

AUTHORIZED FEDERAL SUPPLY SERVICE

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

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)

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 performed by the publisher or manufacturer or one of their authorized agents.



2300 Clarendon Boulevard, Suite 750
Arlington, Virginia 22201
Phone 571-319-8900

Contract Number: GS-35F-0652V

Period Covered by Contract:
27 August 2009 to 26 August 2019
as of Mod #12 effective 27 August 2014

General Services Administration
Federal Supply Service

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

TABLE OF CONTENTS

TABLE OF CONTENTS	2
INFORMATION FOR ORDERING ACTIVITIES.....	3
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)	10
USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS PREAMBLE	23
BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE	24
BASIC GUIDELINES FOR USING "CONTRACTOR TEAM ARRANGEMENTS"	27

INFORMATION FOR ORDERING ACTIVITIES

SPECIAL NOTICE TO AGENCIES:

Small Business Participation

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

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

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

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

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:

2. Contractor's Ordering Address and Payment Information:

Cambridge International Systems, Inc.
2300 Clarendon Boulevard, Suite 705
Arlington, Virginia 22201

Contractors are required to accept the 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:

571-319-8900

3. LIABILITY FOR INJURY OR DAMAGE

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

4. Statistical Data for Ordering activity Ordering activity Completion of Standard Form 279:

Block 9: G. Order/Modification Under Federal Schedule:

Block 16: Data Universal Numbering System (DUNS): **074343414**

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

Block 31: Woman-Owned Small Business – **Yes**

Block 36: Contractor's Taxpayer Identification Number (TIN): **54-1738975**

4a. CAGE Code:

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:

ITEMS OR GROUP OF ITEMS (Special item No. or Nomenclature)	Cambridge DELIVERY TIME
132-51	30 Days ARO

b. URGENT REQUIREMENTS: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

ITEMS OR GROUP OF ITEMS (Special item No. or Nomenclature)	Cambridge DELIVERY TIME
132-51	15 Days ARO

7. **Discounts:** Prices shown are NET Prices; Basic Discounts have been deducted.
- a. Prompt Payment: None offered, prices are net 30 days from receipt of invoice or date of acceptance, whichever is later.
 - b. Quantity: All prices are net, no additional discounts are offered
 - c. Dollar Volume: All prices are net, no additional discounts are offered
 - d. Ordering activity Educational Institutions: Ordering activity Educational Institutions are offered the same discounts as all other Ordering activity customers.

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:**

Available on an open market basis, outside the scope of this contract.

10. **Small Requirements:** The minimum dollar value of orders to be issued is \$2,500.

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
Special Item Number 132-52 - Electronic Commerce (EC) Services

12. **ORDERING PROCEEDURES 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:**

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

13.1 **FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):**

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards

Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):

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

14. 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.

- (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 at 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:

None.

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 receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act apply. The requisitioning activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

23. SECTION 508 COMPLIANCE.

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

<http://www.cbridge.org>

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

(b) The following statement:

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

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 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 and Special Item Number 132-52 Electronic Commerce Services apply exclusively to IT Services within the scope of this Information Technology Schedule.

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

2. PERFORMANCE INCENTIVES

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

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

(c) 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 agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

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

3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK) (G-FCI-920) (MAR 2003)

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

When ordering services over \$100,000, Department of Defense (DOD) ordering offices and non-DOD agencies placing orders on behalf of the DOD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 – Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence.

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering activity using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(a) When ordering services, ordering activities shall—

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

(i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

(ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement

of work. A firm-fixed price order shall be requested, unless the ordering activity makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

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

(iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

Based upon an initial evaluation of catalogs and price lists, the ordering activity should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate) and transmit the request as follows:

NOTE: When buying IT professional services under SIN 132—51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

(i) The request should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.

(ii) For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the ordering activity's needs.

(iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.

(iv) Ordering activities should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

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

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

(b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering activity the opportunity to secure volume discounts. When establishing BPAs, ordering activities shall—

(1) Inform contractors in the request (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

(i) SINGLE BPA: Generally, a single BPA should be established when the ordering activity can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

(ii) MULTIPLE BPAs: When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing the BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the Schedule contractor that represents the best value.

(2) Review BPAs Periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404).

(c) The ordering activity should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

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

(e) The ordering activity, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

4. ORDER

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

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

5. PERFORMANCE OF SERVICES

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

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

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

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

6. 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.

7. INSPECTION OF SERVICES

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

8. RESPONSIBILITIES OF THE CONTRACTOR

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

9. 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.

10. 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.

11. 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 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.

12. 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.

13. 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.

14. RESUMES

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

15. 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.

16. 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.

17. DESCRIPTION OF IT SERVICES AND PRICING

1. Program Manager

A. Duties. Serves as the contractor's single contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance.

B. Qualifications. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Technology, or other related discipline. This position requires a minimum of twelve years experience, of which at least ten years should be specialized is desired. Specialized experience includes: AIMS familiarization, project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in information systems design and/or management.

2. Engineer II (Engineer)

A. Duties. Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for communications systems from project inception to conclusion. Analyzes user interfaces, maintains hardware and software performance tuning, analyzes workload and computer usage, maintains interfaces with outside systems, analyzes downtimes, analyzes proposed system modifications, upgrades and new COTS. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with technicians to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

B. Qualifications. A Bachelor's degree in Computer Science, Information Systems, Electronics Systems, Engineering, other related discipline, or equivalent technical training and experience in electronics, telecommunications, or computer network hardware or software with a high school diploma. This position requires a minimum of eight years experience. Specialized experience in analysis and design of communications and identification systems is desired. General experience includes increasing responsibilities in information systems design and/or management.

3. Engineer III (Sr. Engineer)

A. Duties. Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for communications systems from project inception to conclusion. Analyzes user interfaces, maintains hardware and software performance tuning, analyzes workload and computer usage, maintains interfaces with outside systems, analyzes downtimes, analyzes proposed system modifications, upgrades and new COTS. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with technicians to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

B. Qualifications. A Bachelor's degree in Computer Science, Information Systems, Electronics Systems, Engineering, other related discipline. This position requires a minimum of ten years experience of which must be specialized experience in analysis and design of communications and identification systems is desired. General experience includes increasing responsibilities in information systems design and/or management. Must demonstrate the ability to work independently or under only general direction on requirements that are moderately complex to analyze, plan, program, and implement.

4. Principal Engineer

A. Duties. Act as subject matter expert in specified engineering discipline, providing mentorship to engineering staff. Assist in the technical training of engineering staff and aid in the identification of high-potential candidates for career development. Take ownership of development of design criteria aligned with the company's mission and safety vision. Work with design engineers and technicians to ensure quality and compliance with design criteria. Organize technical discussions with subcontractors and vendors in order to specify designs or systems necessary for an engineering project. Evaluate designs of engineering systems to determine operational effectiveness, safety, and relative cost of such systems. Promote a positive relationship with the Client, Subcontractors, Vendors, and the operating divisions of the company. Ensure a high degree of cooperation to achieve the best possible results. Represent the company and company's interests when directed within industry working groups and committees, technical forums and regulatory

liaison committees. Performs the duties of Engineering Discipline Manager for short durations when required. Evaluates and recommends for manager's approval all actions which have significant financial impact or operational consequences. Acts independently to reach sound technical decisions concerning equipment and systems. Principal Engineer is expected to represent the company and company interest (where applicable) in industry working groups.

B. Qualifications. A Bachelor's degree in Computer Science, Information Systems, Electronics Systems, Engineering, other related discipline. This position requires a minimum of twelve years experience of related experience. Must demonstrate the ability to work independently or under only general direction on requirements that are moderately complex to analyze, plan, program, and implement. Supervision and mentoring of Engineers, Technicians and Designers is required. Must be self-motivated and possess superior skills to identify and solve unusual problems associated with improved rig performance, characteristics and safety. Displayed ability to ensure that all aspects of a problem are understood and effectively managed within the recommended solution. Must be able to perform with a sense of urgency, and highest ethical standards without sacrificing on accuracy and professional engineering practices. Innovation in areas that would improve efficiency and safety of a system is to be expected.

5. Project Engineer

A. Duties. Responsible for assisting the assigned project manager with regard to design and scope of a project and with the execution of one or more simultaneous projects in accordance with a valid, executed contract, per company policies and procedures and work instructions for customized and standardized plants. Schedule preparation and resource forecasting for specific engineering activities relating to the project. Performance management of the architectural and engineering vendor. Assuring accuracy of financial forecasts with tie-in to project schedules. Ensuring projects are completed according to project plans. Managing project team resources and training.

B. Qualifications. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of nine years of related experience of which five years must be specialized. Excellent verbal and written communications skills and leadership abilities are required. Specialized experience includes preparation and analysis of financial statements. General experience includes increasing responsibilities in general accounting or management activities. Must demonstrate the ability to work independently or under only general direction.

6. Technician

A. Duties. Performs direct technical work on project. Works under general supervision and installs, operates, maintains, configures, troubleshoots, and repairs IT systems devices, circuits, cables, components, software, and end-user devices, components, software and connectivity. Coordinates with the contractor's project manager and Government user representatives to ensure accurate solutions and user satisfaction on technical matters.

B. Qualifications. An Associate's degree. This position requires a minimum of one year of progressive IT experience including at least two projects in technical areas. At least one project must have occurred within the past three years.

7. Journeyman Technician

A. Duties. Is responsible for direct technical work on projects. Performs a variety of analyses and prepares appropriate documentation. Prepares and makes briefings and presentations. Assists in on-site management of installations. Works independently and installs, operates, maintains, configures, troubleshoots, and repairs IT systems devices, circuits, cables, components, software, and end-user devices, components, software and connectivity. Assists in the development and management of project plans. This includes the review of task performance and work products for correctness, for adherence to design concepts and user requirements, and or progress in accordance with schedules. Coordinates with the contractor's project manager, and Government user representatives to ensure accurate solutions and user satisfaction on technical matters.

B. Qualifications. A High School Diploma. This position requires a minimum of five years of progressive IT experience including at least three projects in technical areas. At least one project must have occurred within the past three years.

8. Apprentice IT Analyst

A. Duties. Works under general supervision, developing the requirements of a product from inception to conclusion. Develops required specifications for simple to moderately complex problems.

B. Qualifications. A Bachelor's degree. This position requires a minimum of five years of progressive IT experience including at least two projects in technical areas. At least one project must have occurred within the past three years.

9. Junior IT Analyst

A. Duties. Works under close supervision, developing the requirements of a product from inception to conclusion. Develops required specifications for simple to moderately complex problems.

B. Qualifications. A Bachelor's degree. This position requires a minimum of three years of progressive IT experience including at least two projects in technical areas. At least one project must have occurred within the past three years.

10. Senior IT Analyst

A. Duties. Provides technical and administrative direction for tasks, including the review of work products for correctness, compliance with industry accepted standards, FTS standards, and user standards specified in specific task orders.

B. Qualifications. A Bachelor's degree. This position requires a minimum of nine years experience, of which at least two years must be specialized. Specialized experience includes: supervision of substantial IT projects. One year of this experience must have been in supervising large IT service contracts, including people of various job categories and skills must have occurred in the last five years. General experience includes progressive IT experience including at least five projects in the technical areas. At least one project must have occurred within the past three years.

11. Journeyman IT Analyst

A. Duties. Supports a senior analyst with both technical and administrative tasks related to the project with direct responsibility for assuring the correctness of a product.

B. Qualifications. A Bachelor's degree. This position requires a minimum of seven years experience, of which at least one year must be specialized. Specialized experience includes: management of substantial IT projects. One year of this experience must have been in managing large IT service contracts, including people of various job categories and skills must have occurred in the last five years. General experience includes progressive IT experience including at least three projects in the technical areas. At least one project must have occurred within the past three years responsibilities in technical management.

12. Communications Allocation Coordinator

A. Duties. Performs first-level assistance to subscribers requesting new or changes to network connections. Schedules tracks and monitors subscriber integration events and status. Support includes off-site assistance in requirement definition and continues through circuit allocation, engineering and acquisition process. Coordinates technical assistance during installation, upgrade cancellation and disconnection phases. Coordinates in implementing operational services. Advises users regarding optimal usage of Management Information Systems utilizes existing database applications to manage field service operations and generates required reports. Serves as central point of contact for clients to determine the status of operational systems. Provides functional guidance, supervision, technical support, training, and quality assurance/quality control as necessary.

B. Qualifications. A Bachelor's Degree in Computer Science, Information systems, Engineering, Business, or other scientific or technical discipline directly related to the labor category. This position requires a minimum of five years experience of which three years must be specialized. Specialized experience includes but is not limited to, telecommunications installation/integration, data communications systems, WANS/LANS, and knowledge of computer based systems to include telecommunications systems design and development, including associated hardware and software, knowledge of circuit provisioning, equipment and peripherals, post installation testing procedures and activity reporting, knowledge of communication systems design, development, and operations as well as understanding of government integration and implementation processes, knowledge of operating systems, networking procedures, and multi-tasking and multi-user information retrieval systems.

13. Network Design Engineer II

A. Duties. Provides leadership and engineering direction to the design of network systems. Develops and implements strategy for generating multiple alternate designs at each development level, and trade-off results which trigger iteration of the design process. Designs and implements highly complex networks that typically link numerous computing platforms, operating systems, and network topologies across widely dispersed geographical areas. Responsible for the implementation of engineering processes that provide for timely and appropriate integration of all engineering disciplines to ensure a network system design that meets all requirements. Identifies problems and risk areas and mitigates their impact. Performs technical design reviews. Provides functional guidance, supervision, technical support, training and quality assurance/quality control to Level I personnel.

B. Qualifications. A Bachelor's Degree in Computer Science, Information systems, Engineering, Business, or other scientific or technical discipline directly related to the labor category. This position requires a minimum of five years experience of which three years must be specialized. Specialized experience may include one or more of the following areas: Evaluation of ADP software, equipment, telecommunications, integration and modeling of large computer based systems. Configuring and implementing data communications processors, routers, Switches, multiplexers, DSU/CSU modems, line (DS, T1, T3, and ISDN) and related equipment. Design of Standard network suites, hardware configurations, and standard cable schemes to include cable engineering.

14. Network Controller Level II

A. Duties. Serves as technical specialist responsible for the monitoring, operating and managing, troubleshooting and restoring to service any of the components comprising the DISN or DRSN networks. These include data/voice communications equipment, multiplexers (such as modems, circuit switching units, data switching units, secure telephone switches and PBX's), data terminal equipment, (such as front-end processors, routers, 3270/SNA devices) and transmission media (such as coaxial and twisted pair cables, satellite, microwave, and fiber optics both vendor-provided and government owned). Performs pro-active monitoring of network elements alarms and alerts to identify those components/elements that may lead to or ready are causing network degradation or failure. Accomplishes this through use of network management system (s) and associated assets on a continuous (rotating shifts) basis. Performs fault isolation and diagnostic/assessment functions to include determination and execution of corrective action(s) on real-time basis. Interfaces with functional users as well as remote operations centers in both routine and reactive monitoring situations. Maintains logs and records associated with reported problems or situations. Executes all reporting functions and data input associated with network management. Monitors security posture of network(s); reports suspected violations to designated authority. Coordinates with configuration management and implementation entities to ensure optimum dissemination of information and network efficiency. Performs operator level maintenance on all components/assets associated with network management systems. Provides functional guidance, supervision, technical support, training and quality assurance/quality control to Level I personnel.

B. Qualifications. . A Bachelor's Degree in Computer Science, Information systems, Engineering, Business, or other scientific or technical discipline directly related to the labor category. This position requires a minimum of five years experience of which three years must be specialized. Specialized experience includes but is not limited to, specific experience in telecommunications network management, operations, installation or development.

15. Network Controller Level I

A. Duties. . Serves as technical specialist responsible for the monitoring, operating and managing, troubleshooting and restoring to service any of the components comprising the DISN or DRSN networks. These include data/voice communications equipment, multiplexers (such as modems, circuit switching units, data switching units, secure telephone switches and PBX's), data terminal equipment, (such as front-end processors, routers, 3270/SNA devices) and transmission media (such as coaxial and twisted pair cables, satellite, microwave, and fiber optics both vendor-provided and government owned). Performs pro-active monitoring of network elements alarms and alerts to identify those components/elements that may lead to or ready are causing network degradation or failure. Accomplishes this through use of network management system (s) and associated assets on a continuous (rotating shifts) basis. Performs fault isolation and diagnostic/assessment functions to include determination and execution of corrective action(s) on real-time basis. Interfaces with functional users as well as remote operations centers in both routine and reactive monitoring situations. Maintains logs and records associated with reported problems or situations. Executes all reporting functions and data input associated with network management. Monitors security posture of network(s); reports suspected violations to designated authority. Coordinates with configuration management and implementation entities to ensure optimum dissemination of information and network efficiency. Performs operator level maintenance on all components/assets associated with network management systems.

B. **Qualifications.** AA Degree in Computer Science, Information systems, Engineering, Business, or other scientific or technical discipline directly related to the labor category. This position requires a minimum of one year general experience.

16. System Engineer 4

A. **Duties.** Analyze systems requirements. Design systems architectures. Interface system requirements including networks, operating systems, legacy systems and high-end technologies to provide system solutions.

B. **Qualifications.** A Bachelor's Degree in Computer Science, Information systems, Engineering, Business, or other scientific or technical discipline directly related to the labor category. This position requires a minimum of eight years general experience.

17. Oracle Database Developer

A. **Duties.** Provides Oracle database design and administration and Oracle application development support. Works as team leader under the general supervision of the Program Director. Will direct more junior technical staff in database applications development so this requires someone with previous supervisory experience. Manages and maintains all Oracle production and non-production databases. Responsible for standards and design of physical data structure, storage, maintenance, access and security administration. Performs backup and recovery on Oracle Database Management Systems, configures database parameters, and prototype designs against logical data models, defines data repository requirements, data dictionaries and warehousing requirements. Optimizes database access and allocates/re-allocates database resources for optimum configuration, database performance and cost.

B. **Qualifications.** A Bachelor's Degree in Computer Science, Information systems or other related field, and three years of Oracle DBA work experience as the primary database architect at a medium to large organization to the labor category. This position requires a minimum of five years general experience.

18. Geospatial Developer

A. **Duties.** Design and develop applications to meet the end users requirements while maintaining, documenting, and testing source code, development of programmer's manual and end user's guide. Provide configuration management, database administration, and software architecture. Provide consultation, guidance, recommendations, and solutions on existing and new applications to meet user requirements. Additionally, provide GIS application development of ArcGIS extensions, and ArcServer development, deployment, and maintenance. Ability to develop functional applications from use case descriptions writes and debugs code, create application user documentation, and maintain web applications and software releases. Other technical support will be to review and assess geospatial data and databases, information, specifications, standards and special studies which affect the Government's digital mapping environments. Assist to ensure that program requirements are reflected in current and future geospatial capabilities and data sources.

B. **Qualifications.** A Bachelor's Degree in Computer Science or Information Management required and must have a minimum of five years experience using ESRI's suite of software applications and with relational databases including MS Access, Oracle Spatial and SQL. Strong understanding of ESRI's ArcMap Objects data model. Strong Visual Basic, Java, .Net and C# programming required. Experience with development of web based applications and programming applications within an ESRI environment.

GSA PRICELIST FOR IT PROFESSIONAL SERVICES

Labor Categories	Year 1	IFF	Year 2	IFF	Year 3	IFF	Year 4	IFF	Year 5 Thru 5/28/14	IFF	Year 5 After 5/28/14	IFF
Program Manager	\$107.37	\$0.81	\$110.59	\$0.83	\$113.91	\$0.85	\$117.33	\$0.88	\$120.85	\$0.91	\$118.17	\$0.89
Engineer II	\$76.54	\$0.57	\$78.84	\$0.59	\$81.20	\$0.61	\$83.64	\$0.63	\$86.15	\$0.65	\$84.24	\$0.63
Engineer III/Sr. Engineer	\$94.80	\$0.71	\$97.64	\$0.73	\$100.57	\$0.75	\$103.59	\$0.78	\$106.70	\$0.80	\$104.33	\$0.78
Principle Engineer	\$178.27	\$1.34	\$183.62	\$1.38	\$189.13	\$1.42	\$194.80	\$1.46	\$200.64	\$1.50	\$196.20	\$1.47
Project Engineer	\$120.72	\$0.91	\$124.34	\$0.93	\$128.07	\$0.96	\$131.91	\$0.99	\$135.87	\$1.02	\$132.86	\$1.00
Technician	\$47.94	\$0.36	\$49.38	\$0.37	\$50.86	\$0.38	\$52.39	\$0.39	\$53.96	\$0.40	\$52.77	\$0.40
Journeyman Technician	\$45.07	\$0.34	\$46.42	\$0.35	\$47.81	\$0.36	\$49.25	\$0.37	\$50.73	\$0.38	\$49.61	\$0.37
Apprentice IT Analyst	\$58.62	\$0.44	\$60.38	\$0.45	\$62.19	\$0.47	\$64.06	\$0.48	\$65.98	\$0.49	\$64.52	\$0.48
Junior IT Analyst	\$62.44	\$0.47	\$64.31	\$0.48	\$66.24	\$0.50	\$68.23	\$0.51	\$70.28	\$0.53	\$68.72	\$0.52
Senior IT Analyst	\$85.03	\$0.64	\$87.58	\$0.66	\$90.21	\$0.68	\$92.91	\$0.70	\$95.70	\$0.72	\$93.58	\$0.70
Journeyman IT Analyst	\$42.05	\$0.32	\$43.31	\$0.32	\$44.61	\$0.33	\$45.95	\$0.34	\$47.33	\$0.35	\$46.29	\$0.35
Comm Alloc Coordinator	\$67.21	\$0.50	\$69.23	\$0.52	\$71.30	\$0.53	\$73.44	\$0.55	\$75.65	\$0.57	\$73.97	\$0.55
Network Design Engineer II	\$75.44	\$0.57	\$77.70	\$0.58	\$80.03	\$0.60	\$82.44	\$0.62	\$84.91	\$0.64	\$83.02	\$0.62
Network Controller Level II	\$74.84	\$0.56	\$77.09	\$0.58	\$79.40	\$0.60	\$81.78	\$0.61	\$84.23	\$0.63	\$82.36	\$0.62
Network Controller Level I	\$52.78	\$0.40	\$54.36	\$0.41	\$55.99	\$0.42	\$57.67	\$0.43	\$59.40	\$0.45	\$58.08	\$0.44
Systems Engineer 4	\$103.23	\$0.77	\$106.33	\$0.80	\$109.52	\$0.82	\$112.80	\$0.85	\$116.19	\$0.87	\$113.62	\$0.85
Oracle Database Developer	\$96.53	\$0.72	\$99.43	\$0.75	\$102.41	\$0.77	\$105.48	\$0.79	\$108.65	\$0.81	\$106.25	\$0.80
Geospatial Developer	\$86.68	\$0.65	\$89.28	\$0.67	\$91.96	\$0.69	\$94.72	\$0.71	\$97.56	\$0.73	\$95.40	\$0.72

Labor Categories	Year 6	IFF	Year 7	IFF	Year 8	IFF	Year 9	IFF	Year 10	IFF
Program Manager	\$120.53	\$0.90	\$122.94	\$0.92	\$125.40	\$0.94	\$127.91	\$0.96	\$130.47	\$0.98
Engineer II	\$85.92	\$0.64	\$87.64	\$0.66	\$89.39	\$0.67	\$91.18	\$0.68	\$93.00	\$0.70
Engineer III/Sr. Engineer	\$106.42	\$0.80	\$108.55	\$0.81	\$110.72	\$0.83	\$112.93	\$0.85	\$115.19	\$0.86
Principle Engineer	\$200.12	\$1.50	\$204.12	\$1.53	\$208.20	\$1.56	\$212.36	\$1.59	\$216.61	\$1.62
Project Engineer	\$135.52	\$1.02	\$138.23	\$1.04	\$140.99	\$1.06	\$143.81	\$1.08	\$146.69	\$1.10
Technician	\$53.83	\$0.40	\$54.91	\$0.41	\$56.01	\$0.42	\$57.13	\$0.43	\$58.27	\$0.44
Journeyman Technician	\$50.60	\$0.38	\$51.61	\$0.39	\$52.64	\$0.39	\$53.69	\$0.40	\$54.76	\$0.41
Apprentice IT Analyst	\$65.81	\$0.49	\$67.13	\$0.50	\$68.47	\$0.51	\$69.84	\$0.52	\$71.24	\$0.53
Junior IT Analyst	\$70.09	\$0.53	\$71.49	\$0.54	\$72.92	\$0.55	\$74.38	\$0.56	\$75.87	\$0.57
Senior IT Analyst	\$95.45	\$0.72	\$97.36	\$0.73	\$99.31	\$0.74	\$101.30	\$0.76	\$103.33	\$0.77
Journeyman IT Analyst	\$47.22	\$0.35	\$48.16	\$0.36	\$49.12	\$0.37	\$50.10	\$0.38	\$51.10	\$0.38
Comm Alloc Coordinator	\$75.45	\$0.57	\$76.96	\$0.58	\$78.50	\$0.59	\$80.07	\$0.60	\$81.67	\$0.61
Network Design Engineer II	\$84.68	\$0.64	\$86.37	\$0.65	\$88.10	\$0.66	\$89.86	\$0.67	\$91.66	\$0.69
Network Controller Level II	\$84.01	\$0.63	\$85.69	\$0.64	\$87.40	\$0.66	\$89.15	\$0.67	\$90.93	\$0.68
Network Controller Level I	\$59.24	\$0.44	\$60.42	\$0.45	\$61.63	\$0.46	\$62.86	\$0.47	\$64.12	\$0.48
Systems Engineer 4	\$115.89	\$0.87	\$118.21	\$0.89	\$120.57	\$0.90	\$122.98	\$0.92	\$125.44	\$0.94
Oracle Database Developer	\$108.38	\$0.81	\$110.55	\$0.83	\$112.76	\$0.85	\$115.02	\$0.86	\$117.32	\$0.88
Geospatial Developer	\$97.31	\$0.73	\$99.26	\$0.74	\$101.25	\$0.76	\$103.28	\$0.77	\$105.35	\$0.79

Year 1 - 27 August 2009 to 26 August 2010
Year 3 - 27 August 2011 to 26 August 2012
Year 5 - 27 August 2013 to 26 August 2014
Year 7 - 27 August 2015 to 26 August 2016
Year 9 - 27 August 2017 to 26 August 2018

Year 2 - 27 August 2010 to 26 August 2011
Year 4 - 27 August 2012 to 26 August 2013
Year 6 - 27 August 2014 to 26 August 2015
Year 8 - 27 August 2016 to 26 August 2017
Year 10 - 27 August 2018 to 26 August 2019

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Ordering activity contracts. To accelerate potential opportunities please contact Cambridge International Systems, Inc., 2300 Clarendon Boulevard, Suite 705, Arlington VA 22201, Tel: 571-319-8900, Fax: 703-549-8803.

BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act
_____(Agency)____ and Cambridge International Systems, Inc. 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

AGENCY

DATE

CONTRACTOR

DATE

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULE/DATES
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);

(e) Purchase Order Number;

(f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

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

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

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

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