, software validation and verification, micro/mini computers, teleprocessing monitors, and operating systems software. Participates in hardware/software evaluations. Supports with contract management and systems analysts, as well as Government personnel to ensure that the problem has been properly identified and the solution will satisfy the customer's requirements.

Minimum Education:

Bachelor's degree in Computer Science, Engineering or a related discipline.

17. Commercial Job Title: Principal Software Engineer

General Experience:

Eight years of progressively difficult systems analysis and programming.

Minimum Experience:

Six years of independent analysis/programming experience, with complete responsibility for tasks involving analysis, programming and implementation, including four years of supervisory experience of personnel performing software development tasks.

Functional Responsibility:

Analyzes requirements for computer capabilities and determining system functions. Designs and documents data systems to accomplish system functions in an optimum manner. Develops plans for IT systems from project inception to completion. Analyzes the problem and the information to be processed and defines the problem. Specific computer programs and functions that meet the system design efficiently and that provide for ease of maintenance. Develops computer programs in conformance with programming standards and industry practices. Provides technical guidance to other project members and serves as task leader on tasks.

Minimum Education:

Bachelor's degree in Computer Science or a related discipline. A Master's degree in Computer Science or a related discipline is preferred.

18. Commercial Job Title: Software Engineer Level 1

General Experience:

Six years systems analysis/programming experience.

Minimum Experience:

Four years supervising personnel performing software development tasks.

Functional Responsibility:

Provides supervisory technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Analyzes requirements for computer capabilities and determining system functions. Coordinates with Contractor Program Manager and Government Project Manager to ensure problem solution and user satisfaction. Prepares and delivers presentations on the system concept to colleagues, subordinates and user representatives.

Minimum Education:

Bachelor's degree in Computer Science, or related field.

19. Commercial Job Title: Software Engineer Level II

General Experience:

Three years experience balanced with both systems analysis and programming.

Minimum Experience:

Three years of independent analysis/programming experience, with complete responsibility for tasks involving analysis, programming and implementation.

Functional Responsibility:

Designs and documents data systems to accomplish system functions in an optimum manner. Develops plans for IT systems from project inception to completion. Analyzes the problem and the information to be processed and defines the problem. Develops computer programs and functions that meet the system design efficiently and that provide for ease of maintenance. Develops computer programs in a suitable language in conformance with programming standards.

Minimum Education:

Bachelor's degree in Computer Science, or related field.

20. Commercial Job Title: Graphical User Interface (GUI) Development Spec. Level I

General Experience:

Eight years of progressively difficult experience in systems analysis and programming.

Minimum Experience:

Four years experience developing GUI applications using graphical Object Oriented Programming Systems (OOPS) capable of supporting client server database architecture. Has expertise and experience in the use of application development environments, which require the use of OOPS, techniques to include the use of classes, properties, methods, inheritance, overloading and polymorphism.

Functional Responsibility:

Provides technical expertise and guidance for the development of client server applications, which will operate in a GUI environment including but not limited to Microsoft Windows, OS/2 Presentation Manager, X-Windows, UNIX. Provides recommendations and guidance to the Government and other contractors in the conversion of character-based or legacy applications to GUI based platforms. Leads in the evaluation and prototyping of GUI/OOPS development environments to recommend the most suitable platform to support the conversion, development and operation of applications.

Minimum Education:

Bachelor's degree in Computer Science, or related field.

21. Commercial Job Title: Graphical User Interface (GUI) Development Spec. Level III

General Experience:

Three years of progressively difficult experience in systems analysis and programming.

Minimum Experience:

One year experience developing GUI applications using graphical Object Oriented Programming Systems (OOPS) capable of supporting client-server database architecture. Has experience in the use of application development environments, which require the use of OOPS, techniques to include the use of classes, properties, methods, inheritance, overloading and polymorphism.

Functional Responsibility:

Provides highly technical expertise and guidance for the development of client-server applications, which will operate in a GUI environment including but not limited to Microsoft Windows, OS/2 Presentation

Manager, X-Windows, Unix. Provides support and guidance to the Government and other contractors in the conversion of character-based or legacy applications to GUI-based platforms. Participates in the evaluation and prototyping of GUI/OOPS development environments to determine the most suitable platform to support the conversion, development and operation of applications.

Minimum Education:

Bachelor's degree in Computer Science, or related field.

22. Senior Database Administrator

General Experience:

Eight years of progressive experience in systems analysis and administration

Minimum Experience:

Six years of experience being responsible for a large database, and for the logical and physical database design aspects.

Functional Responsibility

Provide technical expertise in the design of database structures. Defines policies and procedures for database administration. Supervise all database tasks. Define backup, recovery, and performance policies. Leads in defining requirements for database scalability, and engaging others for scalability impact. Responsible for the design and use of databases in the Client Server and Operational Database Connectivity (ODBC) environment. The individual shall have experience in translation of the logical design into the schema view of the logical and physical aspects of the database. He/she shall be knowledgeable in the design and translation of schemas to partition the total view of the database into subset views of each distinct application, experience in maintenance of privacy locks and monitoring of sub-schemas validated against the schema and programs compiled against the subschema. The individual shall also be able to determine when and where problems exist in a database and be able to fix those problems found. He/she will institute and implement archived database backup, performance, and recovery procedures.

Minimum Education:

Bachelor's degree in Computer Science or related discipline. A Master's degree in Computer Science or a related discipline is preferred.

23. Commercial Job Title: Database Administrator I

General Experience:

Six years of progressively difficult experience in systems analysis and programming.

Minimum Experience:

Four years of experience being responsible for a large database, and for the logical and physical database design aspects.

Functional Responsibility:

Provide technical expertise in the design of the database structures. This includes record content and record to record (set) relationships to achieve a desired information processing goal. The individual shall have experience in the design and use of databases in the Client Server and Operational Database Connectivity (ODBC) environment. The individual shall have experience in translation of the logical design into the schema view of the logical and physical aspects of the database. He/she shall be knowledgeable in the design and translation of schemas to partition the total view of the database into subset views of each distinct application, experience in maintenance of privacy locks and monitoring of subschemas validated against the schema and programs compiled against the subschema. The individual shall also be able to determine when and where problems exist in a database and be able to fix those

problems found. He/she will institute and implement archived database backup, performance, and recovery procedures.

Minimum Education:

Bachelor's degree in Computer Science or a related discipline.

24. Commercial Job Title: Database Administrator II

General Experience:

Three years of progressively difficult experience in systems analysis and programming.

Minimum Experience:

One year of experience being responsible for a large database, and for the logical and physical database design aspects.

Functional Responsibility:

Provide technical expertise in the design of the database structures. The Database Administrator shall have experience in the logical design of database structure. This includes record content and record to record (set) relationships to achieve a desired information processing goals. The individual shall have experience in the design and use of databases in the Client Server and Operational Database Connectivity (ODBC) environment. The individual shall have experience in translation of the logical design into the schema view of the logical and physical aspects of the database. He/she shall be knowledgeable in the design and translation of schemas to partition the total view of the database into subset views of each distinct application, experience in maintenance of privacy locks and monitoring of sub-schemas validated against the schema and programs compiled against the subschema. The individual shall also be able to determine when and where problems exist in a database and provide solutions to fix those problems found. He/she will institute and implement database archived backup and recovery and performance procedures

Minimum Education:

Bachelor's degree in Computer Science or a related discipline.

25. Senior Network Engineer

General Experience:

Ten years of progressive experience in the fields of IT Networking, server technologies, and host based networks

Minimum experience:

Six years of experience in window based servers, networking, routers, and IP technologies

Functional Responsibility

Defines network, security, and scalability policies in conjunction with management. Implement transition programs and schedules from legacy systems to current ones. Defines network architecture and diagrams. Supports users achieve optimum use of their computer networks by performing needs analysis, procurement support, installation, training and problem resolution for the local and wide area networks. Responsible for configuration, operation, and administration of network server hardware, operating systems, and communications links. Defines and implements solutions to integrate desktop and shared devices into local and wide area networks and/or other host-based networks. Recommends appropriate computer tools to users including equipment software, documentation, and training Must possess strong analytical skills and effective interpersonal and communication skills to interact with a wide range of users having different levels of computer expertise. Knowledge of UDP, VoIP, and PKI technologies would be helpful. In-depth knowledge of DITSCAP or similar US Government C&A process; experience using automated vulnerability assessment tools, and hands-on experience securing to-day's mainstream IT networking and server technologies.

Minimum Education:

Bachelor's degree in Computer Science or a related discipline. A Master's degree in Computer Science or a related discipline is desired but not required.

26. Commercial Job Title: Network Engineer I

General Experience:

Seven years of progressively difficult IT networking, server technologies and host-based networks experience.

Minimum Experience:

Five years of experience with Windows-based servers and networking, Solaris, routers, and IP technologies.

Functional Responsibility:

Supports users achieve optimum use of their computer networks by performing needs analysis, procurement support, installation, training and problem resolution for the local and wide area networks. Responsible for configuration, operation, and administration of network server hardware, operating systems, and communications links. Defines and implements solutions to integrate desktop and shared devices into local and wide area networks and/or other host-based networks. Recommends appropriate computer tools to users including equipment software, documentation, and training. Must possess strong analytical skills and effective interpersonal and communication skills to interact with a wide range of users having different levels of computer expertise. Knowledge of UDP, VoIP, and PKI technologies would be helpful. In-depth knowledge of DITSCAP or similar US Government C&A process; experience using automated vulnerability assessment tools, and hands-on experience securing to-day's mainstream IT networking and server technologies.

Minimum Education:

Bachelor's degree in Computer Science or a related discipline. A Master's degree in Computer Science or a related discipline is desired but not required.

27. Commercial Job Title: LAN Administrator Level I

General Experience:

Six years of progressively difficult IT experience in systems analysis and programming.

Minimum Experience:

Four years of specific experience in LAN administration.

Functional Responsibility:

Installs, maintains and monitors the operation of the organization's local area network. Evaluates vendor products in hardware, software, and telecommunications equipment and recommends purchases consistent with the organization's short and long term objectives. Recommends and implements LAN policies and standards and ensures adherence to security procedures. Maintains contact with outside organizations in the maintenance, service and/or purchase of the LAN. Trains users on LAN operations and procedures. Position may require certification.

Minimum Education:

Bachelor's degree in Computer Science or a related discipline, or equivalent experience through course work or job experience.

28. Commercial Job Title: Technical Specialist

General Experience:

Three years of general microcomputer hardware and software experience.

Minimum Experience:

Two years of experience in job functions related to Information technology field.

Functional Responsibility:

Coordinates proposed policies, procedures, systems, forms and reports among all locations and departments. Analyzes existing forms and methods to promote effective operations through standardization, improvement, simplification, discontinuance or other methods. Installs new systems and procedures in various departments and instructs personnel regarding them. Recommends installation of office equipment and business machines best suited for work to be performed. Reviews the functions and structure of organization units to avoid overlapping or duplication. Reviews personnel change requisitions to determine their effect on established organization structures and job functions.

Minimum Education:

An Associate's degree or equivalent experience through course work or job experience.

29. Commercial Job Title: Documentation Specialist

General Experience:

Four years of progressive specialized experience in Information Technology area, including preparing technical documentation, performing research and determining and applying relevant Government and industry documentation standards.

Minimum Experience:

Four years of experience in preparing technical documents.

Functional Responsibility:

The Documentation Specialist is responsible for all documentation efforts, including directing the work of others in the accomplishment of assigned documentation work. Collects and analyzes technical literature available. Organizes material and writes descriptive copy according to establish standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. Uses automated tools, including computer terminal and word processing or desktop publishing software in performing assigned duties. May coordinate the production and distribution of material.

Minimum Education:

Bachelor degree in Literature, computer science, or related discipline or equivalent work experience.

30. Commercial Job Title: Sr. Technical Writer

General Experience:

Six years of technical writing/documentation experience.

Minimum Experience:

Three years of specialized IT technical documentation experience.

Functional Responsibility:

Prepares and edits IT documentation incorporating information provided by user, specialist, analyst, programmer, and operations personnel. Shall have a substantial knowledge of the capabilities of computer systems. Duties include writing, editing, and/or creating graphics for technical information for both technical and non-technical personnel. Interprets technical documentation standards and prepares documentation according to the standards. Responsible for document finishing, including spelling,

punctuation, and grammar. Shall be capable of being the task leader for which this support is being provided.

Minimum Education:

Bachelor's degree in English or a related discipline, or equivalent experience through course work or job experience.

31. Commercial Job Title: Technical Writer

General Experience:

One year of technical writing/documentation experience.

Minimum Experience:

One year of specialized IT technical documentation experience.

Functional Responsibility:

Prepares and edits IT documentation incorporating information provided by user, specialist, analyst, programmer, and operations personnel. Shall have a substantial knowledge of the capabilities of computer systems. Duties include writing, editing, and/or creating graphics for technical information for both technical and non-technical personnel. Interprets technical documentation standards and prepares documentation according to the standards. Responsible for document finishing, including spelling, punctuation, and grammar.

Minimum Education:

Bachelor's degree in English or a related discipline, or equivalent experience through course work or job experience.

32. Commercial Job Title: IT Training Specialist

General Experience:

Four years of progressive IT experience.

Minimum Experience:

Two years of IT training including course development, documentation and delivery.

Functional Responsibility:

Performs task analyses to identify training objectives, construct job performance measures, and specify learning activities and appropriate instructional delivery methods. Identifies training requirements by performing surveys and needs assessments based on past experience and training as well as current and projected job requirements. Cooperates closely with design and development teams to ensure incorporation of training needs into the system development life-cycle process. Designs, develops, documents and delivers training courses to a wide range of audiences including top management, technical personnel, and clerical/support personnel, using a mix of training techniques and media including formal lectures and seminars, texts, tutorials, computer aided instruction (CAI), work projects and on-the-job (OJT) training. Evaluates training materials and resources. Provides professional guidance and direction to contractor management, design and development personnel, and government personnel.

Minimum Education:

Bachelor's degree in Information Management Systems or a related field.

33. Senior Administrative Assistant

General Experience

Four years experience in supporting and coordination of upper level management.

Minimum experience

Two years experience in a supporting role.

Functional Responsibility

Responsible for supporting all aspects of a project including documentation, interacting with management, supporting project task, data entry, and project coordination. Should be able to review deliverables for clarity and consistency. Should be proficient in technical requirements for database maintenance, organizing materials, and word processing.

Minimum Education:

Associate's degree or Bachelor's in lieu of 3 years experience

34. Administrative Assistant

General Experience

Two years experience in supporting and coordination of management and/or experience with customer interaction

Minimum experience

One-year experience in a supporting role

Functional Responsibility

Responsible for assisting all aspects of a project including documentation, interacting with management, supporting project task, data entry, and project coordination. Should be able to review deliverables for clarity and consistency. Should be proficient in technical requirements for database maintenance, organizing materials, and word processing.

Minimum Education:

High School diploma. Associate's degree suffices in lieu of experience.

COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact **Craig Heizer, 301-309-3144, cheizer@ccsin.com, 301-294-3654.**

BLANKET PURCHASE AGREEMENT - SAMPLE

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

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

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

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

Signatures

Ordering Activity

Date

Contractor

Date

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;

- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
 - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

CONTRACTOR TEAMING ARRANGEMENTS

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 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 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.