



GSA IT Schedule Pricelist

GS-35F-0606U

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

Special Item No. 132-51 Information Technology Professional Services

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.

SIN 132-51 - INFORMATION TECHNOLOGY (IT) 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 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	Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
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.

**Technalink, Inc.
1600 Tysons Boulevard; 8th Floor
McLean, VA 22102
Telephone: 703-245-8524
<http://www.technalink.net/>**

Contract Number: GS-35F-0606U

Period Covered by Contract: September 19th 2008 – September 18th 2013

General Services Administration
Federal Acquisition Service

Pricelist current through Modification # _____, dated _____.

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.

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:
_____ Outside the Scope of the Contract _____

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Ordering and Payment Address: **Technalink, Inc., 1650 Tysons Boulevard; 8th Floor: Mclean, VA 22102**

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

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:
703-245-8524

3. LIABILITY FOR INJURY OR DAMAGE



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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: 048120559
Block 30: Type of Contractor - A. Small Disadvantaged Business

- A. Small Disadvantaged Business
B. Other Small Business
C. Large Business
G. Other Nonprofit Organization
L. Foreign Contractor

Block 31: Woman-Owned Small Business - Yes
Block 36: Contractor's Taxpayer Identification Number (TIN): 54-1981681

- 4a. CAGE Code: 4PNE0
4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

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

Table with 2 columns: SPECIAL ITEM NUMBER and DELIVERY TIME (Days ARO). Row 1: 132-51, 30 Days unless otherwise negotiated.

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.

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

- a. Prompt Payment: .25% 10 days - net 30 from receipt of invoice or date of acceptance, whichever is later.



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- b. Quantity: None
- c. Dollar Volume: None
- d. Government Educational Institutions: The same discounts offered all other Government customers apply.
- 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:

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



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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 2001)

(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. The Industrial Funding Fee does NOT apply to travel and per diem charges.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

(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.



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- (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.

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

Outside the scope of this contract.

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:

Not applicable

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>.



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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 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 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.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS



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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.



**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 Technalink, Inc., Alka Dhillon, Phone 703-245-8524, e-mail adhillon@technalink.net, fax 703-245-3001.



Labor Category Description	Government List Price
Program Manager	\$130.78
Project Director	98.16
Senior Project Analyst	\$76.16
Project Analyst	\$58.87
Enterprise Architect	\$117.18
Technical Staff III	\$104.69
Technical Staff II	\$91.08
Technical Staff I	\$76.16
Systems Administrator III	\$100.96
System Administrator II	\$81.84
System Administrator I	\$67.67
Software Engineer III	\$128.76
Software Engineer II	\$100.87
Software Engineer I	\$81.76
Systems Analyst III	\$98.24
Systems Analyst II	\$88.18
Computer Programmer II	\$92.75
Senior Database Administrator	\$118.73
Database Administrator	\$79.05
Security Analyst III	\$122.76
Security Analyst II	\$93.00
Security Analyst I	\$70.68
Principal Consultant	\$147.53
Senior Consultant	\$119.04
Consultant	\$91.14
Network Engineer III	\$107.56
Network Engineer II	88.35
Network Engineer I	\$66.03
Network Administrator III	99.51
Network Administrator II	\$80.47
Network Administrator I	\$64.78
Computer Technician III	\$58.78
Subject Matter Expert II	\$177.17
Subject Matter Expert I	\$140.91
Technical Writer II	\$90.26
Technical Writer I	\$76.53
Configuration Manager III	\$116.85
Configuration Manager II	\$91.34
Help Desk Technician III	\$73.01
Help Desk Technician II	\$59.87
Help Desk Technician I	\$42.43



The following provides descriptions of the labor categories identified above.

Labor Category Title: Program Manager

Minimum/General Experience: 10 to 15 years of information technology experience. Experience includes increasing responsibilities in program management of information systems and related services.

Functional Responsibility: Manages substantial contract support operations involving multiple projects. Organizes, directs, and coordinates planning and production of all contract support activities. Must have demonstrated communications skills at all levels of management. Serves as the contractor authorized to interface with the Contracting Officers Technical Representative (COTR), government management personnel, and client agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervision contractor personnel, and communication policies, purposes, and goal of the organization to subordinate personnel. Responsible for overall contract performance. Assembles and recruits professionals as necessary to perform assigned tasks. Demonstrated capability in the overall management of multi-task contract of the size, type, and complexity described in the Task Order(s).

Education: BS or BA in Computer Science, Engineering, Mathematics, Business, Management, or commensurate experience is preferred.

Labor Category Title: Project Director

Minimum/General Experience: 6 to 10 years of general experience and specialized experience in supervision of contracts and projects.

Functional Responsibility: Provides administrative oversight, handles contractual matters and serves as a liaison between the Customer Representative and corporate management. Consults with users to reduce costs and maximize efficiency in achieving the stated requirements. Plans, organizes, and controls the overall activities of the project, i.e., project management, technical work, quality of work, schedule, and costs associated with various task orders issued under the contract. Ensures that all activities conform to the terms and conditions of the contract and task-ordering procedures. Coordinates activities and seeks resolution of contractual and technical problems while working with the Customers Program Manager.

Education: BS or BA in Computer Science, Engineering, Mathematics, Business, Management, or commensurate experience is preferred.

Labor Category Title: Senior Project Analyst

Minimum/General Experience: 4 to 7 years of general experience and specialized experience in supervision of contracts and projects.

Functional Responsibility: Provides administrative oversight, handles contractual matters and serves as a liaison between the Customer Representative and corporate management as needed. Consults with users to reduce costs and maximize efficiency in achieving the stated requirements. Plans, organizes, and controls the overall activities of the project, i.e., project management, technical work, quality of work, schedule, and costs associated with various task orders issued under the contract. Ensures that all activities conform to the terms and conditions of the contract and task-ordering procedures. Coordinates activities and seeks resolution of contractual and technical problems while working with the Program Manager and Project Director.

Education: Minimum BS or BA in Computer Science, Engineering, Mathematics, Business, or Management, or commensurate experience is preferred



Labor Category Title: Project Analyst

Minimum/General Experience: 2 to 4 years of general experience and specialized experience in supervision of task order contracts and projects.

Functional Responsibility: Provides administrative oversight, handles contractual matters and serves as a liaison between the Customer Representative and corporate management as needed. Consults with users to reduce costs and maximize efficiency in achieving the stated requirements. Plans, organizes, and controls the overall activities of the project, i.e., project management, technical work, quality of work, schedule, and costs associated with various task orders issued under the contract. Ensures that all activities conform to the terms and conditions of the contract and task-ordering procedures. Coordinates activities and seeks resolution of contractual and technical problems while working with the Program Manager and Project Director.

Education: BS or BA degree in Computer Science or commensurate experience is preferred.

Labor Category Title: Enterprise Architect

Minimum/General Experience: 6 to 10 years experience with IT projects specializing in the planning and deployment of enterprise wide architecture solutions, with the ability to develop business architectures to support an organizations vision, and help align their business processes, people and technologies.

Functional Responsibility: The Enterprise Architect has the ability for complete system architecture development, and system assessment. They have an understanding of concepts and products associated with application servers, queuing, web services, and industry specifications mandatory. Also understands the merits and appropriate applications of frameworks, protocols, synchronous/asynchronous communications, data translations and transformations, application performance and IT governance.

Minimum Education: A Bachelors Degree in Computer Science or Engineering

Labor Category Title: Technical Staff III

Minimum/General Experience: Minium of Five years of experience in Software development; system design and integration; imaging system development and database design/development in support of document management.

Functional Responsibility: Responsible for software design and development; systems design, integration, installation and administration to support microform of digital-based document management systems. Ensures that all software programs and systems developed in support document management system conform and meet functional/operational specifications. Provides functional direction and oversight to lower level personnel who are assigned to the task order; quality assurance; technical correctness, timeliness, and quality of deliverables; and prepares progress reports.

Education: BS or BA degree in Computer Science or significant experience may be substituted for degree requirements preferred.

Labor Category Title: Technical Staff II

Minimum/General Experience: 2 to 4 years of experience in Software development; system design and integration; development and database design/development. **Functional Responsibility:** Responsible for software design and development; systems design, integration, installation and administration. Ensures that all software programs and systems developed conform and meet functional/operational specifications. Provides functional direction and oversight to lower level personnel who are assigned to the task order; quality assurance; technical correctness, timeliness, and quality of deliverables; and prepares progress reports.



Education: BS or BA degree in Computer Science or significant experience may be substituted for degree requirements preferred.

Labor Category Title: Technical Staff I

Minimum/General Experience: 0 to 2 years of experience in Software development; system design and integration; system development and database design/development. . **Functional Responsibility:** Responsible for software design and development; systems design, integration, installation and administration. Ensures that all software programs and systems developed conform and meet functional/operational specifications. Provides functional direction and oversight to lower level personnel who are assigned to the task order; quality assurance; technical correctness, timeliness, and quality of deliverables; and prepares progress reports.

Education: BS or BA degree in Computer Science or significant experience may be substituted for degree requirements preferred.

Labor Category Title: Systems Administrator III

Minimum/General Experience: Five to ten years hands-on technical experience with computer systems and data communications.

Functional Responsibility: Provide work direction to lower-level staff. Should have a thorough understanding of capabilities of the client's applicable hardware/software configurations. This includes system backup/recovery, basic software management, security management, and library management, operating computer systems in different operating environments, sizing, performance, tuning, hardware/software trouble shooting and resource allocation.

Education: BA or BS in Computer Science, Engineering or other business related is preferred.

Labor Category Title: Systems Administrator II

Minimum/General Experience: 2 to 5 years in system administration, one year of which is on the particular system identified in the task order

Functional Responsibility: System backup/recovery, basic software management, security management, library management, operating computer systems, sizing, performance, tuning, hardware/software troubleshooting, and resource allocation. Individual shall have a thorough knowledge of capabilities of the applicable hardware/software configurations.

Education: BA or BS in Computer Science, Engineering or other business related is preferred.

Labor Category Title: Systems Administrator I

Minimum/General Experience: Entry-level position with knowledge of computer systems and data communications.

Functional Responsibility: Under the direction and supervision of senior systems administrators provides the following functionality. Can provide system backup/recovery, basic software management, security management, and library management, operating computer systems in different operating environments, sizing, performance, tuning, hardware/software trouble shooting and resource allocation.

Education BS or BA degree in Computer Science is preferred..



Labor Category Title: Software Engineer III

Minimum/General Experience: Eight to twelve years of related experience or equivalent combination of experience and training in highly complex software engineering.

Functional Responsibility: Investigates, interprets, and evaluates highly complex system software requirements. Analyzes and compares existing software systems and subsystems, and makes recommendations to increase their scope and performance to meet specific client requirements. Formulates and develops software systems or subsystems architecture, requirements and design documents. Develops software algorithms and designs, codes, and documents systems to ensure compliance with software engineering standards. May provide technical direction and guidance for software developers and engineers involved in difficult and highly complex modifications or development of software systems.

Education: Bachelor's degree in Computer Science or related discipline is preferred.

Labor Category Title: Software Engineer II

Minimum/General Experience: Four to seven years of related experience or equivalent combination of experience and training in complex software engineering.

Functional Responsibility: Investigates, interprets, and evaluates complex system software requirements. Analyzes and compares existing software systems and subsystems, and makes recommendations to increase their scope and performance to meet specific client requirements. Formulates and develops software systems or subsystems architecture, requirements and design documents. Develops software algorithms and designs, codes, and documents systems to ensure compliance with software engineering standards. May provide technical direction and guidance for software developers and engineers involved in complex modifications or development of software systems.

Education: Bachelor's degree in Computer Science or related discipline is preferred.

Labor Category Title: Software Engineer I

Minimum/General Experience: One to three years of related experience or equivalent combination of experience and training in software engineering.

Functional Responsibility: Investigates, interprets, and evaluates system software requirements. Analyzes and compares existing software systems and subsystems, and makes recommendations to increase their scope and performance to meet specific client requirements. Formulates and develops software systems or subsystems architecture, requirements and design documents. Develops software algorithms and designs, codes, and documents systems to ensure compliance with software engineering standards. May provide technical direction and guidance for software developers and engineers involved in modifications or development of software systems.

Education: Bachelor's degree in Computer Science or related discipline is preferred.

Labor Category Title: Systems Analyst III

Minimum/General Experience: 5-8 years of general experience in systems analysis or programming is preferred.

Functional Responsibility: Provides highly technical expertise in design, development and support of computer systems. Plan and develop new computer systems or devise ways to apply existing systems' resources to additional operations.

Education: BS or BA degree in Computer Science preferred.



Labor Category Title: Systems Analyst II

Minimum/General Experience: 3-5 years of general experience in systems analysis or programming is preferred.

Functional Responsibility: Provides highly technical expertise in design, development and support of computer systems. Plan and develop new computer systems or devise ways to apply existing systems' resources to additional operations.

Education: BS or BA degree in Computer Science is preferred.

Labor Category Title: Computer Programmer II

Minimum/General Experience: 3-5 years of general experience in information technology or programming is preferred.

Functional Responsibility: Analyzes systems specifications and designs, develops, modifies, and installs complex and customized software. Conducts detailed analyses of defined system specifications, and prepares associated documentation, block diagrams, and logic flow charts. Takes system design specifications and customizes software to meet applications requirements. Enhances software to reduce operating time or improve efficiency. May include programming experience with various programming languages and database systems.

Education: BS or BA degree in Computer Science is preferred.

Labor Category Title: Senior Database Administrator

Minimum/General Experience: 4-8 years of progressively more difficult experience in Database Management System (DBMS) design and systems analysis, operating systems software internal architecture, high level and data manipulation languages. Experience may also be in DBMS analysis on significant projects, including experience in designing and building databases.

Functional Responsibility: Duties include but are not limited to providing highly technical expertise and guidance in the definition, control integrity, and uniformity of DBMS. Responsible for designing, developing, modifying, and evaluating programs for internal functional areas. Responsible for planning, coordinating, and administration of DBMS, including base definition, structures, documentation, upgrades, long-range requirements, operational guidelines, and protection. Ensures accuracy and completeness of data in master files and various support tools, such as base dictionaries. Establishes and maintains security integrity controls. Formulates and monitors policies, procedures, and standards relating to database management. Responsibilities may include the following: troubleshooting, recovery, tuning of the database, software installation, resolving errors and failures, auditing activities, and resource utilization. Works on problems of diverse scope where analysis of data requires evaluation of identifiable factors. Exercises judgment within generally defined practices and policies in selecting methods and techniques for obtaining solutions.

Minimum Education: MS in Computer Science or Engineering preferred

Labor Category Title: Database Administrator

Minimum/General Experience: 2-4 years of experience in Database Management System (DBMS) design and systems analysis, operating systems software internal architecture, high level and data manipulation languages.

Functional Responsibility: General scripting knowledge of exporting and importing data. Works with application developers and architects to design physical data structures to support application requirements. Provide day-to-day development, administration and technical expertise for the deployment, integration and management of various Oracle, MS SQL, and Access databases. Supports logical and physical data modeling and design by ensuring that



database definitions conform to naming standards. Communicate effectively any urgent issues with other members of the team, including management and non-database personnel.

Minimum Education: A Bachelors Degree in Computer Science or Engineering preferred

Labor Category Title: Security Analyst III

Minimum/General Experience: 4-7 years experience in information security is preferred

Functional Responsibility: Conducts Information System audits, adheres to standards and uses common procedures and techniques in the performance of an audit. Analyzes and evaluates the policies, access controls, management and organizational structures, operating procedures, and control environment of departments processing information on computer systems. Identifies and evaluates user requirements, risks, exposures and controls in specific applications during the development or acquisition phase. Formulates, reviews, and revises procedures necessary to implement system security in accordance with higher level regulatory requirements. Reviews all safeguard procedures to measure the effectiveness of the total system security. Makes formal recommendations based on these reviews. Advises and assists in developing, implementing, and administering effective security programs; assesses progress in accomplishing such tasks. Evaluates security accreditation documentation. ****NOTE:** This description does not allow for hands on security monitoring or coming up with security test plans, etc. Perhaps use some of the description for SAI II in addition?

Education: BS or BA degree in Computer Science is preferred.

Labor Category Title: Security Analyst II

Minimum/General Experience: 2-5 years experience in information security is preferred

Functional Responsibility: A Security Analyst II (SAI) shall be able to perform the following tasks, with minimal direction: developing and preparing technical documents; writing technical papers, interaction with customers to gather design and development inter-networking concepts, theories, and information; perform technical engineer duties to include but not be limited to installation of inter-networking equipments, setup test equipments, execute tests according to written procedures, and document test results in a meaningful format for future integration into test result reports. The SAI shall understand inter-networking, networks, and computer concepts, and have technical expertise in engineering secure network. The SAI shall possess personnel computer skills at a level where they can capture preliminary and detailed information to complete follow-on tasks. A SAI shall have the knowledge and job skills to work directly with senior level personnel to accomplish goals and tasks. A SAI shall be required to initiate tasks, and complete them under the direction of a Program Manager. Performs certification for C&A processes for the accreditations of systems. The SAI performs vulnerability analysis and assessment using either government or commercial off the shelf technologies.

Education: BS or BA degree in Computer Science is preferred.

Labor Category Title: Security Analyst I

Minimum/General Experience: 0-2 years experience in information security is preferred

Functional Responsibility: A Security Analyst I (SAI) shall be able to perform the following tasks, with minimal direction: developing and preparing technical documents; writing technical papers, interaction with customers to gather design and development inter-networking concepts, theories, and information; perform technical engineer duties to include but not be limited to installation of inter-networking equipments, setup test equipments, execute tests according to written procedures, and document test results in a meaningful format for future integration into test result reports. The SAI shall understand inter-networking, networks, and computer concepts, and have technical



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expertise in engineering secure network. The SAI shall possess personnel computer skills at a level where they can capture preliminary and detailed information to complete follow-on tasks. A SAI shall have the knowledge and job skills to work directly with senior level personnel to accomplish goals and tasks. A SAI shall be required to initiate tasks, and complete them under the direction of a Program Manager. Performs certification for C&A processes for the accreditations of systems. The SAI performs vulnerability analysis and assessment using either government or commercial off the shelf technologies.

Education: BS or BA degree in Computer Science is preferred.

Labor Category Title: Principal Consultant

Minimum/General Experience: 7 - 12 years specialized experience in engineering large information systems and general experience in a related field. Working knowledge of current and anticipated developments in such areas as information systems hardware, software, databases, communication protocols, and networking. Demonstrated supervisory experience as a Team Leader or Department Director.

Functional Responsibility: Duties include but are not limited to providing technical supervision, analysis and engineering of information systems, defining requirements and limitations, technical guidance and direction, system testing, and developing engineering plans/schedules. Defines group direction from loosely given guidance, interfacing with the customer and Subject Matter Experts to extract program information, mentoring less experience team members, assisting in the determination of overall results analysis approach, and provides future network development guidance to the engineering staff. Works independently without significant oversight and will be empowered to make decisions. Will analyze physical, functional, system, data, and component analysis and architecture comprehension. Possess strong leadership, communication, and team work skills. Regularly presents findings to groups of varying sizes. Leads a team of varying engineering experience and managing overall activities to a defined schedule.

Minimum Education: A Masters Degree in Computer Science or Engineering

Labor Category Title: Senior Consultant

Minimum/General Experience: 4 - 8 years specialized experience in engineering information systems. Working knowledge of current and anticipated developments in such areas as information systems hardware, software, databases, communication protocols, and networking. Supervisory experience as a Team Leader.

Functional Responsibility: Duties include but are not limited to providing technical direction, analysis and engineering of information systems, defining requirements and limitations, technical guidance and direction, system testing, and developing engineering plans/schedules. Defines group direction from loosely given guidance, interfacing with the customer and Subject Matter Experts to extract program information, mentoring less experience team members, assisting in the determination of overall results analysis approach, and provides future network development guidance to the engineering staff. Works independently without significant oversight and will be empowered to make decisions. Will analyze physical, functional, system, data, and component analysis and architecture comprehension. Possess strong communication, and team work skills.

Minimum Education: A Masters Degree in Computer Science or Computer Engineering or related field.

Labor Category Title: Consultant

Minimum/General Experience: 2 – 5 years of experience in information systems. Working knowledge of current and anticipated developments in such areas as information systems hardware, software, databases, communication protocols, and networking.



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Functional Responsibility: Duties include but are not limited to providing analysis and engineering of information systems, defining requirements and limitations, system testing, and developing engineering plans/schedules.

Minimum Education: A Bachelors Degree in Computer Science, Computer Engineering or related field

Labor Category Title: Network Engineer III

Minimum/General Experience: 4-7 years experience in electronics, data communications or telecommunications positions is preferred with progressive experience designing and/or installing LAN's.

Functional Responsibility: Design, engineer and plan overall site activities, including inside and outside plant specifications, equipment room layouts, and hardware configuration. Oversee all technical phases of systems. Formulate logical designs of system problems and devise procedures for solutions to the problems. Give support to other network support staff. Assist the Project Manager in the determination of labor hours and categories needed to perform site surveys resulting from a network design Task Order. Oversee all technical documentation activities and determine documentation specification methods and technical support manuals.

Education: BS or BA degree in Computer Science or a related discipline is preferred

Labor Category Title: Network Engineer II

Minimum/General Experience: 2 – 5 years experience in electronics, data communications or telecommunications positions is preferred with progressive experience with in a networking environment.

Functional Responsibility: Give support to other network support staff. Perform day to day network operations duties and provide customer support.

Education: BS or BA degree in Computer Science or a related discipline is preferred

Labor Category Title: Network Engineer I

Minimum/General Experience: 0 to 2 years experience in electronics, data communications or telecommunications positions is preferred with progressive experience with in a networking environment.

Functional Responsibility: Give support to other network support staff. Perform day to day network operations duties and provide customer support.

Education: BS or BA degree in Computer Science or a related discipline is preferred

Labor Category Title: Network Administrator III

Minimum/General Experience: 4 - 8 years of experience with design, installation, operation, maintenance and detailed knowledge of network administration.

Functional Responsibility: Installation and configuration of network hardware/software to meet user and follow established network policy. Establish detailed fault management, configuration control, and performance monitoring. Activation, back-up, deactivation, and restart of network resources/services. Problem isolation and correction; performance monitoring; and configuration control. Certification/recertification actions. Advice on operational impacts of network expansions, additions, upgrades, and reconfiguration in hardware/software suites.

Education: BS or BA degree in Computer Science or a related discipline is preferred



Labor Category Title: Network Administrator II

Minimum/General Experience: 2-5 years of experience with design, installation, operation, maintenance and detailed knowledge of network administration.

Functional Responsibility: Installation and configuration of network hardware/software to meet user and follow established network policy.. Establish detailed fault management, configuration control, and performance monitoring. Activation, back-up, deactivation, and restart of network resources/services. Problem isolation and correction; performance monitoring; and configuration control. Certification/recertification actions. Advice on operational impacts of network expansions, additions, upgrades, and reconfiguration in hardware/software suites.

Education: BS or BA degree in Computer Science or a related discipline is preferred

Labor Category Title: Network Administrator I

Minimum/General Experience: 0 to 3 years of experience with design, installation, operation, maintenance and detailed knowledge of network administration.

Functional Responsibility: Installation and configuration of network hardware/software to meet user needs and follow established network policy.. Establish detailed fault management, configuration control, and performance monitoring. Activation, back-up, deactivation, and restart of network resources/services. Problem isolation and correction; performance monitoring; and configuration control. Certification/recertification actions. Advice on operational impacts of network expansions, additions, upgrades, and reconfiguration in hardware/software suites.

Education: BS or BA degree in Computer Science or a related discipline is preferred.

Labor Category Title: Computer Technician III

Minimum/General Experience: 3-5 years customer service experience, or equivalent training and experience.

Functional Responsibility: Provides telephone technical support to employees regarding complex technical aspects of assigned products. Answers complex questions about installation, operation, configuration, customization and usage of assigned products. Applies advanced diagnostic techniques to identify problems, investigate causes and recommend solutions to correct common failures. Assists lower level Customer Support Technicians with complex problems. May provide work direction to lower level Customer Support Technicians. Comprehensive knowledge of hardware and/or software products required. Must have strong communications skills and be able to communicate technical issues effectively.

Education: High school diploma or equivalent.

Labor Category Title: Subject Matter Expert II

Minimum/General Experience: 8-12 years of broad professional level experience, including three years of management experience with demonstrated proficiency in systems engineering, analysis and programming with wide exposure to interrelated activities. Requisite Certifications desired.

Functional Responsibility: Serves as source of broad general knowledge of systems engineering, systems analysis and design, software integration, and software development with an in-depth expertise in at least one of these areas. Primary function is to perform complex technical efforts in specialty area by serving either as senior technical staff member on a large project or as a leader of a small, specialized project. Other functions are to provide, within the specialty area, quick response problem resolution, internal and external training, and marketing support to translate



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advanced technology theory into specific, practical applications of use for the corporation. Requires knowledge in a specific professional technical field (such as artificial intelligence, statistics, electronics, computer science, mathematics, or physics) to define and solve new information processing system problems, develop engineering designs, and conduct analyses and experiments in the area of discipline. Knowledge in this discipline should be comparable to that which could be acquired through completion of a Graduate level curriculum leading to a Master's Degree in the specific field. Requires thorough knowledge of the principles and concepts of management and applicable knowledge of business practices, business organization, and cost accounting practices, and the ability to plan and manage an activity with committed objectives, schedules, and costs.

Education: BA or BS in Business or related field required. Advance Degree desired

Labor Category Title: Subject Matter Expert I

Minimum/General Experience: 6-9 years of broad professional level experience, including three years of management experience with demonstrated proficiency in systems engineering, analysis and programming with wide exposure to interrelated activities. Requisite Certifications desired.

Functional Responsibility: Serves as source of broad general knowledge of systems engineering, systems analysis and design, software integration, and software development with an in-depth expertise in at least one of these areas. Primary function is to perform complex technical efforts in specialty area by serving either as senior technical staff member on a large project or as a leader of a small, specialized project. Other functions are to provide, within the specialty area, quick response problem resolution, internal and external training, and marketing support to translate advanced technology theory into specific, practical applications of use for the corporation. Requires knowledge in a specific professional technical field (such as artificial intelligence, statistics, electronics, computer science, mathematics, or physics) to define and solve new information processing system problems, develop engineering designs, and conduct analyses and experiments in the area of discipline. Knowledge in this discipline should be comparable to that which could be acquired through completion of a Graduate level curriculum leading to a Master's Degree in the specific field. Requires thorough knowledge of the principles and concepts of management and applicable knowledge of business practices, business organization, and cost accounting practices, and the ability to plan and manage an activity with committed objectives, schedules, and costs.

Education: BA or BS in business or related field required. Advance Degree desired

Labor Category Title: Technical Writer II

Minimum/General Experience: 4 - 6 years related experience in editing documents and technical writing.

Functional Responsibility: Experienced in program documentation for management information systems. To include: Research, writing, editing materials for related reports, manuals, briefs, proposals, instructional materials, catalogs, technical publications, and/or software and hardware documents. Provides guidance to less experienced/skilled personnel.

Education: Degree in Management or a technical discipline is preferred.

Labor Category Title: Technical Writer I

Minimum/General Experience: 2-4 years related experience in editing documents and technical writing.

Functional Responsibility: Experienced in program documentation for management information systems. To include: Research, writing, editing materials for related reports, manuals, briefs, proposals, instructional materials, catalogs, technical publications, and/or software and hardware documents.



Education: Degree in Management or a technical discipline is preferred.

Labor Category Title: Configuration Manager III

Minimum/General Experience: 5 to 10 years of overall industry experience, along with 4 to 6 years of related experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities.

Functional Responsibility: Analyzes proposed product design changes to determine the effect on the overall system. Ensures configuration identification by reviewing design release documents for completeness and proper authorizations. Prepares deviations and waivers for government approval when specifications cannot be met. Compiles audit information. May audit subcontractors' inspection or technical document preparation procedures to verify compliance with contract requirements. Prepares manual or automated records of parts design change documents. Drafts configuration analysis plans to encompass contractual requirements. Reviews contracts and determines configuration requirements. Assists in the development and maintenance of database.

Education: Bachelor's Degree in Computer Science or an associated discipline is preferred

Labor Category Title: Configuration Manager II

Minimum/General Experience: 3 to 6 years of overall industry experience, along with 2 to 4 years of related experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities.

Functional Responsibility: Analyzes proposed product design changes to determine the effect on the overall system. Ensures configuration identification by reviewing design release documents for completeness and proper authorizations. Prepares deviations and waivers for government approval when specifications cannot be met. Compiles audit information. May audit subcontractors' inspection or technical document preparation procedures to verify compliance with contract requirements. Prepares manual or automated records of parts design change documents. Drafts configuration analysis plans to encompass contractual requirements. Reviews contracts and determines configuration requirements. Assists in the development and maintenance of database.

Education: Bachelor's Degree in Computer Science or an associated discipline is preferred

Labor Category Title: Help Desk Technician III

Minimum/General Experience: Five (5) years of relevant work experience/education.

Functional Responsibility: Provide technical support and guidance, problem resolution, and installation for hardware and software systems. Perform maintenance and configuration support for computer and networked equipment. Troubleshoot applications, email and operating system problems. Assist with high level enterprise wide architecture problems, network problems and associated help desk documentation and systems support.

Minimum Education: High school diploma

Labor Category Title: Help Desk Technician II

Minimum/General Experience: Three (3) years of relevant work experience/education.

Functional Responsibility: Provide technical support and guidance, problem resolution, and installation for hardware and software systems. Perform maintenance and configuration support for computer and networked equipment. Troubleshoot applications, email and operating system problems.



Minimum Education: High school diploma

Labor Category Title: Help Desk Technician I

Minimum/General Experience: One (1) year of relevant work experience/education.

Functional Responsibility: Provide technical support and guidance, problem resolution, and installation for hardware and software systems. Perform maintenance and configuration support for computer and networked equipment.

Education: High school diploma

NOTES REGARDING EDUCATION REQUIRMENTS AND EQUIVALENTS.

Education Degrees:

AA: Associate in Arts

BSE: Bachelor of Science Engineering

AS: Associate in Science

CS: Computer Science

BA: Bachelor of Arts

HS: High School

BS: Bachelor of Science

IS: Information Systems

BSEE: Bachelor of Science Electrical Engineering

Six (6) years of general experience is considered equivalent to a Bachelor Degree.

Ten (10) years of general experience is considered equivalent to a Master's Degree.

Fifteen (15) years of general experience is considered equivalent to a PhD.



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



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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;



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(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 - 31 -nce.



**BASIC GUIDELINES FOR USING
“CONTRACTOR TEAM ARRANGEMENTS”**

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

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

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

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

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

Here is a general outline on how it works:

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