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Contract Number: GS-35F-0333P  
Contract Period: March 8, 2004 - March 7, 2014

AUTHORIZED FEDERAL SUPPLY SERVICE  
INFORMATION TECHNOLOGY SCHEDULE PRICELIST  
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY SERVICES

**Special Item 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.

*Pricelist current through Modification # **023**, dated **6/4/2010***

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

**FEDERAL SUPPLY SCHEDULE**

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## FEDERAL SUPPLY SCHEDULE

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

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

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

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

#### 1. *Geographic Scope of Contract:*

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

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

Offerors are requested to check one of the following boxes:

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

## FEDERAL SUPPLY SCHEDULE

### 2. *Contractor's Ordering Address and Payment Information:*

#### Ordering Information:

*Ordering and Payment Address:*  
High Performance Technologies Inc.  
Attn: Director of Contracts  
11955 Freedom Drive, Suite 1100  
Reston, VA 20190-5673  
contracts@hpti.com  
703-707-2700 (Phone)

*For Facsimile Orders:*  
(703) 707-0103  
Attn: Director of Contracts

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will not be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

#### **Technical and Ordering Assistance:**

The following telephone number(s) can be used by ordering agencies to obtain technical and/or ordering assistance:

Director of Contracts  
(703) 707-2700

### 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.

## FEDERAL SUPPLY SCHEDULE

4. *Statistical Data for Government Ordering Office Completion of Standard Form 279:*

Block 9: G Order/Modification Under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS): 78-4366544  
Block 30: Type of Contractor – C. Large Business  
Block 31: Woman-Owned Small Business - No  
Block 36: Contractor's Taxpayer Identification Number (TIN) 59-3096114

4a. *CAGE Code: OXEX6*

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)**

132-51	HPTi shall deliver to destination as mutually agreed to with the ordering agency
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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 agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall replay 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 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.

## FEDERAL SUPPLY SCHEDULE

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

a. Prompt Payment: NONE

b. Quantity: NONE

c. Dollar Volume: NONE

d. Government Educational Institutions: Government Educational Institutions are offered the same discounts as all other Government customers.

e. Other: NONE

8. *Trade Agreements Act of 1979, as amended:*

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. *Statement Concerning Availability of Export Packing:*

None

10. *Small Requirements: The minimum dollar value of orders to be issued is \$100.00*

11. *Maximum Order: (All dollar amounts are exclusive of any discount for prompt payment.)*

a. The maximum dollar value for the following Special Item Number (SIN) is \$500,000.

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.

## FEDERAL SUPPLY SCHEDULE

### 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 Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

## FEDERAL SUPPLY SCHEDULE

### 14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

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

- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

## FEDERAL SUPPLY SCHEDULE

- (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 OFFICES:*

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 Government's convenience, and (m) Termination for Cause (See C.1.)

16. *GSA Advantage!*

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

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

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

## FEDERAL SUPPLY SCHEDULE

### 17 PURCHASE OF OPEN MARKET ITEMS

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

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

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

### 18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

## FEDERAL SUPPLY SCHEDULE

(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

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

### 19. *OVERSEAS ACTIVITIES*

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

NONE

Upon request of the Contractor, the 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)*

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.

## FEDERAL SUPPLY SCHEDULE

### 22. *INSTALLATION, DEINSTALLATION, REINSTALLATION*

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

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

### 23. *SECTION 508 COMPLIANCE.*

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

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.

## FEDERAL SUPPLY SCHEDULE

### 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)

## FEDERAL SUPPLY SCHEDULE

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

#### 1. SCOPE

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

#### 2. PERFORMANCE INCENTIVES

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

#### 3. ORDER

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

## FEDERAL SUPPLY SCHEDULE

### 4. PERFORMANCE OF SERVICES

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

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

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer

## FEDERAL SUPPLY SCHEDULE

decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

### 6. *INSPECTION OF SERVICES*

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

### 7. *RESPONSIBILITIES OF THE CONTRACTOR*

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

### 8. *RESPONSIBILITIES OF THE ORDERING ACTIVITY*

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

### 9. *INDEPENDENT CONTRACTOR*

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

### 10. *ORGANIZATIONAL CONFLICTS OF INTEREST*

#### a. Definitions.

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

## FEDERAL SUPPLY SCHEDULE

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

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

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

### 11. *INVOICES*

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

### 12. *PAYMENTS*

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract.

## **FEDERAL SUPPLY SCHEDULE**

### *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.

## FEDERAL SUPPLY SCHEDULE

### 16. DESCRIPTION OF IT SERVICES AND PRICING

#### a. DEFINITION OF LABOR CATEGORIES

##### **Senior Subject Matter Consultant**

###### *Minimum/General Experience*

This position requires a minimum of twenty years professional experience in the subject matter being addressed and a minimum of five years of experience applying current information technology to the subject matter. This individual should be highly regarded by the professional community in which he/she practices, with possible university and/or research institute affiliation. Individual should have published professional/technical articles on Information Technology in leading journals, reports, and publications.

###### *Functional Responsibility*

Provide expert analysis of complex information technology related problems and, when applicable, the application of modern data collection, storage, manipulation and reporting techniques to solving those problems. Prepare technical reports identifying results of technical studies and makes recommendations on appropriate actions to take.

###### *Minimum Education*

Ph.D. in Physics, Engineering, Computer Science, Mathematics or Business Administration.

A Masters Degree in Engineering, Computer Science, Mathematics or Business Administration plus twenty-five years experience.

## FEDERAL SUPPLY SCHEDULE

### **Senior IT Manager**

#### *Minimum/General Experience*

This position requires a minimum of fifteen years IT experience. Experience includes increasing responsibilities in Information Systems Management, development of Strategic Programs at the Department level, Technical Architectures, Acquisition Planning and Organizational Design.

#### *Functional Responsibility*

Provides enterprise-level technical guidance and direction to technical teams. Has the industry perspective to identify technology trends and determines ways to apply them to customer problems. Approximately 50% of time is devoted to developing technical solutions. Serves as the overall manager and administrator for enterprise-wide strategic programs. Serves as the primary interface and point of contact with senior government program authorities and representatives on critical issues. Manages acquisition and employment of strategic program resources. Manages and controls financial and administrative aspects of the program with respect to contract requirements.

#### *Minimum Education*

A Ph.D. in Computer Science, Mathematics, Engineering, Statistics or Business Administration from an accredited college or university.

A Bachelor's degree in Computer Science, Mathematics, Engineering, Statistics or Business Administration from an accredited college or university and nineteen years of experience.

## FEDERAL SUPPLY SCHEDULE

### **IT Manager**

#### *Minimum/General Experience*

This position requires a minimum of twelve years IT experience. Experience includes increasing responsibilities in information systems design and management.

#### *Functional Responsibility*

Provides department-level technical guidance and direction to technical teams. Has the industry perspective to identify technology trends and determines ways to apply them to customer problems. Approximately 50% of time is devoted to developing technical solutions. Serves as the overall manager and administrator for department-level program efforts. Serves as the primary interface and point of contact with government program authorities and representatives on program issues. Supervises program operations by implementing procedures for planning and directing the execution of the technical, programming, maintenance and administrative support efforts and monitoring and reporting progress. Manages acquisition and employment of program/project resources. Manages and controls financial and administrative aspects of the program/project with respect to contract requirements. May be supervised by a Senior Partner.

#### *Minimum Education*

A Ph.D. in Computer Science, Mathematics, Engineering, Statistics or Business Administration from an accredited college or

A Master's Degree in Computer Science, Mathematics, Engineering, Statistics or Business Administration from an accredited college and fourteen years of experience.

## FEDERAL SUPPLY SCHEDULE

### **Program Manager**

#### *Minimum/General Experience*

This position requires a minimum of ten years IT experience. Experience includes increasing responsibilities in information systems design and management.

#### *Functional Responsibility*

Provides program-level technical guidance and direction to technical teams. Monitors technology trends and determines ways to apply them to customer problems. Approximately 75% of time is devoted to developing technical solutions. Serves as the primary interface and point of contact with Government program authorities and representatives on delivery/task order issues. Supervises operations by developing procedures, planning and directing execution of the technical, programming, maintenance and administrative support effort and monitoring and reporting progress. Manages acquisition and employment of resources. Manages and controls financial and administrative aspects with respect to delivery/task order requirements.

#### *Minimum Education*

A Bachelor's Degree in Computer Science, Mathematics, Engineering, Statistics or Business Administration from an accredited college or university.

### **Project Manager**

#### *Minimum/General Experience*

This position requires a minimum of twelve years experience dealing with modern information technology systems. Experience includes increasing responsibilities in the support of information systems design and management.

#### *Functional Responsibility*

Provides project-level technical guidance and direction to technical teams. Monitors technology trends and determines ways to apply them to customer problems. Approximately 75% of time is devoted to developing technical solutions. Assists in supervising and directing the technical, maintenance, administrative, and programming support functions of information technology systems. Monitors and reports systems progress. Make recommendations on the acquisition and employment of resources. Assists in the management and documentation of all financial and administrative aspects with respect to delivery/task order requirements.

#### *Minimum Education*

A Bachelors Degree in Computer Science, Mathematics, Engineering, Statistics or Business Administration from an accredited college or university.

## **FEDERAL SUPPLY SCHEDULE**

### **Technical Manager**

#### *Minimum/General Experience*

Specialized experience includes designs technical architectures to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Experience with the logical and physical functional, operational, and technical architecture of large and complex information systems. This position requires a minimum of 12 years experience.

#### *Functional Responsibility*

Provides technical direction and review of enterprise wide development tasks, including the review of work products for correctness, adherence to the design concept and to user standards. Approximately 85% of time is devoted to developing technical solutions. Coordinates with appropriate levels to ensure problem solution and user satisfaction. Make recommendations, if needed, for approval of major systems installations. Prepares presentations on the system concept to colleagues, subordinates, and end user representatives. Acts as the technical lead for the contract effort. Serves as the technical interface and point of contact with Government program authorities and representatives on technical issues. Provides support on program/project operations by reviewing procedures, planning and execution of the technical, programming, and maintenance effort and monitoring and reporting progress.

#### *Minimum Education*

A Bachelor's degree in Computer Science, Information Systems, Engineering, Mathematics or Business Administration.

### **Associate Technical Manager**

#### *Minimum/General Experience*

This position requires a minimum of six years experience with the logical and physical functional, operational, and technical architecture of large and complex information technology systems. Specialized experience in designing forward looking technical architectures. Experience with software, hardware, and communications in support of present and future cross-functional requirements and interfaces.

#### *Functional Responsibility*

Provides technical support and assistance with enterprise wide development tasks, including the review of work products to assure correctness, and adherence to design concept and user standards. Approximately 90% of time is devoted to developing technical solutions. Implements recommendations as approved. Prepares presentations on the system concept to colleagues, subordinates, and end user representatives.

#### *Minimum Education*

A Bachelor's degree in Computer Science, Information Systems, Engineering, Mathematics or Business Administration or  
An Associates Degree or Technical Certificate in Computer Science, Information Systems, Engineering, Mathematics or Business Administration and 10 years general experience.

## **FEDERAL SUPPLY SCHEDULE**

### **Technical Director**

#### *Minimum/General Experience*

Specialized experience includes: Designs technical architectures to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Experience with the logical and physical functional, operational, and technical architecture of large and complex information systems. This position requires a minimum of seven years experience.

#### *Functional Responsibility*

The overall technical lead for the contract effort. Serves as the primary technical interface and point of contact with Government program authorities and representatives on technical issues. Establishes system information requirements in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces.

#### *Minimum Education*

A Master's degree in Computer Science, Information Systems, Engineering, Mathematics or Business Administration.

A Bachelors degree in Computer Science, Information Systems, Engineering, Mathematics or Business Administration and nine years of general experience is required.

### **Technical Director 2**

#### *Functional Responsibility*

Provides specialized knowledge of complex customer processes and requirements. Applies technical expertise to assist in defining, analyzing, validating, and documenting complex operating environments, states of technology, and current engineering processes. Conducts complex technical investigations through advanced research techniques, analysis, or development phases of information technology engineering projects.

#### *Minimum Education*

A Master's degree and ten years of general experience is required.

### **Technical Director 3**

#### *Functional Responsibility*

Provides specialized knowledge of complex customer processes and requirements. Applies technical expertise to assist in defining, analyzing, validating, and documenting complex operating environments, states of technology, and current engineering processes. Conducts complex technical investigations through advanced research techniques, analysis, or development phases of information technology engineering projects.

#### *Minimum Education*

A Master's degree and twelve years of general experience is required.

## **FEDERAL SUPPLY SCHEDULE**

### **Senior Project Administrator**

#### *Minimum/General Experience*

Specialized experience includes: preparation and analysis of financial statements, development of complex IT project schedules and similar activities. General experience includes increasing responsibilities in general accounting or management activities of IT projects. Must demonstrate the ability to work independently or under only general direction. This position requires a minimum of six years experience.

#### *Functional Responsibility*

Directs all financial management and administrative activities, such as budgeting, manpower and resource planning and financial reporting in support of IT Projects. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, which would require a report and recommend solutions. Develops work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff. All work performed in support of IT Projects.

#### *Minimum Education*

A Bachelor's degree in Computer Science, Information Systems, Engineering, Accounting, Mathematics or Business Administration.  
With eight years of general experience, a degree is not required.

### **Project Management Specialist**

#### *Minimum/General Experience*

Works with limited supervision and direction. Required to use judgment and initiative in problem solving. This position requires a minimum of two to eight years project experience, at least one in a government contracting environment. Knowledge of COTS to include but not limited to MS Office tools: Excel, Word Technical editing. Basic knowledge of MS Project. Basic knowledge of database structures and principles.

#### *Functional Responsibility*

Assists in the preparation of management plans and reports in support of IT projects. Coordinates schedules to facilitate completion of contract deliverables, task order review, briefings/presentations, and In Process Review (IPR) preparation. Performs analysis, development, and review of program administrative operating procedures. All work performed in support of IT projects. Ability to research issues and provide recommendations.

#### *Minimum Education*

A Bachelor's degree in Computer Science, Information Systems, Engineering, Accounting, Mathematics or Business Administration.  
An Associate's degree in Computer Science, Information Systems, Engineering, Accounting, Mathematics or Business Administration and five years of experience.

## FEDERAL SUPPLY SCHEDULE

### Senior Scientist

#### *Minimum/General Experience*

A minimum of seven years of experience in fundamental or applied research in a scientific discipline, and a minimum of two years experience in the application of current information technology to the individual's specialty. Specialized experience includes supporting technical research or technical innovation and the application of state-of-the-art information technologies in support of funded technical or scientific projects.

#### *Functional Responsibility*

The overall scientific lead for the contract effort. Serves as the primary scientific interface and point of contact with Government program authorities and representatives on scientific issues and the application of available resources to solve problem related issues. Interacts with technical personnel to assure appropriate and beneficial application of automated information technology to scientific projects. Establishes requirements for scientific research. Ensures that contract effort benefits from a broad range of scientific disciplines.

#### *Minimum Education*

A Master's degree in Computer Science, Information Systems, Engineering, Mathematics or Business Administration.

A Bachelors degree in Computer Science, Information Systems, Engineering, Mathematics or Business Administration and nine years of general experience is required.

## **FEDERAL SUPPLY SCHEDULE**

### **Senior Technical Consultant**

#### *Minimum/General Experience*

Specialized experience includes experience as an applications programmer on data base management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Demonstrated ability to work under only general direction. This position requires a minimum of five years experience.

#### *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 programmers to ensure program deadlines are met.

#### *Minimum Education*

A Bachelor's degree in Computer Science, Information Systems, Engineering, Mathematics or Business Administration.

With seven years of general experience, a degree is not required.

### **Mid-Level Technical Consultant**

#### *Description*

Individuals requiring the training, analytical and programmatic skills, and experience to operating within a high-tech environment. Must have experience in system analysis and implementation of system engineering or electrical design, design assurance, software engineering, program design and implementation, or testing of high-tech products and systems. Equivalent experience may be substituted for a degree.

#### *Minimum/General Experience*

Mid-level Technical Consultants must possess at least 4 years of professional training or equivalent experience in one of the following types of disciplines: computer science, computer systems, decision support, security, electronic commerce, business process reengineering, business process analysis, information architecture planning and design, engineering, operations research, modeling and simulation, math, physics, quality assurance, systems analysis, business, or management.

#### *Functional Responsibility*

Mid-level Technical Consultants provide specialized knowledge of system requirements and programming specifications. They design solutions based on customer needs and technical considerations. They analyze job tasks, organizational structure and user requirements to provide system-wide solutions. They apply analytical expertise to assist in defining, analyzing, validating, and documenting complex operating environments, states of technology, and current processes.

#### *Minimum Education*

Bachelor Degree in Electrical Engineering, Computer Science, Mathematics or Business Administration.

## FEDERAL SUPPLY SCHEDULE

### **Senior Programmer/Analyst**

#### *Minimum/General Experience*

Specialized experience may include: facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices and supervision of Business Process Reengineers. This position requires a minimum of seven years experience to include but not limited to JAVA, C++, CORBA, Visual Basic, PowerBuilder, etc.

#### *Functional Responsibility*

Applies logical analyses for test and evaluation on all programs within a system wide scope. Performs comprehensive analyses of hardware/software concepts, designs and test requirements. Reviews, analyzes, integrates and conducts test and evaluation of government and/or contractor generated source data and develops interim documentation. Performs system wide concept formulation, system design analysis and subsystems design analysis. Responsible for assisting in the development of project plans, guidelines and controls.

#### *Minimum Education*

Bachelor Degree in Electrical Engineering, Computer Science, Mathematics or Business Administration.

With eleven year's general experience, a degree is not required.

### **Programmer/Analyst**

#### *Minimum/General Experience*

Specialized experience may include: facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices and provide assistance to Associate Programmer/Analysts and/or Programmers. This position requires a minimum of five years experience to include but not limited to JAVA, C++, CORBA, Visual Basic, PowerBuilder, etc.

#### *Functional Responsibility*

Applies logical analyses for test and evaluation on all programs within functional module scope. Performs comprehensive analyses of hardware/software concepts, designs and test requirements. Reviews, analyzes, integrates and conducts test and evaluation of government and/or contractor generated source data and develops interim documentation. Performs module concept formulation, module design and analysis. Responsible for modules, segments or phases of broader, more complex projects.

#### *Minimum Education*

A Bachelor's degree in Computer Science, Information Systems, Engineering, or Business Management Sciences.

With seven year's general experience, a degree is not required.

## FEDERAL SUPPLY SCHEDULE

### **Systems Engineer**

#### *Minimum/General Experience*

This position requires a minimum of two years of directly related information technology experience. Depending on specialty, experience may include the ability to develop and refine new engineering techniques as they apply to large, complex information technology systems to enhance quality and productivity. Proven ability to apply performance and technical standards to assure compliance with project requirements, developing software utilizing industry-leading operating systems, languages, protocols and relational databases. Knowledge of the design, operational use, and functional characteristics of standards-compliant information and/or communication systems, experience in network analysis, design and integration, a broad knowledge of quality assurance standards and testing strategies.

#### *Functional Responsibility*

Provides support to senior staff. Work as part of a project team. Performs engineering analysis and design tasks as they relate to information technology systems. Prepares specifications and designs, and implements solutions. May design subsystems; assists in developing standards. Performs complex engineering analysis. Depending on specialty, the individual may be required to: write and maintain real-time software, write communications software, use CASE tools for object oriented software design and reverse engineering, assist in developing standards and implement test programs, write reports on both testing and certification compliance areas.

#### *Minimum Education*

A Bachelors Degree in Engineering or Information Systems and two years experience, or An Associate Degree in Engineering Information Systems and six years of experience.

### **Systems Engineer 1**

#### *Functional Responsibility*

Implements complex information systems and demonstrate exceptional creativity and resourcefulness in the most demanding and complex assignments, and utilize strong communications skills. Responsibilities include designing, developing, implementing, prototyping, testing and evaluating IT solutions, evaluating program development, collecting project documentation, data collection, providing data analysis or evaluation, migrating strategy and project management regulatory compliance support. Translates mission and high-level organizational performance requirements into system design elements, objectives, and approaches to their achievement. Functions may include analysis of mission, program goals and objectives, organizational performance assessment, special studies and analysis, development of a requirements statement or exploration of operational concepts for use in policy and decision-making. May act as an internal consultant for broad program areas or in a highly specialized area.

#### *Minimum Education*

A Bachelors Degree and eight years general experience is required.

## **FEDERAL SUPPLY SCHEDULE**

### **Systems Engineer 2**

#### *Functional Responsibility*

Implements complex information systems and demonstrate exceptional creativity and resourcefulness in the most demanding and complex assignments, and utilize strong communications skills. Responsibilities include designing, developing, implementing, prototyping, testing and evaluating IT solutions, evaluating program development, collecting project documentation, data collection, providing data analysis or evaluation, migrating strategy and project management regulatory compliance support. Translates mission and high-level organizational performance requirements into system design elements, objectives, and approaches to their achievement. Functions may include analysis of mission, program goals and objectives, organizational performance assessment, special studies and analysis, development of a requirements statement or exploration of operational concepts for use in policy and decision-making. May act as an internal consultant for broad program areas or in a highly specialized area.

#### *Minimum Education*

A Masters Degree and ten years general experience is required.

### **Systems Engineer 3**

#### *Functional Responsibility*

Implements complex information systems and demonstrate exceptional creativity and resourcefulness in the most demanding and complex assignments, and utilize strong communications skills. Responsibilities include designing, developing, implementing, prototyping, testing and evaluating IT solutions, evaluating program development, collecting project documentation, data collection, providing data analysis or evaluation, migrating strategy and project management regulatory compliance support. Translates mission and high-level organizational performance requirements into system design elements, objectives, and approaches to their achievement. Functions may include analysis of mission, program goals and objectives, organizational performance assessment, special studies and analysis, development of a requirements statement or exploration of operational concepts for use in policy and decision-making. May act as an internal consultant for broad program areas or in a highly specialized area.

#### *Minimum Education*

A Masters Degree and twelve years general experience is required.

## **FEDERAL SUPPLY SCHEDULE**

### **Systems Architect 1**

#### *Functional Responsibility*

Performs data architecture for information systems in conformance with data policy, procedures, standards, and guidelines. Conducts impact assessments on information systems to determine application integration potential and compatibility with the enterprise architecture. Provides technical assistance related to data administration. Participates in the conceptual design or redesign of database systems and logical models for use in business systems reengineering. Provides technical guidance on corporate repository and modeling techniques in support of information systems development and maintenance.

#### *Minimum Education*

A Bachelors Degree and eight years general experience is required.

### **Systems Architect 2**

#### *Functional Responsibility*

Performs data architecture for information systems in conformance with data policy, procedures, standards, and guidelines. Conducts impact assessments on information systems to determine application integration potential and compatibility with the enterprise architecture. Provides technical assistance related to data administration. Participates in the conceptual design or redesign of database systems and logical models for use in business systems reengineering. Provides technical guidance on corporate repository and modeling techniques in support of information systems development and maintenance.

#### *Minimum Education*

A Masters Degree and ten years general experience is required.

### **Systems Architect 3**

#### *Functional Responsibility*

Performs data architecture for information systems in conformance with data policy, procedures, standards, and guidelines. Conducts impact assessments on information systems to determine application integration potential and compatibility with the enterprise architecture. Provides technical assistance related to data administration. Participates in the conceptual design or redesign of database systems and logical models for use in business systems reengineering. Provides technical guidance on corporate repository and modeling techniques in support of information systems development and maintenance.

#### *Minimum Education*

A Masters Degree and twelve years general experience is required.

## **FEDERAL SUPPLY SCHEDULE**

### **Systems Analyst 1**

#### *Functional Responsibility*

Provides specialized knowledge of system requirements and programming specifications. Designs solutions based on customer needs and technical considerations. Analyze job tasks, organizational structure and user requirements to provide system-wide solutions. Applies analytical expertise to assist in defining, analyzing, validating, and documenting complex operating environments, states of technology, and current processes

#### *Minimum Education*

A Bachelor's Degree is required.

### **Systems Analyst 2**

#### *Functional Responsibility*

Provides specialized knowledge of system requirements and programming specifications. Designs solutions based on customer needs and technical considerations. Analyze job tasks, organizational structure and user requirements to provide system-wide solutions. Applies analytical expertise to assist in defining, analyzing, validating, and documenting complex operating environments, states of technology, and current processes

#### *Minimum Education*

A Bachelor's Degree and two years general experience is required.

### **Systems Analyst 3**

#### *Functional Responsibility*

Provides specialized knowledge of system requirements and programming specifications. Designs solutions based on customer needs and technical considerations. Analyze job tasks, organizational structure and user requirements to provide system-wide solutions. Applies analytical expertise to assist in defining, analyzing, validating, and documenting complex operating environments, states of technology, and current processes

#### *Minimum Education*

A Bachelor's Degree and three years general experience is required.

### **Systems Analyst 4**

#### *Functional Responsibility*

Provides specialized knowledge of system requirements and programming specifications. Designs solutions based on customer needs and technical considerations. Analyze job tasks, organizational structure and user requirements to provide system-wide solutions. Applies analytical expertise to assist in defining, analyzing, validating, and documenting complex operating environments, states of technology, and current processes

#### *Minimum Education*

A Bachelor's Degree and four years general experience is required.

## **FEDERAL SUPPLY SCHEDULE**

### **Systems Analyst 5**

#### *Functional Responsibility*

Provides specialized knowledge of system requirements and programming specifications. Designs solutions based on customer needs and technical considerations. Analyze job tasks, organizational structure and user requirements to provide system-wide solutions. Applies analytical expertise to assist in defining, analyzing, validating, and documenting complex operating environments, states of technology, and current processes

#### *Minimum Education*

A Bachelor's Degree and five years general experience is required.

### **Systems Analyst 6**

#### *Functional Responsibility*

Provides specialized knowledge of system requirements and programming specifications. Designs solutions based on customer needs and technical considerations. Analyze job tasks, organizational structure and user requirements to provide system-wide solutions. Applies analytical expertise to assist in defining, analyzing, validating, and documenting complex operating environments, states of technology, and current processes

#### *Minimum Education*

A Bachelor's Degree and eight years general experience is required.

### **Systems Analyst 7**

#### *Functional Responsibility*

Provides specialized knowledge of system requirements and programming specifications. Designs solutions based on customer needs and technical considerations. Analyze job tasks, organizational structure and user requirements to provide system-wide solutions. Applies analytical expertise to assist in defining, analyzing, validating, and documenting complex operating environments, states of technology, and current processes

#### *Minimum Education*

A Master's Degree and ten years general experience is required.

### **Systems Analyst 8**

#### *Functional Responsibility*

Provides specialized knowledge of system requirements and programming specifications. Designs solutions based on customer needs and technical considerations. Analyze job tasks, organizational structure and user requirements to provide system-wide solutions. Applies analytical expertise to assist in defining, analyzing, validating, and documenting complex operating environments, states of technology, and current processes

#### *Minimum Education*

A Master's Degree and twelve years general experience is required.

## FEDERAL SUPPLY SCHEDULE

### **Systems Analyst 9**

#### *Functional Responsibility*

Provides specialized knowledge of system requirements and programming specifications. Designs solutions based on customer needs and technical considerations. Analyze job tasks, organizational structure and user requirements to provide system-wide solutions. Applies analytical expertise to assist in defining, analyzing, validating, and documenting complex operating environments, states of technology, and current processes

#### *Minimum Education*

A Master's Degree and fifteen years general experience is required.

### **Senior Data Architect**

#### *Minimum/General Experience*

Specialized experience may include: Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as Integrated Computer-Aided Software Engineering (I-CASE) tools. Applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. Has experience with such methodologies as IDEF 0 process modeling and IDEF 1X data modeling. Provides technical guidance in software engineering techniques and automated support tools, to include but not limited to ERWIN, BPWIN, IEW, ADW, Oracle\*Designer/2000, etc. This position requires a minimum of twelve years experience.

#### *Functional Responsibility*

Performs data architecture design and implementation for enterprise wide information systems in conformance with enterprise wide data policy, procedures, standards and guidelines. Conducts impact assessments on enterprise wide information systems to determine application integration potential and compatibility with the enterprise architecture. Provides technical assistance related to data administration. Participates in the conceptual design/redesign of data base systems and logical models for use in business systems reengineering. Provides technical guidance on corporate repository and modeling techniques in support of enterprise wide information systems development and maintenance.

#### *Minimum Education*

A Master's degree in Computer Science, Information Systems, Engineering, Mathematics or Business Administration.

A Bachelors degree and fourteen years general experience.

## **FEDERAL SUPPLY SCHEDULE**

### **Systems Documentation Staff 1**

#### *Functional Responsibility*

Provides documentation support to information systems development, implementation and operations staff. May include development of requirements, maintenance and user documentation. Additionally, may provide administrative support to senior management. Performs complex tasks which may include management of organization's administrative records; handling of sensitive and privileged information; interfacing with senior staff; assisting in establishing and executing intra-organizational procedures; assisting in the communication of and conformance of corporate level policies and procedures; and tracking budget and financial data. May assist in planning office management functions, and supervise work of clerical staff.

#### *Minimum Education*

A High School Diploma or equivalent is required.

### **Systems Documentation Staff 2**

#### *Functional Responsibility*

Provides documentation support to information systems development, implementation and operations staff. May include development of requirements, maintenance and user documentation. Additionally, may provide administrative support to senior management. Performs complex tasks which may include management of organization's administrative records; handling of sensitive and privileged information; interfacing with senior staff; assisting in establishing and executing intra-organizational procedures; assisting in the communication of and conformance of corporate level policies and procedures; and tracking budget and financial data. May assist in planning office management functions, and supervise work of clerical staff.

#### *Minimum Education*

A High School Diploma or equivalent and two years general experience is required.

### **Systems Documentation Staff 3**

#### *Functional Responsibility*

Provides documentation support to information systems development, implementation and operations staff. May include development of requirements, maintenance and user documentation. Additionally, may provide administrative support to senior management. Performs complex tasks which may include management of organization's administrative records; handling of sensitive and privileged information; interfacing with senior staff; assisting in establishing and executing intra-organizational procedures; assisting in the communication of and conformance of corporate level policies and procedures; and tracking budget and financial data. May assist in planning office management functions, and supervise work of clerical staff.

#### *Minimum Education*

A Bachelor's Degree and five years general experience is required.

## FEDERAL SUPPLY SCHEDULE

### b. Pricing for IT Services

<b>Labor Category</b>	<b>Rates w/ IFF</b>
Senior Subject Matter Consultant	\$259.10
Senior IT Manager	\$247.56
Technical Director 3	\$233.51
System Architect 3	\$218.92
IT Manager	\$214.39
Systems Analyst 9	\$194.68
Technical Director 2	\$186.86
Technical Director	\$178.65
System Engineer 3	\$178.27
System Architect 2	\$166.79
Technical Manager	\$156.70
Systems Analyst 8	\$156.57
System Engineer 2	\$146.21
System Architect 1	\$142.30
Senior Scientist	\$141.37
Program Manager	\$134.62
Systems Analyst 7	\$129.79
Sr. Technical Consultant	\$127.35
Project Manager	\$120.04
Systems Analyst 6	\$118.06
System Engineer 1	\$117.28
Senior Data Architect	\$114.21
Associate Technical Manager	\$105.58
Systems Analyst 5	\$101.64
Systems Analyst 4	\$97.73
Mid-Level Technical Consultant	\$96.09
Systems Analyst 3	\$93.82
Sr. Programmer / Analyst	\$90.18
Systems Analyst 2	\$85.22
Project Management Specialist	\$79.92
Systems Documentation Staff 3	\$77.40
Systems Engineer	\$76.30
Senior Project Administrator	\$73.51
Systems Analyst 1	\$71.53
Programmer/Analyst	\$67.43
Systems Documentation Staff 2	\$64.89
Systems Documentation Staff 1	\$53.17



## FEDERAL SUPPLY SCHEDULE

### 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 **(Director of Contracts, 703-707-2700, [contracts@hpti.com](mailto:contracts@hpti.com), 703-707-0103).**



**FEDERAL SUPPLY SCHEDULE**

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.

## FEDERAL SUPPLY SCHEDULE

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

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

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

### BASIC GUIDELINES FOR USING "CONTRACTOR TEAM ARRANGEMENTS"

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a 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:

## **FEDERAL SUPPLY SCHEDULE**

- 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.