

## **Edgewater Federal Solutions, Inc.**

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**General Services Administration**

**Federal Acquisition Service**

**APPROVED**

**Information Technology Schedule Pricelist**

**General Purpose Commercial Information Technology**

**Equipment, Software, and Services**

**GS-35F-0542P**



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[www.gsaAdvantage.gov](http://www.gsaAdvantage.gov)



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

General Description

Edgewater Federal Solutions is an experienced information management consultancy that is focused, serious-minded, and devoted to profitable growth. The company assists Agencies of the Federal Government implement and fulfill functions, requirements, and policies mandated by the Clinger-Cohen Act of 1996, other public laws, and Office of Management and Budget guidance.

Applicable Special Item Numbers, FSC Classes, and FPDS Codes

Table with 3 columns: Special Item Numbers, FSC Class/FPDS Code, Products/Services. Rows include 132-51, FPDS Code D302, D306, D307, D308, D316, and D399.

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.

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.

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Contract Number: GS-35F-0542P

Period Covered by Contract: Base: May 7, 2004 - May 6, 2009
Evergreen Option Period 1 May 7, 2009 - May 6, 2014
Evergreen Option Period 2 May 7, 2014 - May 6, 2019
Evergreen Option Period 3 May 7, 2019 - May 6, 2024



## General Services Administration Federal Acquisition Service

Pricelist current through Modification Number A518, effective April 28, 2016.

Products and ordering information in this Authorized FAS Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsaadvantage.gov>).

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## 1 INFORMATION FOR ORDERING ACTIVITIES

### INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

#### SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

#### 1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

Offerors are requested to check one of the following boxes:

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

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area: *Not Applicable*.



**2. CONTRACTOR’S ORDERING ADDRESS AND PAYMENT INFORMATION:**

Agencies should address all orders to the following address:

Edgewater Federal Solutions, Inc.  
3280 Urbana Pike, Suite 207  
Ijamsville, MD 21754

Agencies should address all payments to the following address:

Edgewater Federal Solutions, Inc  
3280 Urbana Pike, Suite 207  
Ijamsville, MD 21754

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

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

**Ordering Assistance**  
Telephone: 301-874-8566  
Fax: 301-874-9021  

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**Technical Assistance**  
Telephone: 301-874-8566  
Fax: 301-874-9021

When Authorized Dealers are allowed by the Contractor to bill ordering activities and accept payment, the order and/or payment must be in the name of the Contractor, in care of the Authorized Dealer.

**3. LIABILITY FOR INJURY OR DAMAGE**

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

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

Block 9: G. Order/Modification Under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS) Number: 127751043  
Block 30: Type of Contractor - B. Other Small Business  
Block 31: Woman-Owned Small Business - No  
Block 36: Contractor’s Taxpayer Identification Number (TIN) 710928230

4a. **CAGE Code:** 3J4Z5

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:

<u>SPECIAL ITEM NUMBER</u>	<u>DELIVERY TIME (DAYS ARO)</u>
132-51	TBD by Edgewater and Ordering Activity

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

c. i. SIN 132-54 and SIN 132-55, **ACCELERATED SERVICE DELIVERY** (7 calendar days or less): the time required for COMSATCOM services to be available after order award. Under Accelerated Service Task Orders, service acceptance testing, unless otherwise required by the satellite provider or host nation, shall be deferred until Ordering Activity operations permit.

d. ii. SIN 132-54 and SIN 132-55, **TIME-CRITICAL DELIVERY** (4 hours or less): the time required for COMSATCOM services to be available after order award. Under Time-Critical Task Orders, service acceptance testing unless otherwise required by the satellite provider or host nation shall be deferred until Ordering Activity operations permit. Time-Critical Delivery shall be predicated on the availability of COMSATCOM transponded capacity (contracted bandwidth and power, pre-arranged Host Nation Agreements, frequency clearance) or COMSATCOM subscription services (bandwidth, terminals, network resources, etc.).

e. iii. For SIN 132-54 and SIN 132-55, **EXTENDED SERVICE DELIVERY TIMES:** the time required under extenuating circumstances for COMSATCOM services to be available after order award. Such extenuating circumstances may include extended time required for host nation agreements or landing rights, or other time intensive service delivery requirements as defined in the individual requirement. Any such extended delivery times will be negotiated between the Ordering Activity and Contractor.

## 7. DISCOUNTS:

Prices shown are NET Prices; Basic Discounts have been deducted. Edgewater offers the Government its Information Technology Professional Services (SIN 132-51) at a 5 percent discount off list prices.

- a. Prompt payment: 0 % 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity -- None
- c. Dollar Volume -- None
- d. Government Educational Institution – Government Educational Institutions are offered the same discount 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:

*Not applicable.*

## 10. SMALL REQUIREMENTS:

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

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

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

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

## 12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

## 13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS: Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as



appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

### **13.1 FEDERAL INFORMATION PROCESSING STANDARDS**

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

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

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

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

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the



extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.

- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

## **15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:**

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

## **16. GSA Advantage!**

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

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

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

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

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. Ordering Activities procuring open market items must follow FAR 8.402(f).

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

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

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

- a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
  - (1) Time of delivery/installation quotations for individual orders;

- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
  - b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.
  - c. The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

## **19. OVERSEAS ACTIVITIES**

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below: *Not Applicable*

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

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

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

## **21. CONTRACTOR TEAM ARRANGEMENTS**

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

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

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to

the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

### 23. SECTION 508 COMPLIANCE

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

- Yes  
 No

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

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

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

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

- a. A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- b. The following statement:  
This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

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

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

- b. Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
- (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
  - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- c. The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

## **26. SOFTWARE INTEROPERABILITY.**

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

## **27. ADVANCE PAYMENTS**

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

## **2 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 Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

### **2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)**

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

### **3. ORDER**

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

### **4. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

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

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

- a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
  - 1. Cancel the stop-work order; or
  - 2. Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
  - 1. The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
  - 2. The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- c. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.



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

## **6. INSPECTION OF SERVICES**

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

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

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

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

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

## **9. INDEPENDENT CONTRACTOR**

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

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

- a. Definitions.

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

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

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

- b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule

contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## 11. INVOICES

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

## 12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

- a. The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- b. The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
  1. The offeror;
  2. Subcontractors; and/or
  3. Divisions, subsidiaries, or affiliates of the offeror under a common control.

## 13. RESUMES

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

## 14. INCIDENTAL SUPPORT COSTS

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

## 15. APPROVAL OF SUBCONTRACTS

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

## 16. DESCRIPTION OF IT SERVICES AND PRICING

### Program Manager

**Requirements:** B.A. or B.S. degree and 12 years of IT experience, including at least 8 years of IT management experience. At least 8 years direct supervision of IT software development, integration, maintenance projects, and/or telecommunications systems. **Responsibilities:** Provides overall management and administrative oversight for the contract effort. Serves as primary interface and point of contact with government management personnel, the Contracting Officer's Technical Representative (COTR), the Contracting Officer (CO), customer representatives, and corporate management. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work quality, and communicating policies, processes, and goals of the organization to subordinates. Must be capable of leading projects that involve the successful management of teams.

### Project Manager

**Requirements:** B.A. or B.S. degree and 10 years of IT or telecommunications experience, including at least 5 years of experience in direct supervision of IT software development, integration maintenance projects, and/or telecommunications management. **Responsibilities:** Plans, organizes, and controls the overall activities of the project, i.e., project management, technical work, quality of work, schedule, and costs associated with various task orders issued under the contract. Ensures that all activities conform to the terms and conditions of the contract and task-ordering procedures. Coordinates activities and seeks resolution of contractual and technical problems while working with the CO, COTR, and government project manager.

### Senior Subject Matter Expert

**Requirements:** M.A. or M.S. degree and 12 years IT experience. At least 8 years combined new and related older technical experience in the IT field directly related to the required area of expertise. **Responsibilities:** Performs in highly specialized subject areas such as satellite communications, financial systems. BPR, strategic planning, systems design or engineering. Provides expert guidance and insight into specific technologies and methodologies and their application and independently plans and performs research, design assessment, development, integration and other assignments where a specific subject matter expertise is necessary.

### Subject Matter Expert

**Requirements:** B.A. or B.S. degree and 8 years IT experience. At least 5 years combined new and related older technical experience in the IT field directly related to the required area of expertise. **Responsibilities:** Performs in specialized subject areas such as satellite communications, financial systems. BPR, strategic planning, systems design or engineering. Provides expert guidance and insight into specific technologies and methodologies and their application and independently plans and performs research, design assessment, development, integration and other assignments where a specific subject matter expertise is necessary.

### Senior Systems Analyst

**Requirements:** B.A. or B.S. and 8 years of progressive working experience. **Responsibilities:** Knowledgeable in implementing computer systems in a phased approach of requirements analysis and conceptual design, installation, integration, and testing. Provides technical leadership and direction for staff performing software development tasks. Analyzes requirements to determine current needs and system functions. Develops plans for system applications and databases throughout the entire software development life cycle. Develops complete specifications to enable computer programmers to prepare required applications. Ensures adherence to Federal Information Processing Standards (FIPS), DOD guidelines, Software Engineering Institute standards, and commercial practices.

### Senior IT Management Analyst

**Requirements:** B.A. or B.S. and 8 years of progressive working experience. **Responsibilities:** Knowledge of technical/engineering applications in the information technology (IT) specialty area with the ability to recommend technical solutions. Performs tasks of a high degree of complexity and difficulty with little or no supervision. Analyzes technical risk, schedule, and cost impacts of IT approaches. Establishes performance and technical standards. Generates and approves project and testing specifications. Results of work are technically authoritative. Provides technical guidance to other project team members. May supervise other technical personnel. Excellent communication and problem-solving skills.

### Senior IT Analyst

**Requirements:** Bachelor's degree or equivalent with 8 years of related experience. **Responsibilities:** Establishes system development and integration methodologies and standards. Develops user requirements and ensures that business solutions are consistent with customer's strategic goals. Applies business process improvement practices to reengineer business processes, principles and methodologies. Establishes and maintains security, integrity, and business continuity controls and documentation.

### Senior Cyber Security Specialist

**Requirements:** M.A. or M.S. degree and a minimum of 10 years of IT security experience, including at least 5 years of highly specialized experience in one or more information, computer, or network security disciplines (e.g., penetration testing, intrusion detection and audit analysis, public key infrastructure, cryptography, certification and accreditation, or risk assessment and mitigation). **Responsibilities:** Provides highly specialized experience in one or more information, computer, or network security disciplines (e.g., penetration testing, intrusion detection and audit analysis, public key infrastructure, cryptography, certification and accreditation, or risk assessment and mitigation).

### Cyber Security Specialist

**Requirements:** B.A. or B.S. degree and a minimum of 5 years of IT security experience, including at least 5 years experience in one or more information, computer, or network security disciplines (e.g., penetration testing, intrusion detection and audit analysis, public key infrastructure, cryptography, certification and accreditation, or risk assessment and mitigation). **Responsibilities:** Provides experience in one or more information computer, or network security disciplines (e.g., penetration testing, intrusion detection and audit analysis, public key infrastructure, cryptography, certification and accreditation, or risk assessment and mitigation).

### Capital Planning Specialist

**Requirements:** B.A. or B.S. degree and 4 years of experience in Federal capital planning activities, including knowledge of A-11 and OMB reporting requirements, electronic submission, and development and execution of Agency CPIC processes. **Responsibilities:** Provides specialized support in the areas of Federal capital planning activities, including knowledge of A-11 and OMB reporting requirements, electronic submission, and development and execution of Agency CPIC processes.

### Enterprise Integration Architect

**Requirements/Responsibilities:** B.A. or B.S. degree, 12 years general experience and 6 years experience performing concept exploration and assessment, architecture development, and systems integration.

### Quality Assurance Analyst

**Requirements:** B.A. or B.S. degree, 6 years general experience and 3 years specialized experience in quality review and evaluation throughout the project lifecycle. **Responsibilities:** Responsible for quality review and evaluation throughout the project lifecycle.

### Applications Programmer-Senior

**Education and General Experience:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Five years experience - three years specialized as an applications programmer on large-scale database management systems. **Functional Responsibility:** Analyzes functional business applications and design specifications for functional activities. Prepares required documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

### Applications Programmer-Intermediate

**Education and General Experience:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline with one year of experience. **Functional Responsibility:** Participates in the design of software tools and subsystems to support reuse and domain analysis. Assists in interpreting software requirements and design specifications to code, and integrates and tests software components.

### Applications Programmer-Junior

**Education and General Experience:** Associates degree in Computer Science, Information Systems, Engineering, Business, or other related discipline with one year of experience. **Functional Responsibility:** Participates in the design of software tools and subsystems to support reuse and domain analysis. Assists with design specification and code.

### Applications Systems Analyst/Programmer-Senior

**Education and General Experience:** A Bachelors degree with 6 years of experience. **Functional Responsibility:** Formulates and defines system scope and objectives and modifies procedures to solve complex problems. Designs, codes, tests, debugs, and documents those programs. Competent to work at the highest technical level. May be responsible for completion of a phase of a project.

**Applications Systems Analyst/Programmer-Intermediate**

**Education and General Experience:** Bachelor's degree with 3 years of experience. **Functional Responsibility:** Formulates and defines system scope and objectives through research and fact-finding to develop specifications or modify moderately complex information systems. Designs, codes, tests, debugs, documents, and maintains programs.

**Applications Systems Analyst/Programmer-Junior**

**Education and General Experience:** Associates degree or student obtaining a Bachelor's degree with 1 year of experience. **Functional Responsibility:** Assists in formulation and definition of system scope and objectives through research and fact finding to develop specifications or modify moderately complex information systems. Assists with the designing, coding, testing, debugging, documenting and maintaining of programs.

**Applications Systems Analyst-Senior**

**Education and General Experience:** Bachelors degree with 5 years of experience. **Functional Responsibility:** Formulates and defines system scope and objectives based on user needs. Devises or modifies procedures to solve complex problems. Analyzes and revises existing system logic difficulties and documentation as necessary. May use CASE tools.

**Applications Systems Analyst-Intermediate**

**Education and General Experience:** Bachelors degree with 1 year of experience. **Functional Responsibility:** Formulates and defines system scope and objectives through research and fact-finding to develop or modify moderately complex information systems. Analyzes and revises existing system logic difficulties and documentation as necessary. May use CASE tools.

**Applications Systems Analyst-Junior**

**Education and General Experience:** Student majoring in Computer Science, Information Systems, Engineering, Business, or other technically related discipline. **Functional Responsibility:** Assists in research and fact-finding to develop specifications or modify information systems. Analyzes and revises existing system logic difficulties and documentation as necessary. May use CASE tools.

**Business Analyst-Senior**

**Education and General Experience:** Bachelor's degree or applicable training certificates with five years experience of increasing complexity in the last five years. Knowledge of and experience with information systems that incorporate Internet/Intranet technologies, mobile computing, databases, and networking. Working knowledge of common office software expected. **Functional Responsibility:** The Senior Business Analyst evaluates the impact, return, and cost associated with new information systems and process improvement opportunities and consults with the customer on how to best support their area through the effective use of technology. Participates in business planning, needs analysis, and business risk assessment related to the proposed solution and assists with process design or redesign. The Senior Business Analyst reviews and edits requirements, specifications, business processes, and recommendations related to the proposed solution and participates in the development of functional specifications and system design specifications for client engagements. The Senior Business Analyst prepares financial and business system-related analysis and research in such areas as financial and expense performance, rate of return, depreciation, working capital, and information technology (IT) investments.



### **Business Analyst-Intermediate**

**Education and General Experience:** Bachelor's degree or applicable training certificates with two years experience of increasing complexity in the last three years. Knowledge of and experience with information systems that incorporate Internet/Intranet technologies, mobile computing, databases, and networking. Working knowledge of common office software expected. **Functional Responsibility:** The Intermediate Business Analyst prepares financial and business system-related analysis and research in such areas as financial and expense performance, rate of return, depreciation, working capital, and information technology investments. The Intermediate Business Analyst participates in reviews; edits requirements, specifications, business processes, and recommendations related to the proposed solution; and participates in the development of functional specifications and system design specifications for client engagements.

### **Business Analyst-Junior**

**Education and General Experience:** Associates degree or applicable training certificates. Knowledge of and experience with information systems that incorporate Internet/Intranet technologies, mobile computing, databases, and networking. Working knowledge of common office software expected. **Functional Responsibility:** The Junior Business Analyst assists with the preparation of financial and business system-related analysis and research in such areas as financial and expense performance, rate of return, depreciation, working capital, and information technology investments. The Junior Business Analyst participates in reviews; assists with editing requirements, specifications, business processes, and recommendations related to the proposed solution; and participates in the development of functional specifications and system design specifications for client engagements.

### **Business Process Consultant-Senior**

**Education and General Experience:** Bachelor's degree with ten years of intensive and progressive experience in IT solution and software project management, business process automation, or related field. **Functional Responsibility:** The Senior Business Process Consultant is responsible for the most complex systems process analysis, design, and simulation. Has highest level of understanding of organization's business systems and industry requirements. The Senior Business Process Consultant focus is on process analysis and re-engineering and providing expert guidance to agency heads, directors, and senior managers on quality improvement, ISO9000 certification, business process reengineering, and strategic implementation of information technology solutions. Designs, organizes, leads, and conducts executive level workshops, benchmarking, and surveys.

### **Business Process Consultant-Intermediate**

**Education and General Experience:** Bachelor's degree with six years of intensive and progressive experience in IT solution and software project management, business process automation, or related field. **Functional Responsibility:** Responsible for the complex systems process analysis, design, and simulation. Has high level of understanding of organization's business systems and industry requirements. The Intermediate Business Process Consultant focus is on process analysis and re-engineering and providing guidance to agency heads, directors, and senior managers on quality improvement, ISO9000 certification, business process reengineering, and strategic implementation of information technology solutions...



**Business Process Consultant-Junior**

**Education and General Experience:** Bachelor's degree with three years of intensive and progressive experience. **Functional Responsibility:** Provide guidance to agency heads, directors, and senior managers on quality improvement, ISO9000 certification, business process reengineering and strategic implementation of information technology solutions. Assists with the designs and organization of executive level workshops, benchmarking, and surveys.

**Business Systems Analyst-Senior**

**Education and General Experience:** Bachelor's degree or applicable training certificates with eight years experience of increasing complexity in the last ten years. **Functional Responsibility:** Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of applicable business systems and industry requirements. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirement specifications.

**Business Systems Analyst-Intermediate**

**Education and General Experience:** Bachelor's degree or applicable training certificates with 5 years experience of increasing complexity in the last five. **Functional Responsibility:** Assists in formulating and defining systems scope and objectives through research and fact-finding combined with a good understanding of business systems and industry requirements. Includes analysis of business and user needs, documenting requirements, and revising existing system logic.

**Business Systems Analyst-Junior**

**Education and General Experience:** Bachelor's degree or applicable training certificates with 2 years experience. **Functional Responsibility:** Assists in formulating and defining systems scope and objectives through research and fact-finding combined with a basic understanding of business systems and industry requirements. Includes participation in analysis of business and user needs and documenting requirements.

**Client/Server Database Analyst/Programmer-Senior**

**Education and General Experience:** Bachelor's degree or applicable training certificates from accredited institutions with six to nine years experience. **Functional Responsibility:** Designs, implements, and maintains complex databases in a client/server environment with respect to access methods, access time, validation checks, organization, security, documentation, and statistical methods. Includes maintenance of database dictionaries, overall monitoring and standard procedures, and integration of systems through client/server database design.

**Client/Server Database Analyst/Programmer-Intermediate**

**Education and General Experience:** Bachelor's degree or applicable training certificates from accredited institutions with three to five years experience. **Functional Responsibility:** Designs, implements, and maintains moderately complex databases in a client/server environment with respect to access methods, access time, validation checks, and statistical methods. Includes maintenance of database dictionaries and integration of systems through client/server database design.

**Client/Server Database Analyst/Programmer-Junior**

**Education and General Experience:** Bachelor's degree or applicable training certificates from accredited institutions with up to 2 years experience. **Functional Responsibility:** Assists in the

design, implementation, and maintenance of databases in a client/server environment. Competent to work on phases of client/ server database administration such as writing and maintaining simple systems and programs.

### **Cyber Security Analyst -Junior**

**Education and General Experience:** Bachelor's degree or applicable training certificates from accredited institutions with up to 2 years experience. **Functional Responsibility:** Assists in developing technical solutions including: information operations and analysis related to security intrusion analysis, systems & vulnerabilities, network security, advanced analytic tools, data visualization techniques. Competence in computer security, computer networking with TCP/IP, and network operating systems. Experience in computer network defense and in-depth technical knowledge with intrusion detection systems.

### **Data Architect**

**Education and General Experience:** Bachelor's degree or applicable training certificates with three to five years experience. **Functional Responsibility:** Activities includes data design, database architecture, metadata, and repository creation. Translates business needs. Defines, designs, and builds dimensional databases. Evaluates reusability of current data. Conducts data cleaning to rid the system of old, unused, or duplicate data. Reviews object and data models and the metadata repository to structure the data for better management and quicker access.

### **Data Security Analyst-Senior**

**Education and General Experience:** Bachelor's degree or applicable training certificate from accredited institutions with six to nine years experience. **Functional Responsibility:** The Senior Data Security analyzes and defines security requirements for Multilevel Security (MLS) issues and designs, develops, engineers, and implements solutions to MLS requirements. Performs all procedures necessary to ensure the safety of information system assets and conducts accurate evaluation of the level of information security required. The Senior Data Security Analyst gathers and organizes information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Provides supervision and direction to staff. Must be able to weigh business needs against security concerns and articulate issues to management.

### **Data Security Analyst-Intermediate**

**Education and General Experience:** Bachelor's degree or applicable training certificates from accredited institutions with three to five years experience. **Functional Responsibility:** The Intermediate Data Security Analyst performs all procedures necessary to ensure the safety of information system assets and conducts accurate evaluation of the level of information security required. Intermediate Data Security Analyst develops information technology (IT) security standards and procedures and has in-depth knowledge of IT industry trends and emerging technologies.

### **Data Security Analyst-Junior**

**Education and General Experience:** Bachelor's degree or applicable training certificates from accredited institutions with one to three years experience. **Functional Responsibility:** The Junior Data Security Analyst assist with all procedures necessary to ensure the safety of information system assets and conducts accurate evaluation of the level of information security required. Junior Data Security Analyst assists with the development of information technology (IT)

security standards and procedures and has a working knowledge of IT industry trends and emerging technologies.

#### **Data Warehousing Programmer-Senior**

**Education and General Experience:** Bachelor's degree with six years of experience.

**Functional Responsibility:** Designs and constructs data repositories. Applies an enterprise-wide set of disciplines for the planning, analysis, data refinement, design and construction of information systems. Develops analytical and computational techniques for problem solutions. Performs strategic systems planning and business information planning.

#### **Data Warehousing Programmer-Intermediate**

**Education and General Experience:** Bachelor's degree with four years of experience.

**Functional Responsibility:** Designs and constructs data repositories. Applies an enterprise-wide set of disciplines for the planning, analysis, data refinement, design and construction of information systems. Develops analytical and computational techniques for problem solutions. Performs strategic systems planning and business information planning.

#### **Data Warehousing Programmer-Junior**

**Education and General Experience:** An Associate's degree with two years of experience.

**Functional Responsibility:** Assists in designing and constructing data repositories. Applies an enterprise-wide set of disciplines for the planning, analysis, data refinement, design and construction of information systems. Develops analytical and computational techniques for problem solutions. Performs strategic systems planning and business information planning.

#### **Database Administrator**

**Education and General Experience:** Bachelor's degree with three to five years experience.

**Functional Responsibility:** Participates in the design, creation, and maintenance of computerized databases. Responsible for quality control and auditing of databases to ensure accurate and appropriate use of data. Works directly with users to resolve data conflicts and inappropriate data usage. Directs the maintenance and use of the corporate data dictionary.

#### **Database Analyst/Programmer-Senior**

**Education and General Experience:** Bachelor's degree with seven years of experience.

**Functional Responsibility:** Designs, implements, and maintains complex databases with respect to JCL, access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Includes maintenance of dictionaries, monitoring of standards, and integration of systems through database design.

#### **Database Analyst/Programmer-Intermediate**

**Education and General Experience:** Bachelor's degree with five years of experience.

**Functional Responsibility:** Designs, implements, and maintains moderately complex databases. Includes maintenance of database dictionaries and integration of systems through database design. Competent to work on most phases of database administration.

#### **Database Analyst/Programmer-Junior**

**Education and General Experience:** Bachelor's degree with two years of experience.

**Functional Responsibility:** Provides highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

### Database Manager

**Education and General Experience:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. **Functional Responsibility:** Manages the development of data base projects. Plans and budgets staff and data base resources. Prepares and delivers presentations on data base management systems (DBMS) concepts.

### Disaster Recovery Analyst

**Education and General Experience:** Bachelor's degree with three to five years experience. **Functional Responsibility:** Assists in the coordination and establishment of disaster recovery programs and business resumption planning across mainframe and client server platforms. Coordinates and monitors simulation testing across all platforms. Aids in investigation, planning, documentation, implementation, and maintenance of disaster recovery plans.

### Documentation Specialist

**Education and General Experience:** Associate's degree with three years experience. **Functional Responsibility:** Gathers, analyzes, and composes technical information. 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.

### Enterprise Architect

**Education and General Experience:** Bachelor's degree with three to five years experience. **Functional Responsibility:** Acts independently to provide business and/or technical IT consulting support to strategic units and customer enterprises. Works with executives in the customer organization to formulate enterprise-wide business and/or technical IT product and/or service strategies. Develops and applies consulting methodologies, business models and organizational behavior models to conceptualize methods to apply business and/or technical IT products and services as strategic assets. Supports and participates in the conceptualization and development of ' technology policy, methodologies, models, techniques and strategies.

### End User Computing Specialist

**Education and General Experience:** Bachelor's degree with two years experience. **Functional Responsibility:** Assists in the evaluation of business problems, evaluates and recommends vendor packages, and implements required software. Assists in the evaluation of personnel end-user computing packages and equipment as well as in the implementation and testing of prototypes. Consults with client area management and staff regarding PC and LAN systems and equipment problems or malfunctions and recommends solutions.

### Help Desk Coordinator

**Education and General Experience:** Bachelor's degree or applicable training certificates from accredited institutions with three to five years of experience. **Functional Responsibility:** Responds to and diagnoses problems through discussions with users. Includes problem recognition, research, isolation, and resolution steps. May involve use of problem management database and help desk systems.

### Information Assurance Specialist-Senior

**Education and General Experience:** Bachelor's degree in information systems, computer science, engineering, business administration, or other related scientific or technical disciplines. Requires an expert understanding of security policy and security systems advocated by the U.S. Government and ten to fifteen years of experience. **Functional Responsibility:** The Senior

Information Assurance Specialist identifies security threats and vulnerabilities in an information technology environment. Establishes and satisfies complex systemwide information security requirements based upon the analysis of user, policy, regulatory, and resource demands. Coordinates with customer organization to define and develop information system security programs, resources, and risks. Provides guidance and direction to other professionals, acts as a subject matter expert and/or in an advisory capacity, and coordinates resolution of highly complex problems and tasks. The Senior Information Assurance Specialist has a strong knowledge of computer security principals, including Operating System, kernel, and network security.

### **Information Assurance Specialist-Intermediate**

**Education and General Experience:** Bachelor's degree in information systems, computer science, engineering, business administration, or other related scientific or technical disciplines. Requires an expert understanding of security policy and security systems advocated by the U.S. Government and seven to ten years of experience. **Functional Responsibility:** The Intermediate Information Assurance Specialist identifies security threats and vulnerabilities in an information technology environment and establishes and satisfies complex systemwide information security requirements based upon the analysis of user, policy, regulatory, and resource demands. Intermediate Information Assurance Specialist works with customer organization to define and develop information system security programs, resources, and risks. Can provide guidance and direction to other professionals. Coordinates resolution of complex problems and tasks. The Intermediate Information Assurance Specialist has a strong knowledge of computer security principals, including Operating System, kernel, and network security.

### **Information Assurance Specialist-Junior**

**Education and General Experience:** Bachelor's degree in information systems, computer science, engineering, business administration, or other related scientific or technical disciplines. Requires understanding of security policy and security systems advocated by the U.S. Government and three to five years of experience. **Functional Responsibility:** The Junior Information Assurance Specialist assists in identifying security threats and vulnerabilities in an information technology environment and helps establish and satisfy complex systemwide information security requirements based upon the analysis of user, policy, regulatory, and resource demands. The Junior Information Assurance Specialist works with customer organization to define and develop information system security programs, resources, and risks. Has a working knowledge of computer security principals, including Operating System, kernel, and network security.

### **IS Administration and Planning Manager**

**Education and General Experience:** Bachelor's degree in computer science, information systems, engineering, business administration, or other scientific or technical disciplines with six to ten years of experience. **Functional Responsibility:** The Information Systems Administrator and Planning Managers performs complex evaluations of existing information systems, procedures, processes, and techniques related to program management problems or contractual issues and recommend solutions. Directs the preparation, review, and consolidation of information systems budgets and business plans. Ensures adherence to budgets and business plans through periodic review of financial reports and capital appropriation requests. Can be responsible for hardware and software contract administration and/or outsourcing contract



administration and service levels including negotiation of contract provisions, interface with legal department, and maintenance of appropriate documentation.

#### **IV&V Specialist (Data Validation/Standardization Specialist)-Senior**

**Education and General Experience:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or Physical Science, and seven years experience. **Functional Responsibility:** The Senior IV&V Specialist reviews, evaluates, and audits software products, network and data management systems, and computer systems to ensure adherence to system performance and customer quality standards. Expert skills in quality assurance, design elements, and industry standards for data storage, data backup, continuity of operations, disaster recovery, data indexing, and data and network security systems. The Senior IV&V Specialist develops software/system testing procedures, conducts tests, analyzes results, and reports findings. The Senior IV&V Specialist certifies that all information systems have met quality requirements and applicable Government and industry standards.

#### **IV&V Specialist (Data Validation/Standardization Specialist)-Intermediate**

**Education and General Experience:** Associate's degree in Computer Science, Information Systems, Engineering, Business, Physical Science with five years or Bachelor's degree in Computer Science with two years experience. **Functional Responsibility:** The Intermediate IV&V Specialist reviews, evaluates, and audits software products, network and data management systems, and computer systems to ensure adherence to system performance and customer quality standards. Proficient with quality assurance, design elements, and industry standards for data storage, data backup, continuity of operations, disaster recovery, data indexing, and data and network security systems. The Intermediates IV&V Specialist develops software/system testing procedures, conducts tests, analyzes results, and reports findings. The Intermediate IV&V Specialist certifies that all information systems have met quality requirements and applicable Government and industry standards.

#### **IV&V Specialist (Data Validation/Standardization Specialist)-Junior**

**Education and General Experience:** Associate's degree in Computer Science, Information Systems, Engineering, Business, Physical Science with three years experience. **Functional Responsibility:** The Junior IV&V Specialist assists in the review, evaluation, and audit of software products, network and data management systems, and computer systems to ensure adherence to system performance and customer quality standards. Knowledgeable in the use of quality assurance, design elements, and industry standards for data storage, data backup, continuity of operations, disaster recovery, data indexing, and data and network security systems. The Junior IV&V Specialist assists in the development of software/system testing procedures, conducts tests, analyzes results, and reports findings.

#### **Network Engineer-Senior**

**Education and General Experience:** Bachelor's degree in electrical engineering, computer science, or a related engineering or science discipline with ten to fifteen years experience. **Functional Responsibility:** Manages the purchase, installation, and support of network communications. Responsible for evaluating current systems. Works on complex problems where analysis of situation requires in-depth evaluation of various factors. Plans large scale systems projects. Requires expert knowledge of LAN/WAN systems, networks, and applications.

### **Network Engineer-Intermediate**

**Education and General Experience:** Bachelor's degree in electrical engineering, computer science, or a related engineering or science discipline with six to nine years of experience.

**Functional Responsibility:** Oversees the purchase, installation, and support of network communications. Works on problems of diverse scope where analysis of situation requires evaluation and judgment. Assists in the planning of large scale systems projects. Requires thorough knowledge of LAN/WAN systems, networks, and applications.

### **Network Engineer-Junior**

**Education and General Experience:** Bachelor's degree in electrical engineering, computer science, or a related engineering or science discipline with three to five years of experience.

**Functional Responsibility:** Assists with the installation and support of network communications. Follows standard practices and procedures in analyzing situations involving readily identifiable problems. Assists in the planning of large scale systems projects.

### **Procurement Specialists-Senior**

**Education and General Experience:** Bachelor's degree with five years of contract or program management experience. Strong knowledge of procurement procedures, rules and regulations; experience with Microsoft Office; ability to prepare and format reports for superiors. **Functional Responsibility:** The Senior Procurement Specialist oversees the software and hardware technology purchasing function. Plans and coordinates information technology-related equipment installations, moves, additions, and changes. Plans, organizes, and coordinates all information technology purchasing efforts. The Senior Procurement Specialist prepares program management plans and reports and coordinates schedules to facilitate completion of proposals, contract deliverables, and task order review. Performs analysis, development, and review of program administrative operating procedures.

### **Procurement Specialists-Intermediate**

**Education and General Experience:** Bachelor's degree with three years experience or an Associate's degree with five years of contract or program management experience. Strong knowledge of procurement procedures, rules and regulations; experience with Microsoft Office; ability to prepare and format reports for superiors. **Functional Responsibility:** The Intermediate Procurement Specialist participates in the software and hardware technology purchasing function and helps plan and coordinate information technology-related equipment installations, moves, additions, and changes. Plans, organizes, and coordinates all information technology purchasing efforts and ensures proper approval has been obtained for hardware and software system purchases. Obtains and evaluates quotes from vendors. The Intermediate Procurement Specialist assists in the preparation of program management plans and reports and coordinates schedules to facilitate completion of proposals, contract deliverables, and task order review.

### **Procurement Specialists-Junior**

**Education and General Experience:** Associates degree with one year of contract or program management experience. Strong knowledge of procurement procedures, rules and regulations; and experience with Microsoft Office. **Functional Responsibility:** Oversees aspects of the hardware and software technology purchasing function. Partially manages information technology purchasing processes, such as placing orders, tracking orders, and reconciling invoices. Ensures proper approval has been obtained for equipment purchases. Obtains and evaluates quotes from vendors.



### **Project Control Specialist**

**Education and General Experience:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related discipline with four years program or project management experience. **Functional Responsibility:** The Project Control Specialist directs budgeting, manpower and resource planning, and financial reporting of information technology systems projects. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to program or project management problems or contractual issues. The Project Control Specialist develops work breakdown structures, prepares charts, tables, graphs, and diagrams to assist in analyzing problems and recommending solutions.

### **QA Analyst-Senior**

**Education and General Experience:** Bachelor's degree with six to nine years experience. **Functional Responsibility:** Carries out procedures to ensure that all information systems products and services meet organization standards and end-user requirements. Performs and leads tests of software to ensure proper operation and freedom from defects. May create test data for applications. Devises improvements to current procedures and develops models of possible future configurations.

### **QA Analyst-Junior**

**Education and General Experience:** Bachelor's degree with two years experience.. **Functional Responsibility:** The Junior QA Analyst assists with procedures to ensure all information systems products and services meet organization standards and end-user requirements. Performs tests of software to ensure proper operation and freedom from defects. May assist in the creation of test data for applications. The Junior QA Analyst helps devise improvements to current procedures and develops models of possible future configurations. Coordinates with the Project Manager and/or Quality Assurance Manager to ensure problem solution and user satisfaction.

### **Software Architect**

**Education and General Experience:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline with five years experience. **Functional Responsibility:** Works independently designing and developing new software products or major enhancements to existing software. May lead a large development team in the design of highly complex software systems. Acts as highest level technical expert, addressing problems of systems integration, compatibility, and multiple platforms.

### **Software Systems Engineer-Senior**

**Education and General Experience:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline with eight years experience. **Functional Responsibility:** Provides technical direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept.

### **Software Systems Engineer-Intermediate**

**Education and General Experience:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline with five years experience. **Functional Responsibility:** Specialized experience in analysis and design of business

applications on complex systems. General experience in information systems design and management with requirements that are moderately complex to analyze, plan, program, and implement.

### **Software Systems Engineer-Junior**

**Education and General Experience:** Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline with two years experience.

**Functional Responsibility:** Works from specifications to assist in developing and modifying operating software programming applications. Assists with design, coding, benchmark testing, debugging, and documentation. May customize purchased applications and assist in maintaining program libraries and technical manuals.

### **Systems Engineer-Senior**

**Education and General Experience:** Bachelor's degree with seven years experience.

**Functional Responsibility:** Designs and implements IT systems to meet business needs. May develop code, test and implement computer programs and subsystems utilizing multiple programming languages. May lead subsystem design and participates in system design projects. May interface with customers to define system requirements and priorities. Analyzes, resolves or assists in resolving production problems. May lead or support business studies and feasibility studies.

### **Systems Engineer-Intermediate**

**Education and General Experience:** Bachelor's degree with five years experience. **Functional Responsibility:** Designs and implements IT systems to meet business needs. May develop code, test and implement computer programs and subsystems utilizing multiple programming languages. May lead subsystem design and participates in system design projects. May interface with customers to define system requirements and priorities. Analyzes, resolves or assists in resolving production problems. May lead or support business studies and feasibility studies.

### **Systems Engineer-Junior**

**Education and General Experience:** Bachelor's degree with two years experience. **Functional Responsibility:** Assists with the design and implementation of IT systems to meet business needs. May assist with the development of code, testing and implementing computer programs and subsystems utilizing multiple programming languages. May assist with the leadership role in subsystem design and participates in system design projects. May interface with customers to define system requirements and priorities. Analyzes, resolves or assists in resolving production problems. Assist with the support of business studies and feasibility studies.

### **Telecom Technician**

**Education and General Experience:** Bachelor's degree with three to five years experience.

**Functional Responsibility:** Responsible for moderately complex tasks typically relating to network monitoring, operations, installation, and/or maintenance.

### **Telecommunication Engineer / Analyst-Senior**

**Education and General Experience:** Bachelor's degree with six to nine years experience.

**Functional Responsibility:** Responsible for complex engineering and/or analytical tasks and activities associated with one or more technical areas within the telecom function such as, but not limited to, network design, engineering, implementation, or operations/user support.

### **Telecommunication Engineer / Analyst-Intermediate**

**Education and General Experience:** Bachelor's degree with three to five years experience.

**Functional Responsibility:** Responsible for moderately complex engineering and/or analytical activities associated with one or more technical areas within the telecom function (such as, but not limited to, network design, engineering, implementation, or operations/user support).

### **Telecommunication Engineer / Analyst-Junior**

**Education and General Experience:** Bachelor's degree with two years experience. **Functional**

**Responsibility:** The Junior Telecommunications Engineer is responsible for assisting with moderately complex engineering and/or analytical activities associated with one or more technical areas within the telecom function (such as, but not limited to, network design, engineering, implementation, or operations/user support).

### **Voice Communications Technical-Senior**

**Education and General Experience:** Bachelor's degree with six years of experience.

**Functional Responsibility:** Monitors and responds to complex technical control facility hardware and software problems. Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance. Maintains PBX/systems and associated hardware.

### **Voice Communications Technical-Intermediate**

**Education and General Experience:** Bachelor's degree with four years of experience.

**Functional Responsibility:** Monitors and responds to complex technical control facility hardware and software problems. Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance. Maintains PBX/systems and associated hardware.

### **Voice Communications Technical-Junior**

**Education and General Experience:** Bachelor's degree with two years of experience.

**Functional Responsibility:** Assists with monitoring and responding to technical control facility hardware and software problems. Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance.

### **Web Designer**

**Education and General Experience:** Associate's degree with three years experience.

**Functional Responsibility:** Develops web page content based on interviews and other data provided; utilizes web page authoring system(s) to create layouts and coding. Applies HTML, JavaScript, ActiveX and other state-of-the art tools to create dynamic web page designs.

### **Web Software Developer-Senior**

**Education and General Experience:** BS and 5 years experience with programming Java, JSP, and XHTML. Experience working in a CMMI level 5 program. **Functional Responsibility:**

Responsible for designing, developing, troubleshooting, debugging, and implementing software code using the following web development components: Java, JSP and XHTML with heavy reliance on JavaScript code for DHTML interfaces. Thorough understanding and frequent use and application of technical standards, principles, theories, concepts, and techniques.

Responsible for providing solutions to a variety of technical problems of complex scope and complexity. Follows established procedures for a SE CMMI Level 5 program and contributes to the completion of milestones associated with specific projects.



### **Web Software Developer-Intermediate**

**Education and General Experience:** BS and 1-3 years experience with programming Java, JSP, and XHTML. **Functional Responsibility:** Responsible for developing, troubleshooting, debugging, and implementing software code using the following web development components: Java, JSP and XHTML with reliance on JavaScript code for DHTML interfaces. Knowledgeable in the use and application of technical standards, principles, theories, concepts, and techniques. Responsible for providing solutions to a variety of technical problems of moderate scope and complexity.

### **Web Software Developer-Junior**

**Education and General Experience:** AA degree and 3 year experience with programming Java, JSP, and XHTML. **Functional Responsibility:** Assists with the development, troubleshooting, debugging, and implementation of software code. Familiar with the use of web development components such as Java, JSP, XHTML, and JavaScript code for DHTML interfaces. Assists intermediate and senior level developers with solutions to technical problems

### 3 INFORMATION TECHNOLOGY PROFESSIONAL SERVICES PRICELIST

#### 3.1 GSA Pricing

IT Professional Service	Contractor Site Price Offered to GSA (including IFF)	Government Site Price Offered to GSA (including IFF)
Applications Programmer - Senior	\$78.25	\$68.33
Applications Programmer-Intermediate	\$63.69	\$55.61
Applications Programmer-Junior	\$51.99	\$45.39
Applications Systems Analyst / Programmer-Senior	\$99.59	\$86.96
Applications Systems Analyst / Programmer-Intermediate	\$73.33	\$64.03
Applications Systems Analyst / Programmer-Junior	\$58.35	\$50.96
Applications Systems Analyst-Senior	\$72.92	\$63.68
Applications Systems Analyst-Intermediate	\$64.00	\$55.88
Applications Systems Analyst-Junior	\$49.42	\$43.16
Business Analyst-Senior	\$75.37	\$65.82
Business Analyst-Intermediate	\$56.41	\$49.25
Business Analyst-Junior	\$41.44	\$36.18
Business Process Consultant-Senior	\$145.72	\$127.25
Business Process Consultant-Intermediate	\$119.26	\$104.15
Business Process Consultant-Junior	\$97.42	\$85.07
Business Systems Analyst-Senior	\$86.14	\$75.23
Business Systems Analyst-Intermediate	\$69.73	\$60.90
Business Systems Analyst-Junior	\$49.23	\$42.98
Client / Server Database Analyst / Programmer-Senior	\$85.63	\$74.77
Client / Server Database Analyst / Programmer-Intermediate	\$71.79	\$62.69
Client / Server Database Analyst / Programmer-Junior	\$54.45	\$47.55
Cyber Security Analyst-Junior	\$90.55	\$79.06
Data Architect	\$109.22	\$95.37
Data Security Analyst-Senior	\$91.27	\$79.70
Data Security Analyst-Intermediate	\$71.79	\$62.69
Data Security Analyst-Junior	\$59.79	\$52.21
Data Warehousing Programmer-Senior	\$109.64	\$95.73
Data Warehousing Programmer-Intermediate	\$91.79	\$80.14
Data Warehousing Programmer-Junior	\$79.47	\$69.40



<b>IT Professional Service</b>	<b>Contractor Site Price Offered to GSA (including IFF)</b>	<b>Government Site Price Offered to GSA (including IFF)</b>
Database Administrator	\$100.81	\$88.03
Database Analyst/Programmer-Senior	\$92.30	\$80.60
Database Analyst/Programmer-Intermediate	\$76.00	\$66.36
Database Analyst/Programmer-Junior	\$57.43	\$50.15
Database Manager	\$108.51	\$94.73
Disaster Recovery Analyst	\$74.98	\$65.46
Documentation Specialist	\$53.32	\$45.91
Enterprise Architect	\$142.46	\$124.37
End User Computing Specialist	\$56.20	\$49.08
Help Desk Coordinator	\$62.65	\$54.71
Information Assurance Specialist-Senior	\$109.32	\$95.47
Information Assurance Specialist-Intermediate	\$95.06	\$83.01
Information Assurance Specialist-Junior	\$78.87	\$68.86
IS Administration and Planning Manager	\$129.22	\$112.83
IV&V Specialist-Senior	\$105.32	\$91.97
IV&V Specialist-Intermediate	\$90.25	\$78.81
IV&V Specialist-Junior	\$78.15	\$68.24
Network Engineer-Senior	\$98.31	\$79.43
Network Engineer-Intermediate	\$79.79	\$69.56
Network Engineer-Junior	\$64.51	\$56.34
Procurement Specialist-Senior	\$67.49	\$58.93
Procurement Specialist-Intermediate	\$60.41	\$52.74
Procurement Specialist-Junior	\$45.73	\$39.93
Project Control Specialist	\$82.55	\$72.09
QA Analyst-Senior	\$83.07	\$72.54
QA Analyst-Junior	\$52.50	\$45.85
Software Architect	\$121.52	\$106.12
Software Systems Engineer-Senior	\$95.06	\$83.01
Software Systems Engineer-Intermediate	\$82.15	\$71.73
Software Systems Engineer-Junior	\$63.18	\$55.16
System Engineer-Senior	\$122.86	\$107.29
System Engineer-Intermediate	\$103.57	\$90.44
System Engineer-Junior	\$90.97	\$79.43
Telecom Technician	\$64.61	\$56.42
Telecommunication Engineer/Analyst-Senior	\$84.81	\$74.07
Telecommunication Engineer/Analyst-Intermediate	\$66.67	\$58.20





<b>IT Professional Service</b>	<b>Contractor Site Price Offered to GSA (including IFF)</b>	<b>Government Site Price Offered to GSA (including IFF)</b>
Telecommunication Engineer/Analyst-Junior	\$56.41	\$49.25
Voice Communications Technician-Senior	\$70.13	\$61.25
Voice Communications Technician-Intermediate	\$59.89	\$52.30
Voice Communications Technician-Junior	\$52.50	\$45.85
Web Designer	\$62.97	\$54.98
Web Software Developer-Senior	\$76.92	\$67.16
Web Software Developer-Intermediate	\$66.67	\$58.20
Web Software Developer-Junior	\$57.94	\$50.58
Program Manager	\$154.12	\$154.12
Project Manager	\$118.55	\$118.55
Senior Subject Matter Expert	\$177.84	\$177.84
Subject Matter Expert	\$142.27	\$142.27
Senior IT Management Analyst	\$177.84	\$177.84
Senior IT Analyst	\$118.55	\$118.55
Senior Systems Analyst	\$112.63	\$112.63
Senior Cyber Security Specialist	\$207.48	\$207.48
Cyber Security Specialist	\$130.42	\$130.42
Capital Planning Specialist	\$88.92	\$88.92
Enterprise Integration Architect	\$130.42	\$130.42
Quality Assurance Analyst	\$74.29	\$77.07

**Note:** Travel and expenses associated with services performed at the end user’s site are not included and shall be invoiced separately (on an open market basis) as incurred.

## **4 USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS**

### **PREAMBLE**

Edgewater Federal Solutions, Inc. 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

Edgewater Federal Solutions, Inc.  
Phone: (301) 874-8566  
Fax: (301) 874-9021  
Email: [contactus@edgewaterit.com](mailto:contactus@edgewaterit.com)



**5 SUGGESTED FORMAT FOR BLANKET PURCHASE AGREEMENTS (BPAS)**

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

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) \_\_\_\_\_.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

AGENCY	DATE	CONTRACTOR	DATE



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

(CUSTOMER NAME)  
**SUGGESTED FORMAT FOR 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:

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

- (2) Delivery:

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

- (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:

<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.

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

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

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

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

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

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

Here is a general outline on how it works:

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