

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

SIN 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D308	Millennium Conversion Services (Y2K)
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D316	IT Network Management Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Focused Management, Incorporated

6354 Walker Lane, Suite 101

Alexandria, Virginia 22310

Phone: (703) 922-9600 Fax: (703) 922-9607

email: gjackson@focusedmgtinc.com

WWW.focusedmgtinc.com

Contract Number: **GS-35F-0312N**
Period Covered by Contract: **February 18, 2013 to February 17, 2018**

**General Services Administration
Federal Acquisition Service**

Pricelist current through Modification # _____, dated _____.

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

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**INFORMATION FOR ORDERING OFFICES
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 Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Acquisition 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.fas.gsa.gov). The catalogs/pricelists, GSA Advantage![™] and the Federal Acquisition Service Home Page (www.fas.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

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

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

1. Geographic Scope of Contract:

The minimum acceptable geographic scope of contract is the 48 contiguous states and the District of Columbia

2. Contractor's Ordering Address and Payment Information:

ORDERING AND PAYMENT ADDRESS:

**Focused Management, Inc.
6354 Walker Lane, Suite 101
Alexandria, VA 22310**

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

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

(703) 922-9600

3. LIABILITY FOR INJURY OR DAMAGE

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

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

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: 002771215

Block 30: Type of Contractor – B. Service-Disabled Veteran-Owned Small Business

- A. Small Disadvantaged Business
- B. Other Small Business
- C. Large Business
- G. Other Nonprofit Organization
- L. Foreign Contractor

Block 31: Woman-Owned Small Business - NO

Block 36: Contractor's Taxpayer Identification Number (TIN): 54-1819459

4a. CAGE Code: IN8D8

4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB Destination NOT APPLICABLE

6. DELIVERY SCHEDULE NOT APPLICABLE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
_____	_____ Days
_____	_____ Days

b. URGENT REQUIREMENTS: When the Federal Acquisition Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry

within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. **Discounts:** Prices shown are NET Prices; Basic Discounts have been deducted.
- a. Prompt Payment: 0% - ___ days from receipt of invoice or date of acceptance, whichever is later
 - b. Quantity - **NONE**
 - c. Dollar Volume - **NONE**
 - d. Government Educational Institutions - **NONE**
 - e. Other **NONE**

8. Trade Agreements Act of 1979, as amended:

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

9. Statement Concerning Availability of Export Packing: NONE

10. **Small Requirements:** The minimum dollar value of orders to be issued is \$100.

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
- b. The Maximum Order value for the following Special Item Numbers (SINs) is \$25,000:
NONE
- c. The Maximum Order value for the following Special Item Numbers (SINs) is \$10,000
NONE

Note: Maximum Orders do not apply to Special Item Numbers 132-12 Maintenance and Repair Service (except for Repair Parts/Spare Parts) or 132-34 Maintenance of Software.

12. USE OF FEDERAL ACQUISITION SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS. In accordance with FAR 8.404:

[NOTE: Special ordering procedures have been established for Special Item Numbers (SINs) 132-51 IT Professional Services and 132-52 EC Services; refer to the terms and conditions for those SINs.]

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Acquisition Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded

that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

a. Orders placed at or below the micro-purchase threshold. Ordering offices can place orders at or below the micro-purchase threshold with any Federal Acquisition Schedule Contractor.

b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the supply or service representing the best value, the ordering office may consider--

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

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

Review additional Schedule Contractors'

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

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

- (1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
- (2) Offer the lowest price available under the contract; or

(3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

d. Blanket purchase agreements (BPAs). The establishment of Federal Acquisition Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

e. Price reductions. In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

f. Small business. For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

g. Documentation. Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS): Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for

subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone 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. SECURITY REQUIREMENTS. In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is less.

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

16. GSA Advantage!

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

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

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

17. PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS

For administrative convenience, open market (non-contract) items may be added to a Federal Acquisition Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that

the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

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

19. OVERSEAS ACTIVITIES

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

NONE

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Acquisition Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows:

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

Federal Acquisition Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and

invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

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, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

23. SECTION 508 COMPLIANCE.

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

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

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

1. SCOPE

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

2. PERFORMANCE INCENTIVES

- a. When using a performance based statement of work, performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.
- b. The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.
- d. The above procedures do not apply to Time and Material or labor hour orders.

3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)

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

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

- (a) When ordering services, ordering offices shall—
- (1) Prepare a Request (Request for Quote or other communication tool):
 - (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
 - (ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.
 - (iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.
 - (iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2)(i) below, the request shall notify the contractors that will be the case.
 - (2) Transmit the Request to Contractors:
 - (i) Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132—51 ONLY, the ordering office, at its discretion, may limit

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

(ii) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to

additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

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

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

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

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

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

(ii) **MULTIPLE BPAs:** When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value.

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

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

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

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

Ordering procedures for other services available on schedule at fixed prices for specifically defined services or tasks should use the procedures in FAR 8.404. These procedures are listed in the pricelist, under "Information for Ordering Offices," paragraph #12.

4. ORDER

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

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

5. PERFORMANCE OF SERVICES

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

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

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

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

6. INSPECTION OF SERVICES

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

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE GOVERNMENT

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the Government 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 (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT SERVICES AND PRICING

See below.

LABOR CATEGORY DESCRIPTIONS FOR SIN 132-51, INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

***Labor Category:* Project Manager**

Functional Responsibility

Manages projects and teams involving the management and operation of support services environment. Responsible for project planning, budgeting and resource management, in addition to the analysis and evaluation of the customer-specific business and technology environment. Will develop sound technical recommendations to improve the services being provided to the customer and enhance the operating environment. The PM will be knowledgeable and possess a thorough understanding of the principles of associated technologies, management practices and industry standards, and the limitations and strengths of various support methodologies. The PM will use project management tools such as MS-Project and Excel to develop and monitor schedules and milestones; will provide briefings and reports for customers as needed; and will be responsible for the overall quality of performance in executing the terms of the contract.

Education/Experience

Minimum eight years of experience in a related business and technology environment, including at least three years of management/supervisory experience. Must possess a B.S. degree or equivalent in an associated discipline.

***Labor Category:* Senior Information Technology Specialist**

Functional Responsibility

Provides highly technical and specialized guidance and solutions to complex information technology problems. Performs elaborate analyses and studies. Prepares reports and gives presentations. Works independently or as a member of a team. May serve as Contractor Task order Project Manager.

Education/Experience

Minimum eight years or progressive experience in the field of information technology, including six years of specialized experience in numerous, highly specialized IT disciplines involving a wide range of hardware/software solutions. Demonstrates very good oral and written communications skills.

***Labor Category:* Senior Systems Administrator**

Functional Responsibility

Schedules, coordinates, assists, and oversees installations, upgrades, and maintenance. Performs initial configuration and setup of system; monitors system resources daily; makes recommendations for upgrades; and trouble shoots hardware, software, and network problems within the system. Performs system tuning to enhance performance; develops backup schedules according to project and system requirements. Tests new and updated operating system software, system file fixes and major product enhancements. Reconfigures system and COTS software as

required. Configures project and user environments; adds, deletes and modifies user accounts and user groups. Configures system security according to all appropriate security regulations and standards. Creates a system disaster recovery plan. Provide training and technical assistance as required. Works closely with project office, customer, users, and vendors.

Education/Experience

Ten years of progressive experience in the field of information technology, including eight years of specialized experience in numerous, highly specialized information technology disciplines involving a wide range of hardware/software solutions. At least four years of concentrated, hands-on experience in Unix Systems Administration. Software Engineer

Labor Category: Senior Unix Systems Administrator I

Functional Responsibility

Schedules, coordinates, assists, and oversees installations, upgrades, and maintenance. Performs initial configuration and setup of system; monitors system resources daily; makes recommendations for upgrades; and trouble shoots hardware, software, and network problems within the system. Performs system tuning to enhance performance; develops backup schedules according to project and system requirements. Tests new and updated operating system software, system file fixes and major product enhancements. Reconfigures system and COTS software as required. Configures project and user environments; adds, deletes and modifies user accounts and user groups. Configures system security according to all appropriate security regulations and standards. Creates a system disaster recovery plan. Provide training and technical assistance as required. Works closely with project office, customer, users, and vendors.

Education/Experience

Eight years of progressive experience in the field of information Technology, including six years of specialized experience in numerous, highly specialized information technology disciplines involving a wide range of hardware/software solutions. At least four years of hands-on, concentrated experience in Unix systems administration.. Demonstrates very good oral and written communications skills.

Labor Category: Unix Systems Administrator

Functional Responsibility

Monitors system resources daily and trouble shoots hardware, software, and network problems within the system. Tests new and updated operating system software, system file fixes and major product enhancements. Provides technical assistance to identify and analyze critical problems and issues in corporate systems. Reconfigures system and COTS software as required. Configures project and user environments; adds, deletes and modifies user accounts and user groups.

Education/Experience

Minimum six years of progressive experience in the field of information Technology, including four years of specialized experience in numerous, highly specialized information technology disciplines involving a wide range of hardware/software solutions. At least three years of hands-on, concentrated experience in Solaris systems administration.. Demonstrates very good oral and written communications skills.

Labor Category: Principal Software Engineer II***Functional Responsibility***

Organizes and coordinates the efforts of the teams to insure the deployment of software products to the client. Works with the client to define the Integrations, Test and Deployment plan for each software release. Assist in the coordination of content, scheduling and deployment activities for each software release. Responsible for insuring compliance with the Enterprise Life-Cycle Methodology. Develops test and deployment plans and procedures in accordance with a prescribed methodology; trains and mentors other test team members, using Rational test tools for functional and performance testing in an object oriented environment; performs problem tracking and reporting; assists with prep and support for executive briefings; and performs other duties as needed.

Education/Experience

Minimum bachelor's degree and seven years general experience in information technology. General experience includes a minimum two years experience on integration, test, or deployment projects. Specifically, tester posses at least 2 years in the following technologies: object oriented testing, CM automated test tools, incremental life cycle methodology, and problem tracking and reporting.

Labor Category: Principal Software Engineer I***Functional Responsibility***

Develops and applies advanced methods, theories, and research techniques in the evaluation and development of highly complex software application and problems. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques, and CASE tools. Analyzes designs, develops, tests, and debugs computer software in support of distinct product hardware (computer or other electrical/electronic device) or technical (computer) service line(s) or business. Activities range from operating system architecture, through integration and software design, to selection of computer systems, languages, and equipment. Reviews existing programs and makes required refinements, reducing operating time, and improving current techniques.

Education/Experience

Minimum bachelor's degree and seven years general experience in information technology and software development.

Labor Category: Senior Information Technology Security Specialist***Functional Responsibility***

Reviews and assesses current and proposed systems in order to determine potential risks and mitigation strategies. Prepares necessary documentation to have new systems accredited and certified. Applies security requirements against design aspects of components in recognizing vulnerabilities, assessing probability of exploitation, and proposing additional counter measures. Leads the development of documentation regarding findings and recommendations. Functions as a security liaison.

Education/Experience

Minimum Master's of Science degree in computer systems engineering, systems development, systems analysis, operations analysis/operations research, or related area. Minimum 3-5 years hands-on experience in computer security or information security.

Labor Category: **Systems Engineer**

Functional Responsibility

Works closely with Tier II Project Office personnel to develop and implement key policies, procedures, and plans for controlling and monitoring Tier II consolidation; assisting personnel manage the migration of Application System Projects from the current environment (over 700 obsolete Tier II platforms) to SUN E10K/E15K systems. Interacts extensively with customer and chairs working groups. Uses knowledge of computer systems, the software development process life cycle, risk management, telecommunications, and budget processes.

Education/Experience

Minimum bachelor's degree or equivalent in Computer Science or Information Management and 6 years experience. Good interpersonal and communication (verbal and written), experience in developing and implementing policies, plans, and procedures; extensive use of MS Project and MS Access. Project expertise required.

Labor Category: **Systems Configuration Management Specialist**

Functional Responsibility

Participates in defining and documenting processes and procedures for configuration management, integration and integration testing, and quality assurance. Ensures consistency among these various areas and well-defined turnover points between each area. Reviews and evaluates software products and services for adherence to government directives, standards, and guidelines. Participates in defining and documenting roles and responsibilities of external groups, such as development organizations, operations, etc. Updates security certification documentation.

Education/Experience

Bachelor's degree and a minimum of 4 years experience in systems analysis and development for formal documentation for government agencies. Experience with CM and CMM processes and procedures. Strong writing skills and excellent customer interface skills. Familiarity with full software development life cycle and implementation of a controlled software.

Labor Category: **Database Administrator II**

Functional Responsibility

Ensures efficient operation of a multi-computer site that supports database administration, analysis, and report production; data dictionary administration, and system development. Performs database administration, backups and recoveries, and works with users to resolve database questions or problems. Has extensive knowledge and experience in information technology. Provides highly technical and specialized solutions to complex information technology problems. Installs new versions of INFORMIX and Oracle DBMS software and application use of the DBMS. Provides guidance to the field for upgrade installations, performs upgrades, and conducts performance tuning. Coordinates and organizes teleconferences to keep

all affected users advised of all changes to the corporate platforms. Functions as a liaison between project groups. Prepares reports. Demonstrates good oral and written communications skills.

Education/Experience

Eight years of progressive experience in the field of information technology, including four years of experience in Informix database administration. Experience involving a wide range of hardware/software solutions.

Labor Category: **Programming Specialist**

Functional Responsibility

Analyzes designs, develops, tests, and debugs computer software in support of distinct product hardware (computer or other electrical/electronic device) or technical (computer) service line(s) or business. Activities range from operating system architecture, through integration and software design, to selection of computer systems, languages, and equipment.

Education/Experience

Minimum bachelor's degree and four years general experience in information technology and software development.

Labor Category: **Senior Network Engineer**

Functional Responsibility

Duties include network administration, network maintenance, network performance optimization, and troubleshooting, network addressing, network analysis and monitoring, performing network backup and restores, and server hardware troubleshooting. Resolves problems that cannot be resolved by the Network Technicians. Provides preventative maintenance for the Local Area Network (LAN) and the Wide Area Network (WAN). Also participates in systems feasibility studies concerning data communications, data networks, data access, and evaluations. Plans, coordinates, and participates in design of network architectures, data communication systems, and data transmission networks.

Education/Experience

Minimum bachelor's degree in a related discipline and five years of progressively more difficult ADP experience in systems analysis and data communications, including multi-platform integration, local/wide area network design and implementation, and network performance monitoring and optimization.

Labor Category: ***Equipment Maintenance Technician***

Education

Bachelor's Degree, or equivalent experience, in Information systems Engineering, Computer Science, Engineering or Business, or other related field. Advanced Degree may substitute for years of experience.

Responsibility

Responsibilities include the management and maintenance required to provide premises equipment support. This includes: computers/laptops/desktops, Printers/copiers, audiovisual/video cameras, projectors, Plasma TV's, LCD monitors and other office equipment.

Experience

Must have at least 3 years of experience.

Labor Category: Help Desk Manager

Education

Bachelor's Degree in Business, Information Systems Engineering, Computer Science, Engineering, Business or other related field.

Role & Responsibilities

Supervises and coordinates activities of workers who provide product, technical, and problem-solving support to computer users by performing the following duties.

- Essential Duties and Responsibilities: (Other duties may be assigned)
- Establishes help desk system for task management and tracking, and selects appropriate database and workflow tools.
- Creates systems for responding to customer inquiries via telephone, online networks, and mail.
- Communicates with programmers regarding bugs and follows up to ensure fixes are received and tested.
- Advises upper management on product development issues arising from product problems identified through technical support calls with customers.
- Advises technical writers on user documentation.
- Completes, maintains, and processes pertinent paperwork and records.
- Plans and schedules levels of support according to product release schedules.
- Assists in final testing of new products.
- Creates long-term strategies for growth and maintenance of help desk department, and makes budgetary recommendations to upper management.
- Trains help desk staff (or technical support specialists) to answer and resolve incoming calls.
- Solves, or assists help desk representatives in solving, non-routine or complex software, hardware, and procedure problems.
- Analyzes help desk activity and makes recommendations for changes in help desk procedures and systems to upper management.
- Confers with staff, computer users, supervisors, and managers to determine requirements for new or modified software and hardware.
- Writes recommendations for management review.
- Coordinates installation of hardware and software, and implementation of procedure changes.

Experience

Must have between (2-5) years experience. Good writing and verbal skills to communicate well with personnel and clients. Language Skills: Working proficiency in English (written and oral); ability to communicate clearly with clients and colleagues in work environment.

Labor Category: Help Desk Specialist

Education

Bachelor's Degree in Business, Information Systems Engineering, Computer Science, Engineering, Business or other related field.

Role & Responsibilities

- Investigates and resolves software and hardware problems of computer users by performing the following duties.
- Answers, evaluates, and prioritizes incoming telephone, voice mail, e-mail, and in-person requests for assistance from users experiencing problems with hardware, software, networking, and other computer-related technologies.

- Interviews user to collect information about problem and leads user through diagnostic procedures to determine source of error.
- Determines whether problem is caused by hardware such as modem, printer, cables, or telephone.
- Handles problem recognition, research, isolation, resolution and follow-up for routine user problems, referring more complex problems to supervisor or technical staff.
- Logs and tracks calls using problem management database, and maintain history records and related problem documentation.
- Prepares standard statistical reports, such as help desk incident reports.
- Analyzes and evaluates incident reports and makes recommendations to reduce help line incident rate.
- Consults with programmers to explain software errors or to recommend changes to programs.
- Calls software and hardware vendors to request service regarding defective products.
- Test software and hardware to evaluate ease of use and whether product will aid user in performing work.
- Writes software and hardware evaluation and recommendation for management review.
- Writes or revises user training manuals and procedures.
- Trains users on software and hardware on-site or in classroom, or recommends outside contractors to provide training.
- Installs personal computers, software, and peripheral equipment.

Experience

Must have between (1-3) years experience. Good writing and verbal skills to communicate well with personnel and clients. Language Skills: Working proficiency in English (written and oral); ability to communicate clearly with clients and colleagues in work environment.

Labor Category: Information Services Consultant

Education

Bachelor's Degree in Business, Information Systems Engineering, Computer Science, Engineering, Business or other related field.

Roles & Responsibilities

- Top-level technical expert supporting unlimited end user groups.
- Works with user groups to solve business problems with available technology including hardware, software, databases and peripherals.
- Requires high level of diverse technical experience related to studying and analysis of system needs, system development, system process analysis, design, and re-engineering.
- Has skills and experience related to business management, system engineering, operations research, and management engineering.
- Typically requires specialization in particular software of business application utilized in an end user environment.
- Keeps abreast of technological developments and applications.

Experience

Must have between (5 -8) years of experience.

Labor Category: LAN/WAN Integrator

Education

Bachelor's Degree in Business, Information Systems Engineering, Computer Science, Engineering, Business or other related field.

Roles & Responsibilities

- Responsible for the overall integration of the enterprise-wide network including the planning, design, installation, maintenance, management, and coordination of the corporate LAN/WAN (may include local, metropolitan, and wide area networks).
- Responsible for the technical architecture and recommendations related to LAN/WAN.
- Top-level technician contributor with advanced knowledge and experience in the area of local and wide area networking, communications, and related hardware/software.
- Maintains high level of technical expertise and studies vendor products to determine those which best meet organization needs.
- Presents information to management, which may result in the purchase and installation of hardware, software, and telecommunications equipment.
- Recommends network security procedures and policies.
- Knowledgeable in the multi-platform operating environment. May work with Voice and/or Data communications Analysts.

Experience

Must have between (5 -8) years of experience.

Labor Category: Program Manager

Education

Bachelor's Degree, Masters, or higher in Business, Management, Information Systems Engineering, Computer Science, Engineering, Business or other related field.

Roles & Responsibility

Plans, directs, and coordinates activities of technology projects to ensure that project goals are accomplished by performing the following duties personally or through subordinate supervisors.

Essential Duties and Responsibilities:

- Consults with management and reviews project/proposals to determine goals, timeframe, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of resources.
- Develops program plans specifying goals, strategy, staff, scheduling, identify of risks, contingency plans, and allocation of available resources.
- Formulates and defines scope and objectives of program.
- Identifies and schedules project deliverables, milestones, and required tasks.
- Coordinates recruitment or assignment of project managers and other senior personnel.
- Assigns duties, responsibilities, and scope of authority to project managers and other senior personnel.
- Directs and coordinates activities of project managers and other senior personnel to ensure projects progress on schedule and within budget.
- Establishes standards and procedures for project reporting and documentation.
- Reviews status reports prepared by project managers and modifies schedules and plans as required.
- Prepares program status reports and keeps management, clients, and others informed of project status and related issues.
- Confers with project managers to provide technical advice and to resolve problems.
- Monitors project results against technical specifications.
- Develops and maintains program documentation.

Experience

At least eight years of relevant managerial experience with progressive accomplishments and leadership skills. Must be able to plan, direct, and coordinate all technical and administrative activities and be able to supervise senior managers and technical personnel. Should also have excellent communication skills and be able to interface with customers, clients, and end-users.

Labor Category: Quality Assurance Analyst**Education**

Bachelor's Degree in Business, Information Systems Engineering, Computer Science, Engineering, Business or other related field.

Role & Responsibilities

Provides highly technical and specialized guidance and solutions to complex information technology problems. Performs elaborate analyses and studies. Prepares reports and gives presentations. Works independently or as a member of a team. May serve as Contractor Task order Project Manager.

Experience

Must have between (5 -8) years of experience or progressive experience in the field of information technology, including three years of specialized experience in numerous, highly specialized IT disciplines involving a wide range of hardware/software solutions. Demonstrates very good oral and written communications skills.

Labor Category: Senior Database Administrator**Education**

Bachelor's Degree, Masters, or higher in Business, Management, Information Systems Engineering, Computer Science, Engineering, Business or other related field.

Roles & Responsibilities

- Responsible for maintaining the day to day operations associated with large scale relational database environments (Oracle, Sybase, DB2, SQLServer, MS ACCESS, INFORMIX).
- Schedules, coordinates, assists, and oversees installations, upgrades, and maintenance.
- Performs initial configuration and setup of system, monitors system resources daily, makes recommendations for upgrades and trouble shoots hardware, software, and network problems within the system.
- Performs system tuning to enhance performance; develops backup schedules according to project and system requirements.
- Tests new and updated operating system software, system file fixes and major product enhancements.
- Reconfigures system and COTS software as required.
- Configures project and user environments; adds, deletes and modifies user accounts and user groups. Configures system security according to all appropriate security regulations and standards.
- Creates a system disaster recovery plan. Provide training and technical assistance as required.
- Works closely with System Administrators, customer, users, and vendors.

Experience

Must have between (5 -8) years of experience.

Labor Category: Subject Matter Expert**Education**

Bachelor's Degree in Information Systems Engineering, Computer Science, Engineering, Business or other related field.

Roles & Responsibilities

- Assumes leadership role in the planning, designing, and implementation of a complete information processing system to solve business information problems at the enterprise level.
- Conducts or leads major requirements studies and deliver recommendations.
- Provides specific Technical, Functional, Business or related expertise to satisfy TO deliverables
- Acts as an expert consultant providing the appropriate guidance to client management and Senior client representatives.

- Conducts technology studies, reviews, and investigations and provide project planning and management support.
- Provides technical consulting in support of projects and planning efforts with objective of delivering cost-effective solutions with sound, industry-standard approaches.
- Examines and reviews designs, processes, standards, and technologies for improvement and innovation, providing appropriate written/oral feedback and recommendations.
- Applies multidisciplinary skills (telecommunications/ networking, database) to resolve enterprise wide IT problems.

Experience

Must have between (7-12) years of relevant Technical, Functional, Business, Management, or related experience. Must be able to direct small to medium size teams. Broad technical and analytical background of knowledge and experience to support integration and optimization of information technologies and applications. Must be able to plan, direct, and coordinate all technical and administrative activities and be able to supervise senior managers, technical, functional, or business personnel. Should have excellent communication skills and be able to interface with customers, clients, and end-users.

Labor Category: Technical Writer**Education**

Bachelor's Degree in Business, Information Systems Engineering, Computer Science, Engineering, Business or other related field.

Roles & Responsibilities

Under general supervision, is responsible for preparation of operation and maintenance manuals and technical publications. Gathers technical information, prepares written text, and coordinates layout and final publication.

Experience

Bachelor s Degree and excellent command of the English language. Experience using MS Word and other graphics packages. Two or more years of experience in technical writing in area of software/hardware documentation.

Labor Category	2-18-13 Thru 2-17-14		2-18-14 Thru 2-17-15		2-18-15 Thru 2-17-16		2-18-16 Thru 2-17-17		2-18-17 Thru 2-17-18	
	Year 11 GSA Rate On-Site*	Year 11 GSA Rate Off-Site	Year 12 GSA Rate On-Site*	Year 12 GSA Rate Off-Site	Year 13 GSA Rate On-Site*	Year 13 GSA Rate Off-Site	Year 14 GSA Rate On-Site*	Year 14 GSA Rate Off-Site	Year 15 GSA Rate On-Site*	Year 15 GSA Rate Off-Site
1. Database Administrator II	\$75.96	-	\$78.24	-	\$80.59	-	\$83.01	-	\$85.50	-
2. Equipment Maintenance Technician	\$86.45	\$89.91	\$89.04	\$92.61	\$91.71	\$95.39	\$94.46	\$98.25	\$97.29	\$101.20
3. Help Desk Manager	\$73.91	\$76.87	\$76.13	\$79.18	\$78.41	\$81.56	\$80.76	\$84.01	\$83.18	\$86.53
4. Help Desk Specialist	\$76.14	\$79.19	\$78.42	\$81.57	\$80.77	\$84.02	\$83.19	\$86.54	\$85.69	\$89.14
5. Information Services Consultant	\$94.73	\$98.52	\$97.57	\$101.48	\$100.50	\$104.52	\$103.52	\$107.66	\$106.63	\$110.89
6. LAN/WAN Integrator	\$69.32	-	\$71.40	-	\$73.54	-	\$75.75	-	\$78.02	-
7. Prin. Software Engineer I	\$77.92	-	\$80.26	-	\$82.67	-	\$85.15	-	\$87.70	-
8. Prin. Software Engineer II	\$84.88	-	\$87.43	-	\$90.05	-	\$92.75	-	\$95.53	-
9. Program Manager	\$99.45	-	\$102.43	-	\$105.50	-	\$108.67	-	\$111.93	-
10. Programming Specialist	\$59.66	-	\$61.45	-	\$63.29	-	\$65.19	-	\$67.15	-
11. Project Manager	\$73.49	\$76.43	\$75.69	\$78.72	\$77.96	\$81.08	\$80.30	\$83.51	\$82.71	\$86.02
12. Quality Assurance Analyst	\$79.47	\$82.65	\$81.85	\$85.13	\$84.31	\$87.68	\$86.84	\$90.31	\$89.45	\$93.02
13. Senior IT Specialist	\$74.88	-	\$77.13	-	\$79.44	-	\$81.82	-	\$84.27	-
14. Senior Database Administrator	\$78.34	-	\$80.69	-	\$83.11	-	\$85.60	-	\$88.17	-
15. Senior IT Security Specialist	\$86.58	-	\$89.18	-	\$91.86	-	\$94.62	-	\$97.46	-
16. Senior Network Engineer	\$55.51	-	\$57.18	-	\$58.90	-	\$60.67	-	\$62.49	-
17. Senior Systems Administrator	\$91.64	-	\$94.39	-	\$97.22	-	\$100.14	-	\$103.14	-
18. Senior Unix SA I	\$91.64	-	\$94.39	-	\$97.22	-	\$100.14	-	\$103.14	-
19. Subject Matter Expert	\$172.61	-	\$177.79	-	\$183.12	-	\$188.61	-	\$194.27	-
20. Sys. Configuration. Mgmt Spec.	\$68.56	-	\$70.62	-	\$72.74	-	\$74.92	-	\$77.17	-
21. Systems Engineer	\$74.03	\$76.99	\$76.25	\$79.30	\$78.54	\$81.68	\$80.90	\$84.13	\$83.33	\$86.65
22. Technical Writer	\$55.97	\$58.21	\$57.65	\$59.96	\$59.38	\$61.76	\$61.16	\$63.61	\$62.99	\$65.52
23. Unix SA	\$71.83	\$74.70	\$73.98	\$76.94	\$76.20	\$79.25	\$78.49	\$81.63	\$80.84	\$84.08

* Rates for Work Performed at Government Location

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

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact

George Jackson at (703) 922-9600;

Email: gjackson@focusedmgmtinc.com;

Fax: (703) 922-9607.

**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL ACQUISITION SCHEDULE**

(Insert Customer Name)

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

Federal Acquisition 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 Acquisition Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

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

Signatures

Agency Date

Contractor Date

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;

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

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

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

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

Participation in a Team Arrangement is limited to Federal Acquisition 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 Acquisition Schedule Contractors may individually meet the customer's needs, or -
- Federal Acquisition Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer's requirement.
- Customers make a best value selection.