

AUTHORIZED  
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.

**SPECIAL ITEM NUMBER 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.

**Innosoft Corporation**

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Contract Number: **GS-35F-478BA**

Period Covered by Contract: **August 19, 2014 – August 18, 2019**

General Services Administration  
Federal Acquisition Service

Pricelist current through Modification #P0-0001, dated October 8, 2014.

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsaadvantage.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.gsaadvantage.gov](http://www.gsaadvantage.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page ([www.gsa.gov/fas](http://www.gsa.gov/fas)) 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:

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### **2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:**

**Innosoft Corporation**  
**10500 Little Patuxent Parkway, Suite 700, Columbia, MD 21044**

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). 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:

**573-230-1625**

**3. LIABILITY FOR INJURY OR DAMAGE**

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

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

Block 9: G. Order/Modification Under Federal Schedule Contract  
Block 16: Data Universal Numbering System (DUNS) Number: 084807770  
Block 30: Type of Contractor: Small Disadvantaged Business

- A. Small Disadvantaged Business
- B. SBA Certified 8(a) Firm

Block 31: Woman-Owned Small Business - No  
Block 37: Contractor's Taxpayer Identification Number (TIN): 43-1922780  
Block 40: Veteran Owned Small Business (VOSB): No

- 4a. CAGE Code: 47U67
- 4b. Contractor has registered with the Central Contractor Registration Database.

**5. FOB DESTINATION**

**6. DELIVERY SCHEDULE**

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
<u>132-51</u> _____	<u>30</u> Days
_____	_____ Days

**Expedited: TBD at Task Order Level**

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

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

- a. Prompt Payment: 0% - 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: None

- c. Dollar Volume: None
- d. Other Special Discounts: 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 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 for the following Special Item Numbers (SINs) is \$500,000:

Special Item Number 132-51 - Information Technology Professional Services

**12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

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

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

**13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS**

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

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

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

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

**14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)**

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated

funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

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

**16. GSA ADVANTAGE!**

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

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

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.gsaadvantage.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. 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.
- c. The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

## **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:

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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 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 or 132-9.

## **23. SECTION 508 COMPLIANCE.**

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant:

Yes   X  

No \_\_\_\_\_

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): \_\_\_\_\_

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

#### **24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.**

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

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

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

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

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

- (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
- (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

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

#### **26. SOFTWARE INTEROPERABILITY.**

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

#### **27. ADVANCE PAYMENTS**

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

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**

**\*\*\*NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.**

**1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT/IAM Professional 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 I-FSS-60 Performance Incentives (April 2000)**

- 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.
- 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/IAM 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**

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS -COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I - OCT 2008) (DEVIATION I - FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts 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 (Dec 2007) 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/IAM Professional Services.

## **9. INDEPENDENT CONTRACTOR**

All IT/IAM Professional 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/IAM Professional 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 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) 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 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

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

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

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

### **13. RESUMES**

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

### **14. INCIDENTAL SUPPORT COSTS**

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

### **15. APPROVAL OF SUBCONTRACTS**

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

### **16. DESCRIPTION OF IT/IAM PROFESSIONAL SERVICES AND PRICING**

a. The Contractor shall provide a description of each type of IT/IAM Service offered under Special Item Numbers 132-51 IT/IAM Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT/IAM Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:

**EXAMPLE:** Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science

## GSA PRICE LIST

SIN	LABOR CATEGORY	GSA PRICE WITH IFF
132 51	Database Administrator	\$122.25
132 51	Data Modeler / Architect	\$128.36
132 51	Database Manager	\$138.24
132 51	Software Test Engineer I	\$78.99
132 51	Software Test Engineer II	\$83.93
132 51	Software Test Engineer IV	\$111.87
132 51	Testing Engineer I	\$66.95
132 51	Testing Engineer II	\$75.87
132 51	Project Manager I	\$113.07
132 51	Security Systems Engineer I	\$113.55
132 51	Security Systems Engineer III	\$138.24
132 51	Security Systems Engineer V	\$157.98
132 51	Network Engineer II	\$116.96
132 51	Application Developer I	\$83.93
132 51	Application Developer II	\$93.80
132 51	Application Developer III	\$108.61
132 51	Application Architect	\$128.36
132 51	Application Release Manager I	\$103.68
132 51	Application Release Manager II	\$133.30
132 51	Business Analyst	\$52.07
132 51	Business Analyst II	\$92.23
132 51	Business Analyst III	\$109.86
132 51	Tech Writer II	\$95.35
132 51	Technical Architect	\$117.53
132 51	Systems Administrator I	\$69.92
132 51	Project Manager II	\$150.09
132 51	Systems Scientist II	\$202.42
132 51	Software Scientist II	\$196.49
132 51	Business Analyst IV	\$148.11
132 51	Quality Specailist I	\$113.55
132 51	Graphics Designer I	\$128.36
132 51	Training Specialist I	\$128.36

## **Labor Category Descriptions**

### **Database Administrator**

*Minimum/General Experience:* Four (4) years of experience performing moderately complex database engineering assignments involving the modification and/or development of enterprise database systems. Experience in developing database systems or subsystems architecture, requirements, and design documents. Performs database algorithm development, design, coding, and documentation of systems.

*Functional Responsibility:* Performs database algorithm development, design, coding, and documentation of systems. Understands and has implemented database technology. Evaluates subcontractor software activities, and ensures compliance with software engineering standards.

*Minimum Education:* Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

### **Data Modeler / Architect**

*Minimum/General Experience:* Five (5) years of experience in the design, development, build, analysis, evaluation and installation of database management systems. Experience to include database modeling and design, relational database architecture, metadata and repository creation and configuration management.

*Functional Responsibility:* The analysis and design of complex data solutions while applying data architecture principles. This includes logical and physical data modelling based on data requirements using relational data modeling practices. Uses data mapping, data mining and data transformational analysis tools to design and develop databases. Determines data storage and optimum storage requirements. Prepares system requirements, source analysis and process analyses and design throughout the database implementation.

*Minimum Education:* Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

### **Database Manager**

*Minimum/General Experience:* Five (5) years of experience in maintaining the health, functionality and availability of production - mission critical systems. Experience performing Oracle/Sybase/db2 administration including dumps & loads, user account maintenance, device management, manage tables, constraints and indexes.

*Functional Responsibility:* Responsible for the reliability and availability of large, scalable databases with heavy transaction and batch activities. Maintain existing environment, perform upgrades and the monitoring and resolution technical problems.

*Minimum Education:* Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

### **Software Test Engineer I**

*Minimum/General Experience:* Three (3) years of experience performing software integration and troubleshooting of multiple applications complex enterprise environments. Experience to include executing tests to validate the requirements and functionality per the project specifications as detailed in the test procedures. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision.

*Functional Responsibility:* Supports the development and generation of system test plans to validate system requirements and functionality as documented in the system specifications. May support the development of test scenarios and generating test procedures to properly and rigorously test the system requirements and functionality. Also responsible for identifying, analyzing, and documenting any defects discovered during testing.

Minimum Education: Associates degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

### **Software Test Engineer II**

Minimum/General Experience: Four (4) years of experience performing software integration and troubleshooting of multiple applications in complex enterprise environments. Experience to include executing tests to validate the requirements and functionality per the project specifications as detailed in the test procedures. Relies on limited experience and judgment to plan and accomplish goals. Works under general supervision.

Functional Responsibility: Supports the development and generation of system test plans to validate system requirements and functionality as documented in the system specifications. May support the development of test scenarios and generating test procedures to properly and rigorously test the system requirements and functionality. Also responsible for identifying, analyzing, and documenting any defects discovered during testing.

Minimum Education: Associates degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

### **Software Test Engineer IV**

Minimum/General Experience: Six (6) years of experience in one or more testing scenarios: Functional Testing, Performance and Stress Testing, End-to-end testing with other systems and organizations, Acceptance and Regression Testing. Relies on years of experience and significant judgment to plan and accomplish goals.

Functional Responsibility: Evaluates, recommends, and implements automated test tools and strategies. Develops, maintains and upgrades automated test scripts and architectures for application products. May write, implement, and report status for system test cases for testing. Analyzes test cases and provides regular progress reports. Provide mentoring and leadership to junior staff.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline

### **Testing Engineer I**

Minimum/General Experience: Five (5) years of experience in testing, formulating, and analyzing complex Information Systems designs to determine specific component elements.

Functional Responsibility: Construct alternative systems integration methods, and/or testing methods for assigned system components. Responsible for defined aspects of the test planning and execution for the systems across all projects/production defects. May be the first point of escalation for any production defects level questions, concerns or decisions.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

### **Testing Engineer II**

Minimum/General Experience: Six (6) years of experience in testing, formulating, and analyzing complex Information Systems designs to determine specific component elements.

Functional Responsibility: Construct alternative systems integration methods, and/or testing methods for assigned system components. Responsible for defined aspects of the test planning and execution for the systems across all projects/production defects. May be the first point of escalation for any production defects level questions, concerns or decisions.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

## **Project Manager I**

Minimum/General Experience: Three (3) years of progressive technical or managerial experience in information resources management. At least two (2) year of experience within the last three (3) years occupying a project manager position in the IT or information resources management field.

Functional Responsibility: Provide on-time delivery of client staff utilization, financial and other status reports as defined by the contract. Oversee and provide technical and managerial direction to contract support staff for contract monitoring and system development activities. Help recruit and allocate contract resources on contract to be consistent with workload, funding; ensure that all work performed is in compliance with all standards. Act as point of contact for support staff and the client.

Minimum Education: Associates degree in a technical discipline.

## **Security Systems Engineer I**

Minimum/General Experience: Three (3) years of experience in the computer field and must have demonstrated ability to design, develop, install, implement, and maintain Identity and Access Management security information systems for enterprise data processing applications. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision.

Functional Responsibility: The Security Systems Engineer develops and integrates user's requirements into programmer tasks, designs and develops programs and databases, integrates existing software systems, tests the system, develops and presents training materials for Federal HSPD-12 and/or related programs.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline

## **Security Systems Engineer III**

Minimum/General Experience: Five (5) years of experience in the computer security field and must have demonstrated ability to design, develop, install, implement, and maintain Identity and Access Management security information systems for enterprise data processing applications. Relies on experience and exercises judgment to plan and accomplish goals. Works under limited supervision.

Functional Responsibility: Evaluates COTS tools, user environments, and makes recommendations involving Identity and Access Management solutions. Develops and integrates user's requirements into programmer tasks, designs and develops programs and databases, integrates existing software systems, tests the system, develops and presents training materials for Federal HSPD-12 and/or related programs.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

## **Security Systems Engineer V**

Minimum/General Experience: Seven (7) years of broad experience in information security concepts, Federal and commercial information security policies and system architecture concepts. Experience in Information Security tools in a large, complex, multi-platform environment. Demonstrated experience coordinating multiple projects and tasks in line with Agency goals and objectives.. Relies on experience and knowledge to self- direct and work independently. Develop, mentor and motivate junior staff.

Functional Responsibility: Leads design efforts for security and related portions of new applications along with application development areas; supports EIAM tools; supports troubleshooting application issues related to EIAM tools; manages vendor relationships for EIAM or related tools. Manages identity provisioning systems for access to various systems; provision IDs; implements policies for managing access, roles, permissions etc. to various systems including windows servers, sharepoint sites, and midrange unix servers. Support new initiatives related to HIPAA and other Federal mandates

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

## **Network Engineer II**

Minimum/General Experience: Four (4) years of experience in the installation, monitoring, maintenance, support and optimization of network hardware. Support of system roll-outs, upgrades and systems performance management activities. Experience collaborating on project teams in the planning and development of effective network solutions. Leads projects of moderate technical difficulty and possesses competency to resolve complex systems issues.

Functional Responsibility: Monitor network or analyze systems to identify, recommend, design and implement improvements to network processes. Remains current on new technologies and may research new solutions. Assist/support network security operations and contribute to metrics and management reporting. Plans and coordinates installation/maintenance activities with clients, development staff, other infrastructure teams and vendors where applicable

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

## **Application Developer I**

Minimum/General Experience: Two (2) years of experience in developing efficient application data processing systems. Experience working on and delivering large-scale distributed systems in an Agile and/or waterfall manner, with application of Test Driven Development and continuous integration knowledge. Experience in a multi-OS environment, including Unix, Linux, Microsoft Windows, involving application development and analysis

Functional Responsibility: Responsible to create, test and code/programs applications software for enterprise systems. Under supervision, work in teams to identify methods and concepts in response to client needs. Responsibilities will directly support creating, testing, debugging, and maintaining / implementing the source code that makes up the application or program. May also be responsible for designing the prototype application, indicate program unit structure, and coordinate application plans with the development team or client.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

## **Application Developer II**

Minimum/General Experience: Three (3) years of experience in developing efficient application data processing systems. Experience working on and delivering large-scale distributed systems in an Agile and/or waterfall manner, with application of Test Driven Development and continuous integration knowledge. Experience in a multi-OS environment, including Unix, Linux, Microsoft Windows, involving application development and analysis

Functional Responsibility: Responsible to create, test and code/programs applications software for enterprise systems. Under general supervision, work in teams to identify methods and concepts in response to client needs. Responsibilities will directly support creating, testing, debugging, and maintaining / implementing the source code that makes up the application or program. May also be responsible for designing the prototype application, indicate program unit structure, and coordinate application plans with the development team or client.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

## **Application Developer III**

Minimum/General Experience: Four (4) years of experience in developing efficient application data processing systems. Experience working on and delivering large-scale distributed systems in an Agile and/or waterfall manner, with application of Test Driven Development and continuous integration knowledge. Experience in a multi-OS environment, including Unix, Linux, Microsoft Windows, involving application development and analysis

**Functional Responsibility:** Responsible to create, test and code/programs applications software for enterprise systems. Under limited supervision, work in teams to identify methods and concepts in response to client needs. Responsibilities will directly support creating, testing, debugging, and maintaining / implementing the source code that makes up the application or program. May also be responsible for designing the prototype application, indicate program unit structure, and coordinate application plans with the development team or client.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

### **Application Architect**

**Minimum/General Experience:** Four (4) year experience defining / articulating an architectural vision, conceptualizing architectural approaches, developing and validating the architecture and high level solution design against business requirements, and guiding and mentoring development teams on methodologies, processes and best practices.

**Functional Responsibility:** Responsible to that the structure and behavior and interaction of enterprise applications and their functions are scalable, reliable and manageable consistent with client requirements. With limited supervision, the Architect is responsible for defining and maintaining best practices for application engineering, component re-use, architecture design and technical standards, while maintaining an awareness of new / emerging technologies and their potential application to existing client business requirements.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

### **Application Release Manager I**

**Minimum/General Experience:** Four (4) years of experience in the end-to-end Release Management lifecycle which includes scheduling, coordinating and the management of releases across the enterprise for multiple applications. The releases can be inclusive of application updates, operating system patches, security improvements, and/or hardware upgrades.

**Functional Responsibility:** Under general supervision, define, implement and managing release processes for the progression of code in the development, test, and production environments. Collaboratively work with all participants in software development projects to define calendar/schedules, risks readiness reviews, and project metrics to ensure successful projects.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

### **Application Release Manager II**

**Minimum/General Experience:** Six (6) years of experience in the end-to-end Release Management lifecycle which includes scheduling, coordinating and the management of releases across the enterprise for multiple applications. The releases can be inclusive of application updates, operating system patches, security improvements, and/or hardware upgrades. Experience includes consequential support of Enterprise Change and Configuration Boards.

**Functional Responsibility:** Under limited supervision, define, implement and managing release processes for the progression of code in the development, test, and production environments. Collaboratively work with all participants in software development projects to define calendar/schedules, risks readiness reviews, and project metrics to ensure successful projects.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline

## **Business Analyst**

Minimum/General Experience: One (1) year experience in development of functional and business requirements, problem identification, analysis and resolution methodologies.

Functional Responsibility: Responsible to support planning, analysis, and design of business systems. With team members, analyze and document business processes, manage change requests, document operational procedures and issues.

Minimum Education: Associates degree in a technical discipline.

## **Business Analyst II**

Minimum/General Experience: Two (2) years of experience in development of functional and business requirements, problem identification, analysis and resolution methodologies.

Functional Responsibility: Responsible to support planning, analysis, and design of business systems. With team members, analyze and document business processes, manage change requests, document operational procedures and issues.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline

## **Business Analyst III**

Minimum/General Experience: Three (3) years of experience in development of functional and business requirements, problem identification, analysis and resolution methodologies.

Functional Responsibility: Responsible to support planning, analysis, and design of business systems. With team members, analyze and document business processes, manage change requests, document operational procedures and issues.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

## **Tech Writer II**

Minimum/General Experience: Four (4) years of demonstrated topic-based authoring experience of technical manuals and or technical documentation of a moderate complexity. Able to work effectively across teams and organizations. Previous experience using RoboHelp, Framemaker, AuthorIT, or other documentation systems as may be required.

Functional Responsibility: Responsible to conduct technical research to translates technical information for technical and non-technical users in web and hardcopy formats. Edits and/or reformats copy and ensures documentation is in compliance with corporate standards and follows established guidelines for the organization, design and delivery of work products. May also maintain a repository / library.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

## **Technical Architect**

Minimum/General Experience: Four (4) years of experience leading or supporting teams which produce technical specifications for custom development and systems integration requirements.

Functional Responsibility: Responsible for the overall technical design and build of the custom elements of the solution. Produce detailed technical designs to meet the solution design specifications and requirements that comply

with applicable Federal security, accessibility, and other standards. May complete/oversee the custom development projects and associated quality assurance efforts.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

### **Systems Administrator I**

Minimum/General Experience: Four (4) years of experience provisioning, configuring, installing, and the successful operation, and maintenance of IT systems hardware, network resources and/or software and related infrastructure.

Functional Responsibility: Responsibilities may include regular system and/or security monitoring, verifying the integrity and availability of all IT or network resources, key processes. The Systems Administrator may review system and application logs, and perform/verify completion of scheduled jobs (e.g. backups). May create, change, and delete user accounts per request and provide Tier II support, investigate and troubleshoot issues.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

### **Project Manager II**

Minimum/General Experience: Five (5) years of progressive technical or managerial experience in information resources management. At least four (4) years of experience within the last five (5) years occupying a project manager position in the IT or information resources management field.

Functional Responsibility: Provide on-time delivery of client staff utilization, financial and other status reports as defined by the contract. Oversee and provide technical and managerial direction to contract support staff for contract monitoring and complex system development activities involving multiple technologies. Help recruit and allocate contract resources on contract to be consistent with workload, funding; ensure that all work performed is in compliance with all industry and Federal standards. Act as point of contact for support staff and the client.

Minimum Education: Bachelor's degree in a technical discipline.

### **Systems Scientist II**

Minimum/General Experience: Minimum of six (6) years' experience, of which four years must be specialized. Specialized experience may include the following: lifecycle IT engineering project development from inception to deployment, demonstrated ability to provide strategic and tactical technical guidance and direction in multiple tasks across several functional areas and including the use of different technologies. Expertise in applying diverse database, information, telecommunications or related engineering technologies to develop and deploy integrated systems. Conducts complex technical investigations through advanced research techniques, analysis or development phases of engineering projects. Skilled in managing and control of funds and resources, demonstrated ability in managing complex multi-task contracts. General experience required includes: increasing responsibilities in information systems design and management.

Functional Responsibility: Responsible for the technical aspects of a program or project. Provides effective management of assigned resources. Operates within client guidance, contractual limitations, and Company/Client business and policy directives. Serves as technical focal point of contact with client on program activities. If performing project management roles, performs those duties and ensures that all required resources including manpower, production standards, computer time, and facilities are available for program implementation. Acting as the program manager, manages program consisting of multiple projects including project identification, design, development and delivery. May also lead or support in contract negotiations. Provides technical advice to program managers, project leads and client to resolve complex technical issues.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

## **Software Scientist II**

Minimum/General Experience: Minimum of six (6) years' experience, of which four years must be specialized in developing enterprise application data processing systems. Experience developing coding, testing and delivering large-scale distributed systems in an Agile and/or waterfall methodologies, with application of Test Driven Development and continuous integration knowledge. Specialized in-depth experience in security software, financial or business systems, physical or network monitoring, cloud delivery models or COTS product implementations. Experience in a multi-OS environment, including Unix, Linux, Microsoft Windows, involving application development and analysis.

Functional Responsibility: Responsible to create, test and code/programs applications software for enterprise systems. Under limited supervision, work in teams to identify methods and concepts in response to client needs. Responsibilities will directly support creating, testing, debugging, and maintaining / implementing the source code that makes up the application or program. May also be responsible for designing the prototype application, and coordinate application plans with the development team or client.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

## **Business Analyst IV**

Minimum/General Experience: Minimum five (5) years' experience in applications, database and systems development activities. At least five (5) years' experience in development of functional and business requirements, problem identification, analysis and resolution methodologies.

Functional Responsibility: Responsible to support planning, analysis, and design of business systems. With team technical members, develop, analyze and document business processes, systems requirements, manage change requests, document operational procedures and issues.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

## **Quality Specialist I**

Minimum/General Experience: Must have at least four (4) years' experience of which two years must be specialized. Specialized experience includes Configuration Management, IV&V, software testing and integration, software metrics and their application to software quality assessment. General experience includes increasing responsibilities in quality assurance, quality control, validation and verification.

Functional Responsibility: Assists in the evaluation of software, systems and associated documentation. Participates in formal and informal reviews to determine quality; presents IV&V results and troubleshoots technical problems; makes recommendations to improve overall quality.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

## **Graphics Designer I**

Minimum/General Experience: Requires at least five (5) years' directly related experience in graphics design. Knowledge of the associated graphics design software applications. Demonstrated knowledge in the principles, methods, and techniques used in the preparation of graphics materials.

Functional Responsibility: Performs diverse graphics/illustration activities to produce brochures, briefings, displays, and other materials; involved in all aspects of graphics/illustration projects from conceptualization and development to final presentation; may act as a technical consultant on matters of design, composition and methods of presenting technical data; uses a broad range of graphics production software and equipment; exercises creative judgment and

originality by translating needs into graphics capabilities; may participate in website design.

Minimum Education: Associates Degree or certificate from a recognized technical institution.

**Training Specialist I**

Minimum/General Experience: Five (5) years of business and/or technical course development and stand-up instruction experience in the classroom or webinar format.

Functional Responsibility: Develops and provides lesson plans, course outlines, and classroom materials to support presentations and/or instruction on business and technical subject matter. Provides stand-up course instruction as well as develops supporting curriculum materials.

Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

**Additional Notes:**

**Education and Experience:** To add flexibility and to assist in aligning resources proposed for future requirements, education equivalences are provided in the Table below.

It is anticipated that all experience and education will be in a technical field directly related to the labor category being proposed and all diplomas, GED certificates, and degrees will be from accredited institutions.

Education & Experience Levels			Equivalent Education and Experience	
Education	and	Experience	Acquired Degree	Minimum Experience
Associate’s Degree or higher	and	2 years	High School/GED	4 years
Bachelor’s Degree or higher	and	5 years	High School/GED	9 years
			Associate	7 years
			Master	3 years
			Doctorate	1 year
Master’s Degree or higher	and	6 years	High School/GED	12 years
			Associate	10 years
			Bachelor	8 years
			Doctorate	4 years

**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 **(Srinivas Challapalli, President, phone 573-230-1625, [srinivas.challapalli@innosoft.com](mailto:srinivas.challapalli@innosoft.com), fax 206-309-0196).**



BPA NUMBER \_\_\_\_\_

**(CUSTOMER NAME)**  
**BLANKET PURCHASE AGREEMENT**

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

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

- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

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

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

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

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

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

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

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

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

Here is a general outline on how it works:

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