

# GSA IT SCHEDULE 70

## Authorized Federal Supply Service

### Information Technology Schedule Price List

General Purpose Commercial Information Technology  
Equipment Software and Services



**Contract:** GS-35F-0151L

**Period Covered By Contract:**  
12/22/2000 – 12/21/2020

**Pricelist Current through  
Modification:**  
Mod # PO-0051, January 21, 2017

**Special Item Numbers:**  
132-51, Information Technology  
Professional Services

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



**KeyLogic Systems, Inc.**  
3168 Collins Ferry Road  
Morgantown, WV 26505  
304.296.9100 voice  
304.296.9300 fax

## INTRODUCTION TO KEYLOGIC SYSTEMS, INC.

KeyLogic Systems, Inc., founded in 1999 is a leading edge provider of commercial and government systems. KeyLogic provides Information Technology (IT) consulting, software development, management, and integration services that result in effective business solutions. Our company focuses on providing the best solution to meet customer's needs with the highest quality and cost effective results.

KeyLogic personnel have led nationwide implementations providing a wide range of superior IT services. By specializing in advanced technologies such as distributed systems and Web development, KeyLogic offers the skills your organization needs. Our customers are assured they will receive outstanding support and services in the following areas:

- ◆ Distributed (n-tiered) Systems Development
- ◆ Web, Intranet, E-commerce
- ◆ Client-Server Development
- ◆ Database Design and Development
- ◆ Geographic Information Systems (GIS)
- ◆ Integration Services
- ◆ IT Strategic Planning; Standards Based Architecture (SBA), GPRA, Clinger-Cohen
- ◆ Systems Analysis and Needs Assessment
- ◆ Business Process Reengineering

## INFORMATION FOR ORDERING OFFICES

### ***SPECIAL NOTICE TO AGENCIES:***

#### **SMALL BUSINESS PARTICIPATION**

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

For orders exceeding the micropurchase threshold, FAR 8.4 requires agencies to consider the catalog/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](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage! and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contains 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.

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

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

**COMMITMENT**

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact KeyLogic Systems, Inc., 3168 Collins Ferry Road, Morgantown, WV 26505, Phone: (304) 296-9100, Fax: (304) 296-9300.

## 1. GEOGRAPHIC SCOPE OF CONTRACT

The geographic scope of this contract is the 48 contiguous states and the District of Columbia. Services provided outside of this geographic scope shall be provided on an as-needed basis and shall include any additional expenses required such as travel and living expenses.

## 2. KEYLOGIC SYSTEMS, INC. ORDERING ADDRESS AND PAYMENT INFORMATION

### ORDERING INFORMATION:

- a. For mailed orders, the postal mailing address where written orders will be received is as follows:

KeyLogic Systems, Inc.  
Attention: Contracts Department  
3168 Collins Ferry Road  
Morgantown, WV 26505

- b. For orders by facsimile transmission, the point of contact is:

Contracts Department  
Facsimile Number: (304) 296-9300

- c. The following representative should be contacted for computer-to-computer electronic data interchange (EDI) orders regarding establishment of an EDI interface:

Contracts Department  
Telephone: (304) 296-9100

- d. Below are the telephone numbers that can be used by ordering agencies to obtain technical and/or ordering assistance.

Vice President  
Telephone: (304) 296-9100

Business Development/Contracts Department  
Telephone: (304) 296-9100

### PAYMENT INFORMATION:

- a. All payments shall be submitted to the following remittance address:

KeyLogic Systems, Inc.  
 Attention: Accounts Receivable  
 3168 Collins Ferry Road  
 Morgantown, WV 26505

KeyLogic Systems, Inc. is required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. KeyLogic Systems, Inc. will also accept government purchase cards for payment above the micro-purchase threshold. Processing fees for the purchase card are subject to inclusion in the ordering price. In addition, bank account information for wire transfer payments will be shown on the invoice.

### **3. LIABILITY FOR INJURY OR DAMAGE**

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

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

Block 9: G. Order/Modification Under Federal Schedule  
 Block 16: Contractor Establishment Code/Data Universal Numbering Systems (DUNS): 05-430-3180  
 Block 30: Type of Contractor: B. Other Small Business  
 Block 31: Women-Owned Small Business: No  
 Block 36: Contractor's Taxpayer Identification Number (TIN): 55-0764-837

#### **4a. CAGE CODE**

1KWG7

#### **4b. SYSTEM FOR AWARD MANAGEMENT (SAM)**

KeyLogic Systems, Inc. is registered with the System for Award Management (SAM).

### **5. FOB DESTINATION**

It is expected that all Information Technology Professional Services described herein will be performed either at a KeyLogic Systems, Inc. facility or at a government designated facility. Place of performance shall be designated on the purchase order or in the Statement of Work.

## 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:

<u>SPECIAL ITEM NUMBER</u>	<u>DELIVERY TIME (Days ARO)</u>
SIN 132-51	Not Applicable

- b. **URGENT REQUIREMENTS**

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

## 7. DISCOUNTS

- a. Prompt Payment: None
- b. Quantity: None
- c. Dollar Volume: Not Applicable
- d. Government Educational Institutions: Government educational institutions are offered the same discounts as all other Government clients.

## 8. TRADE AGREEMENT 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

Not applicable for services offered under Special Item Number 132-51, Information Technology Professional Services.

## 10. SMALL REQUIREMENTS

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

## 11. MAXIMUM ORDER (all dollar amounts are exclusive of any discount for prompt payment.)

- a. The Maximum Order value for the following Special Item Number (SIN) is \$500,000:

Special Item Number 132-51 – Information Technology (IT) Professional Services

## 12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS

**NOTE:** Special Ordering procedures have been established for Special Item Number (SIN) 132-51 IT Professional Services. Please refer to these ordering procedures in the section titled, “Terms and Conditions Applicable to Information Technology (IT) Professional Services (Special Item Number 132-51).”

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

- a. **Orders placed at or below the micro-purchase threshold.** Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor. Government purchase card(s) are accepted.
- b. **Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.** Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Government purchase card(s) are accepted. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the “GSA Advantage!” on–line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency’s needs. In



selecting the supply or service representing the best value, the ordering office may consider –

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

**c. Orders exceeding the maximum order threshold.** Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. Government purchase card(s) are accepted. In addition, to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall –

- (1) Review additional Schedule Contractors’ catalogs/pricelists or use the “GSA Advantage!” on-line shopping service;
- (2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
- (3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

**NOTE:** For order exceeding the maximum order threshold, the Contractor may:

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

**d. Blanket purchase agreements (BPAs).** The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements.

BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

- e. **Price reductions.** In addition to the circumstances outlined paragraph c, above, there may be instances where ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.
- f. **Small business.** For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.
- g. **Documentation.** Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

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

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

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

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning

their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address or telephone at (703) 487-4650.

### **13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS)**

Telecommunications products under this Schedule that do not conform to Federal Telecommunications Standards (Fed-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunications 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 in writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, Maryland 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.
- (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 OFFICE**

Any ordering office, with respect to any one or more delivery orders placed under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under the provisions of FAR 52.212-4, paragraphs (1) Termination for the Government's convenience, and (m) Termination for Cause (See C.1.)

## 16. **GSA Advantage!**

The 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 the GSA Advantage! By accessing the Internet World Wide Web utilizing a browser (ex. Netscape). The Internet Address is <http://www.gsa.gov/>.

## 17. **PURCHASE OF OPEN MARKET ITEMS**

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

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

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

## 18. **CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

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

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

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

b. The above is not intended to 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:

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

## **20. BLANKET PURCHASE AGREEMENTS (BPAs)**

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

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

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill

recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of the business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature.

Following is a Suggested BPA Format for customers to consider when using this purchasing tool.

**BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE  
(Insert Customer Name)**

In the spirit of the Federal Acquisition Streamlining Act (Agency) and KeyLogic 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 Government that works better and costs less.

**Signatures:**

\_\_\_\_\_  
AGENCY

\_\_\_\_\_  
KeyLogic Systems, Inc.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE



**(CUSTOMER NAME)**  
**BLANKET PURCHASE AGREEMENT**  
**BPA NUMBER: \_\_\_\_\_**

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 Agency):

- (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:

<b>MODEL NUMBER/PART NUMBER/ CLIN</b>	<b>* SPECIAL BPA DISCOUNT/PRICE</b>
_____	_____
_____	_____
_____	_____

- (2) Delivery:

<b>DESTINATION</b>	<b>DELIVERY SCHEDULE/DATES</b>
_____	_____
_____	_____

- (3) The Government 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:

<b>OFFICE</b>	<b>POINT OF CONTACT</b>
_____	_____
_____	_____

- (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.

## **21. CONTRACTOR TEAM ARRANGEMENTS**

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

### **"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 of the Federal Supply Schedule Contract.

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

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

Here is a general outline on how it works:

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

## **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:

**[www.keylogic.com](http://www.keylogic.com)**

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

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

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.

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION  
TECHNOLOGY PROFESSIONAL SERVICES  
(SIN 132-51)**

**1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the Scope of this Information Technology Schedule.
- b. KeyLogic Systems, Inc. shall provide services at KeyLogic Systems, Inc. facilities and/or at Government locations, as agreed to by KeyLogic Systems, Inc. and the ordering office.

**2. PERFORMANCE INCENTIVES**

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

**3. 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. contained in this clause and the 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 referred) 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 ordering activity'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 in 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 BP A. (See FAR 8.404)
    - (ii) **MULTIPLE BPAs:** When the ordering activity determines multiple BP As 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 ordering activity 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 office.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.
- c. The Agency should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

#### **6. INSPECTION OF SERVICES**

The Inspection of Services–Fixed Price (AUG 1996) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–

Time-and-Materials and Labor-Hour (JAN 1986) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character.

## **8. RESPONSIBILITIES OF THE GOVERNMENT**

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

## **9. INDEPENDENT CONTRACTOR**

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

## **10. ORGANIZATIONAL CONFLICTS OF INTEREST**

### **a. Definitions.**

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

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

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

### **b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to**

individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## **11. INVOICES**

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

## **12. PAYMENTS**

For firm-fixed price orders the 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 I (APR 1984) 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 (DEC 2002) applies to labor-hour orders placed under this contract.

## **13. RESUMES**

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

## **14. INCIDENTAL SUPPORT COSTS**

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

## **15. APPROVAL OF SUBCONTRACTS**

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

## 16. DESCRIPTION OF IT SERVICES

<b>IT FACILITY OPERATION AND MAINTENANCE (FPDS CODE D301)</b>	
<i>Computer Operations</i>	<i>Configuration Management</i>
<i>Computer Security Management</i>	<i>Performance Management</i>
<i>Capacity Planning</i>	<i>Performance Measurement &amp; Monitoring</i>
<i>Data Back-Up and Recovery</i>	<i>Troubleshooting &amp; Resolution</i>
<i>User Support</i>	<i>Security Administration</i>
<i>Systems Engineering</i>	<i>Systems Administration</i>
<i>System Cutover/Transition</i>	<i>Internet Security</i>
<i>Application Service Provider (ASP) Planning &amp; Implementation</i>	

<b>IT SYSTEMS DEVELOPMENT SERVICES (FPDS CODE D302)</b>	
<i>Distributed (N-tier) Development</i>	<i>Data Modeling</i>
<i>Web-based Solution Development</i>	<i>SQL</i>
<i>Client-Server Development</i>	<i>PL/SQL</i>
<i>Windows Development</i>	<i>E-Commerce Development</i>
<i>Full Life Cycle Development</i>	<i>Intranet Development</i>
<i>Business Process Reengineering</i>	<i>Electronic Data Interchange (EDI)</i>
<i>Requirements Analysis</i>	<i>Training</i>
<i>Functional Analysis</i>	<i>Document Management</i>
<i>IT Strategic Planning via Standards Based Architecture (SBA)</i>	<i>Geographical Information Systems (GIS) Development, including: ARCInfo, ArcView, Map Objects, Data Analysis Tools</i>
<i>Systems Analysis &amp; Needs Assessment</i>	<i>GIS Application Development &amp; Implementation</i>
<i>Configuration Management</i>	<i>GIS Integration</i>
<i>Web-Based Connectivity</i>	<i>GIS Management Support</i>
<i>Workflow Management, Analysis and Tracking</i>	<i>GIS: PC ArcView Training</i>
<i>Test and Evaluation</i>	<i>GIS ArcView GUI Customization</i>
<i>Database Design and Development</i>	<i>GIS Spatial Database Design &amp; Implementation</i>

<b>IT SYSTEMS ANALYSIS SERVICES (FPDS CODE D306)</b>	
<i>Program/Project Management</i>	<i>Requirements Allocation</i>
<i>Architecture Planning Support</i>	<i>Business Process Reengineering</i>
<i>Standards Based Architecture (SBA)</i>	<i>Alternate Solutions &amp; Tradeoff Studies</i>
<i>Enterprise Resource Planning (ERP)</i>	<i>Information System Design</i>
<i>Clinger-Cohen Act Support</i>	<i>System Integration</i>
<i>Government Performance Results Act (GPRA) Support</i>	<i>Network Analysis &amp; Design</i>
<i>CIO Council Requirements Support</i>	<i>Documentation</i>
<i>Requirements Analysis</i>	<i>Configuration Management</i>
<i>Functional Analysis</i>	<i>Load Balancing</i>

<b>AUTOMATED INFORMATION SYSTEMS DESIGN AND INTEGRATION SERVICES (FPDS CODE D307)</b>	
<i>Change Management &amp; Control</i>	<i>Version and Build Control</i>
<i>Capacity Planning</i>	<i>Configuration Management</i>
<i>Performance Management</i>	<i>Business Process Reengineering</i>
<i>Network Analysis &amp; Design</i>	<i>Integration of COTS, GOTS, and Custom Solutions</i>
<i>Information System Design</i>	<i>Migration &amp; Integration of Legacy Systems</i>
<i>Alternate Solutions &amp; Tradeoff Studies</i>	

<b>PROGRAMMING SERVICES (FPDS CODE D308)</b>	
<i>Visual Basic</i>	<i>Install Shield</i>
<i>Oracle</i>	<i>Verisign</i>
<i>ActiveX</i>	<i>OLE2</i>
<i>MS Access</i>	<i>Object Oriented Programming</i>
<i>C and C++</i>	<i>Secure Socket Layer (SSL)</i>
<i>Internet Protocols: HTTP Agents, Web Crawlers, SMTP, POP</i>	<i>Cold Fusion</i>
<i>DCOM</i>	<i>Extensible Market Language (XML)</i>
<i>RMI</i>	<i>ERWin</i>
<i>Delphi</i>	<i>Perl</i>
<i>CGI</i>	<i>GIS Development including: ArcInfo, ArcView, PC ArcView, MapObjects, Avenue</i>
<i>Sapphire Web</i>	<i>GIS Application Development and Implementation</i>
<i>HTML</i>	<i>GIS Integration</i>
<i>Crystal Reports</i>	<i>GIS Management Support</i>
<i>CORBA</i>	<i>GIS Extensions: Spatial Analyst, Network Analyst, 3D Analyst Consulting</i>
<i>Java, Java Script</i>	<i>GIS Internet Map Server for MapObjects &amp; ArcView</i>
<i>DCOM</i>	

<b>IT DATA CONVERSION SERVICES (FPDS CODE D311)</b>	
<i>Legacy Systems Migration</i>	<i>Programming</i>
<i>System &amp; Software Customization</i>	<i>Functional Analysis</i>
<i>Requirements Analysis</i>	<i>Test &amp; Evaluation</i>
<i>Configuration Management</i>	

<b>IT NETWORK MANAGEMENT SERVICES (FPDS CODE D316)</b>	
<i>Risk Management</i>	<i>Migration Planning</i>
<i>Performance Management</i>	<i>Strategic System Planning</i>
<i>Training</i>	<i>Network Operations</i>
<i>Application Service Provider (ASP) Planning &amp; Implementation</i>	<i>System Load Balance Planning</i>

<b>OTHER INFORMATION TECHNOLOGY SERVICES, NOT ELSEWHERE CLASSIFIED (FPDS CODE D399)</b>	
<i>Requirements Definition &amp; Analysis</i>	<i>Training</i>
<i>Systems Documentation</i>	<i>Workflow Analysis &amp; Tracking</i>
<i>Interactive Courseware Development</i>	<i>Workflow System Development &amp; Implementation</i>
<i>System Engineering &amp; Integration</i>	<i>Team Management System Development &amp; Implementation</i>

**ATTACHMENT I  
DESCRIPTION AND PRICING  
SIN 132-51, IT PROFESSIONAL SERVICES  
OPTION PERIOD III**

**LABOR CATEGORY PRICING**

<b>CLIN</b>	<b>LABOR CATEGORY</b>	<b>HOURLY RATE</b>
1	Senior Program Manager	\$264.35
2	Program Manager	\$230.86
3	Senior Project Manager	\$193.70
4	Project Manager	\$154.20
5	Information Services Consultant	\$281.03
8	Network Engineer II	\$143.42
9	Network Engineer I	\$104.67
10	System Architect	\$230.39
11	System Engineer III	\$214.90
12	System Engineer II	\$171.95
13	System Engineer I	\$121.96
14	System/Software Analyst III	\$186.48
15	System/Software Analyst II	\$159.13
16	System/Software Analyst I	\$99.96
17	Programmer III	\$145.98
18	Programmer II	\$110.63
19	Programmer I	\$77.57
20	E-Commerce Specialist	\$174.72
21	Web/Internet Developer	\$125.35
22	IT Contract Administrator	\$132.17
23	Subject Matter Expert II	\$241.09
24	Subject Matter Expert I	\$133.23
25	Technical Editor/Writer I	\$85.39
26	Database Specialist III	\$186.56
27	Database Specialist II	\$169.61
28	Database Specialist I	\$133.04
29	IV & V Specialist	\$139.44
30	Technical Specialist II	\$99.74
31	Technical Specialist I	\$60.27
32	Administrative Assistant	\$64.09

*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.*

## **LABOR CATEGORY DESCRIPTIONS**

### **1. SENIOR PROGRAM MANAGER**

**Minimum/General Experience:** The Senior Program Manager shall have a Bachelor's Degree and ten years experience working in information technology with demonstrated ability in the management of large projects for a minimum of seven years. This position also requires five years of specialized experience including, but not limited to: complete engineering project development from inception to deployment, proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts of this type and complexity.

**Functional Responsibilities:** Serves as the contractor's contract manager, and shall be the contractor's authorized interface with the Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Shall be capable of negotiating and making binding decisions for the company. 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. Schedules and allocates work; provides advice, guidance, and training to subordinates; and recommends/determines personnel actions. Responsible for project planning execution, and performance. Shall be responsible for the overall contract performance. Manages substantial program/technical support operations involving multiple project/task orders and personnel at diverse locations. Organizes, directs, and coordinates planning and execution of all program/technical support activities. Shall have demonstrated information technology expertise and communications skills to be able to interface with all levels of management. Establishes and alters (as necessary) management structure to effectively direct program/technical support activities. Meets and confers with Government management officials regarding the status of specific Contractor program/technical activities and problems, issues or conflicts regarding resolution.

**Minimum Education:** B.S. or B.A. Degree

### **2. PROGRAM MANAGER**

**Minimum/General Experience:** The Program Manager shall have a Bachelor's Degree and eight years experience in information technology with demonstrated ability in the management of large projects for a minimum of five years. This position also requires three years specialized experience, including, but not limited to: complete engineering project development from inception to deployment, proven expertise in the management

and control of funds and resources, demonstrated capability in managing multi-task contracts of this type and complexity.

**Functional Responsibilities:** Serves as the contractor's contract manager, and shall be the contractor's authorized interface with the 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. Schedules and allocates work; provides advice, guidance, and training to subordinates; and recommends/determines personnel actions. Responsible for project planning execution, and performance. Shall be responsible for the overall contract performance. Manages substantial program/technical support operations involving multiple project/task orders and personnel at diverse locations. Organizes, directs, and coordinates planning and execution of all program/technical support activities. Shall have demonstrated information technology expertise and communications skills to be able to interface with all levels of management. Provides input regarding the management structure to effectively direct program/technical support activities. Meets and confers with Government management officials regarding the status of specific Contractor program/technical activities and problems, issues or conflicts regarding resolution.

**Minimum Education:** B.S. or B.A. Degree

### 3. SENIOR PROJECT MANAGER

**Minimum/General Experience:** The Senior Project Manager shall have a Bachelor's Degree and eight years experience working in information technology with demonstrated ability in the management of projects for four years. With fifteen years experience in the management of projects, a degree is not required.

**Functional Responsibilities:** Serves as Project Manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Government Contracting Officer's Representative (COR), the task order level COR(s), government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems. Directs completion of tasks within estimated time frames and budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Enforces work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements. Reports in writing and orally to contractor management and Government representatives. Provides competent leadership and responsible program direction through successful performance of a variety of detailed, diverse elements of project transitioning. Plans and directs technological improvements and project management implementation. Manages a diverse group of functional activities, subordinate groups of technical and administrative personnel. Provides business, technical, and personnel management across multiple

projects, such as engineering studies, computer applications and systems development. The individual assigned to this position shall possess knowledge of the use of contemporary project management tools and shall have command of the core principles of effective management, including effective delegation, ownership, responsibility development, and tracking. The Senior Project Manager shall have experience in managing subordinate groups of technical and administrative personnel.

**Minimum Education:** B.S. or B.A. Degree

#### 4. PROJECT MANAGER

**Minimum/General Experience:** The Project Manager shall have a Bachelor's Degree and seven years experience working in information technology with demonstrated ability in the management of projects for three years. With twelve years experience in the management of projects, a degree is not required.

**Functional Responsibility:** Serves as the contractors contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer Representative (COR). Responsible for enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Schedules and allocates work; provides advice, guidance, and training to subordinates; and recommends/determines personnel actions. Responsible for project planning execution, and performance. Shall be responsible for the overall contract performance. Organizes, directs, and coordinates planning and execution of all program/technical support activities. Shall have demonstrated information technology expertise and communications skills to be able to interface with all levels of management. Meets and confers with Government management officials regarding the status of specific Contractor program/technical activities and problems, issues or conflicts regarding resolution. May work under a Program Manager for multiple projects.

**Minimum Education:** B.S. or B.A. Degree

#### 5. INFORMATION SERVICES SPECIALIST

**Minimum/General Experience:** Minimum of ten years of experience is required, of which six must be specialized. Typically has specialization in particular software or business application utilized in an end user environment.

**Functional Responsibility:** Top level technical expert supporting unlimited end user group. Works with user groups to solve business problems with available technology including advise, hardware, software, database and peripherals. Has high level of diverse technical experience related to studying and analyzing systems needs, systems development, and systems process analysis, design and reengineering. Keeps abreast of technological developments and applications.

**Minimum Education:** Ph.D., LL.D., or M.D. Degree or unique qualifications for a specific task.

## 8. NETWORK ENGINEER II

**Minimum/General Experience:** Minimum of six years technical network experience, supplemented with continuing education courses/technical seminars within telecom.

**Functional Responsibility:** An individual contributor job. Responsible for complex engineering and/or analytical tasks and activities associated with one or more technical areas within the networking function to include, but not limited to, network design, engineering, implementation, or operations/user support. Develops, designs, and plans for installation and maintenance of telecommunication systems from project inception to conclusion. Analyzes the problems and the characteristics and network specifications. Closely coordinates with other information system professionals to ensure proper implementation of network services. Develops, in conjunction with functional users, alternative solution and backup plans.

**Minimum Education:** B.S. or B.A. Degree

## 9. NETWORK ENGINEER I

**Minimum/General Experience:** Minimum of two years technical network experience, supplemented with continuing education courses/technical seminars within telecom.

**Functional Responsibility:** Responsible, under general supervision, for complex engineering and/or analytical tasks and activities associated with one or more technical areas within the networking function to include, but not limited to, network design, engineering, implementation, or operations/user support. Coordinates network extensions and reconfigurations, diagnoses and resolves a wide range of Internet work problems, and uses network management tools to ensure that the network is performing at optimum levels.

**Minimum Education:** B.S. or B.A. Degree

## 10. SYSTEM ARCHITECT

**Minimum/General Experience:** Ten years of IT experience, much of which is directly related to the design and development of complex distributed systems.

**Functional Responsibility:** Formulates/defines specifications for complex software programming applications or modifies/maintains complex existing applications. Responsible for program design, coding, testing, debugging and documentation. Usually responsible for applications dealing with the overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting and advanced mathematical/scientific software packages. Has full technical knowledge of all phases of software systems programming applications. Also has duties instructing, directing and checking the work of other systems programming personnel. Responsible for quality assurance review and the evaluation of new and existing software products. Acts as project leader for projects with small budgets or limited duration.

**Minimum Education:** B.S. or B.A. Degree

**11. SYSTEM ENGINEER III**

**Minimum/General Experience:** Eight years of IT experience much of which is directly related to the design and development of complex distributed systems.

**Functional Responsibility:** Top level technical expert in one or more highly specialized phases of software systems programming. Acts independently under general direction. Provides technical advice on complex projects. Formulates/defines specifications for complex software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Responsible for program design, coding, testing, debugging and documentation. Usually responsible for applications dealing with the overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting and advanced mathematical/scientific software packages. Has full technical knowledge of all phases of software systems programming applications. May have duties instructing, directing and checking the work of other software systems programming personnel. May have quality assurance review and/or new and existing software product evaluation responsibilities.

**Minimum Education:** B.S. or B.A. Degree

**12. SYSTEM ENGINEER II**

**Minimum/General Experience:** Six years of IT experience much of which is directly related to the design and development of complex distributed systems.

**Functional Responsibility:** Under general direction, formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs and documents those programs. Usually responsible for applications dealing with the overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting and advanced mathematical/scientific software packages. Competent to work at the highest level on all phases of software systems programming applications. May have responsibility for the evaluation of new and existing software products. May assist other systems programmers to effectively utilize the system's technical software.

**Minimum Education:** B.S. or B.A. Degree

**13. SYSTEM ENGINEER I**

**Minimum/General Experience:** Four years of IT experience much of which is directly related to the design and development of complex distributed systems.

**Functional Responsibility:** Under general supervision, works from specifications to develop or modify moderately complex software programming applications. Assists with design, coding, benchmark testing, debugging and documentation of programs. Applications generally deal with utility programs, job control language, macros, subroutines and other control modules. Competent to work on most phases of software systems programming applications, but requires instruction and guidance in other phases.

**Minimum Education:** B.S. or B.A. Degree

**14. SYSTEM/SOFTWARE ANALYST III**

**Minimum/General Experience:** Six years experience in IT.

**Functional Responsibility:** Under general direction, participates as high level technical expert in the interface between client needs and implementation. Works with technical staff to understand problems with software and develops specifications to resolve them. Resolves customer complaints and responds to suggestions for improvements and enhancements. Participates in the development of software user manuals. May act as a team leader on less complex projects. Assists in training less experienced software development staff. Directs and organizes activities of other system/software analysts

**Minimum Education:** B.S. or B.A. Degree

**15. SYSTEM/SOFTWARE ANALYST II**

**Minimum/General Experience:** Three years experience in IT

**Functional Responsibility:** Under general supervision, develops, codes, tests and debugs new software or enhancements to existing software. Has good understanding of business application. Works with technical staff to understand problems with software and resolve them. Resolves customer complaints with software and responds to suggestions for improvements and enhancements. May assist in development of user manuals. Demonstrates software.

**Minimum Education:** B.S. or B.A. Degree

**16. SYSTEM/SOFTWARE ANALYST I**

**Minimum/General Experience:** Entry level

**Functional Responsibility:** Under direct supervision, performs maintenance on existing software products; assists in coding, testing and debugging new software or making enhancements to existing software. Write programs according to specifications from higher level staff or business analysts. Make suggestions for problem solutions or

software enhancements. May assist in development of user manuals. Works with technical staff to learn and understand problems with software.

**Minimum Education:** B.S. or B.A. Degree

### 17. PROGRAMMER III

**Minimum/General Experience:** Top level technical expert in one or more highly specialized phases of applications programming. Acts independently under general direction.

**Functional Responsibility:** Provides technical consulting on complex projects. Creates or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time and form of desired results. Responsible for program design, coding, testing, debugging and documentation. Has full technical knowledge of all phases of applications programming. May have duties instructing, directing and checking the work of other programming personnel. May have quality assurance review responsibilities.

**Minimum Education:** B.S. or B.A. Degree

### 18. PROGRAMMER II

**Minimum/General Experience:** Four years specialized experience is required. Specialized experience includes: experience as an applications programmer, knowledge of computer equipment and ability to develop complex software to satisfy design objectives.

**Functional Responsibility:** Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to junior programmers.

**Minimum Education:** B.S. or B.A. Degree

### 19. PROGRAMMER I

**Minimum/General Experience:** Two years specialized experience. Specialized experience includes: experience as an applications programmer, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Demonstrated ability to work independently or under only general direction.

**Functional Responsibility:** Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency.

**Minimum Education:** B.S. or B.A. Degree

## 20. E-COMMERCE SPECIALIST

**Minimum/General Experience:** Requires relevant experience with commerce, web and distributed systems technologies, database experience and security.

**Functional Responsibility:** Designs and formulates e-commerce strategy and systems. Applies broad range of applicable business and technical skills to implement secure and efficient solutions.

**Minimum Education:** B.S. or B.A. Degree

## 21. WEB/INTERNET DEVELOPER

**Minimum/General Experience:** Requires an understanding of web-based technologies and knowledge of HTML, web to database integration and dynamic content generation.

**Functional Responsibility:** Designs and builds web based applications. Integrates databases and software application to web. Installs, configures and administers web servers and similar systems as required.

**Minimum Education:** B.S. or B.A. Degree

## 22. IT CONTRACT ADMINISTRATOR

**Minimum/General Experience:** Experience is required in contract administration, purchasing, cost and price analysis, and negotiations.

**Functional Responsibility:** Directs contract administration activities including cost and business proposal preparation. Performs cost and price analysis, and conducts negotiations. Originates and executes complex custom service contracts for equipment hardware, software, and services. Determines appropriate contract form and develops supplementary contract language for software licenses and stand-alone service contracts. Ensures company is in full compliance with all contract terms and conditions. Provides all necessary auditing and financial information to client. Maintains contract file and serves as a company liaison.

**Minimum Education:** B.S. or B.A. Degree

## 23. SUBJECT MATTER EXPERT II



**Minimum/General Experience:** The continual evolution of new technologies and specialized skills minimize the emphasis placed upon the relevant experience the person may possess.

**Functional Responsibility:** Provides technical and managerial expert consultative support to a functional area of the project. Provide extremely high-level functional system development or analysis. Position incorporates the design, integration, documentation, implementation and analysis on exceptionally complex problems requiring extensive knowledge of the technical subject matter. Makes recommendations and advises on organization-wide systems improvements, optimization or maintenance efforts for a technical functional area which may include: Distributed System Development, Web, Intranet, E-Commerce, Client-Server Development, Database Design and Development, Automated Geographic Information Systems, Integration Services, IT Strategic Planning, Systems Analysis and Needs Assessment, and Business Process Reengineering.

**Minimum Education:** Specific skills and education that pertain to specialized requirements of the project.

#### 24. SUBJECT MATTER EXPERT I

**Minimum/General Experience:** The continual evolution of new technologies and specialized skills minimize the emphasis placed upon the relevant experience the person may possess. Makes recommendations and advises on organization-wide systems improvements, optimization or maintenance efforts for a technical functional area which may include: Distributed System Development, Web, Intranet, E-Commerce, Client-Server Development, Database Design and Development, Automated Geographic Information Systems, Integration Services, IT Strategic Planning, Systems Analysis and Needs Assessment, and Business Process Reengineering.

**Functional Responsibility:** Provides expert consultative support to a functional area of the project. Develops solutions to complex problems. Works closely with the information technologists to identify the best technological solution to technical issues.

**Minimum Education:** B.S. or B.A. Degree

#### 25. TECHNICAL EDITOR/WRITER I

**Minimum/General Experience:** Must have four years of experience in writing and editing technical documents.

**Functional Responsibility:** Gathers, analyzes, and composes technical information required for preparation of user manuals, training materials, installation guides, reports, etc. Edits functional descriptions, system specifications, users manuals, special reports or any other customer deliverables and documents. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. Prepares, disseminates

and provides for the orderly safeguard of technical documents. Provides support in the area of technical editing by reviewing the grammar, writing styles and syntax of quality materials and technical reports. Provides support by assisting in rewrites of quality materials and technical reports. May be responsible for content of technical documents.

**Minimum Education:** HS Diploma

## 26. DATABASE SPECIALIST III

**Minimum/General Experience:** Must have five years of progressive experience in database management systems (DBMS) analysis or administration, and programming with two years of experience managing, designing, and modeling databases. May require extensive knowledge of specific database systems.

**Functional Responsibility:** Plans, organizes, and controls overall activities of database systems. Responsibilities include monitoring standards, systems, and procedures as they relate to database design and integration; defining the scope of the database function; organizing the database function; documenting activities, procedures, and results; and managing database security. Performs logical and/or physical database design optimization. Provides expert database advice to systems and applications developers.

**Minimum Education:** B.S. or B.A. Degree

## 27. DATABASE SPECIALIST II

**Minimum/General Experience:** Must have two years of progressive experience in database management systems (DBMS) analysis or administration.

**Functional Responsibility:** Responsibilities include monitoring standards, systems, and procedures as they relate to database design and integration; defining the scope of the database function; organizing the database function; documenting activities, procedures, and results and managing database security. Performs logical and physical database design optimization and/or development.

**Minimum Education:** B.S. or B.A. Degree

## 28. DATABASE SPECIALIST I

**Minimum/General Experience:** Must have specific educational background and/or experience to qualify for entry-level database management.

**Functional Responsibility:** Provides support in monitoring standards, systems, and procedures as they relate to database design and integration; defining the scope of the database function; organizing the database function; documenting activities, procedures, and results and managing database security. Supports logical and physical database design optimization and/or development.

**Minimum Education:** B.S. or B.A. Degree

**29. IV&V SPECIALIST**

**Minimum/General Experience:** Minimum of eight years of experience in software development is required. Must have comprehensive experience of software coding, design and development.

**Functional Responsibility:** Provides verification and validation of software solutions and documents the results. Applies expertise and in-depth knowledge of software development tools to identify requirements and validates the effectiveness of the tools to meet those requirements.

**Minimum Education:** B.S. or B.A. Degree

**30. TECHNICAL SPECIALIST II**

**Minimum/General Experience:** Minimum of six years of experience is required, of which four must be in field of specialty. Typically has specialization in particular software or business application utilized in an end-user environment.

**Functional Responsibility:** Provides high-level support to users. Applies expertise and knowledge of state-of-the-art software, hardware, network infrastructure, and/or information technology to troubleshoot complex user/system problems. Applies specific knowledge of complex topics, such as: document imaging, document management, and workflow COTS systems. May provide guidance to lower level technical specialists.

**Minimum Education:** B.S. or B.A. Degree

**31. TECHNICAL SPECIALIST I**

**Minimum/General Experience:** Minimum of four years of experience is required, of which two must be in field of specialty. Typically has specialization in particular software or business application utilized in an end-user environment.

**Functional Responsibility:** Provides specific support to users. Applies expertise and knowledge of state-of-the-art software, hardware, network infrastructure, and/or information technology to troubleshoot complex user/system problems. Applies specific knowledge of complex topics, such as: document imaging, document management, and workflow COTS systems.

**Minimum Education:** B.S. or B.A. Degree

**32. ADMINISTRATIVE ASSISTANT**

**Minimum/General Experience:** Must have two years of experience in data entry.

**Functional Responsibility:** Operates keyboard or other data entry device to enter data into computer or onto magnetic tape or disk for subsequent entry. Enters alphabetic,

numeric, or symbolic data from source documents into computer using data entry device, such as keyboard or optical scanner, and follows format displayed on screen. Compares data entered with source documents. Deletes incorrectly entered data, and re-enters correct data. May compile, sort, and verify accuracy of data to be entered.

**Minimum Education:** H.S. Diploma

**ALLOWABLE SUBSTITUTION OF EDUCATION AND EXPERIENCE**

The minimum education and experience will be met when the equivalencies in the tables below are considered. Additional educational achievements in excess of requirements can be substituted for experience requirements:

<b>REQUIRED EDUCATION</b>	<b>ACTUAL EDUCATION OBTAINED</b>	<b>ADDITIONAL YEARS OF EXPERIENCE CREDITED THE EMPLOYEE</b>
M.A./M.S.	Ph.D.	4
B.A./B.S.	Ph.D.	6
B.A./B.S.	M.A./M.S.	2
H.S./G.E.D.	B.A./B.S.	4

Additional experience in excess of requirements can be substituted for educational requirements:

<b>ACTUAL EDUCATION</b>	<b>REQUIRED EDUCATION</b>	<b>ADDITIONAL YEARS OF EXPERIENCE NEEDED FOR EDUCATIONAL REQUIREMENTS EQUIVALENCY</b>
H.S./G.E.D.	B.A./B.S.	4
H.S./G.E.D.	M.A./M.S.	6
H.S./G.E.D.	Ph.D.	No Equivalency
B.A./B.S.	M.A./M.S.	2
B.A./B.S.	Ph.D.	No Equivalency
M.A./M.S.	Ph.D.	4