



Data and Analytic Solutions, Inc.
**GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
SERVICES (IT)**

**General Services Administration
Federal Supply Service**

Authorized Information Technology Schedule Price List

Contract Number: GS-35F-0135S
Period Covered by Contract: December 20, 2015 - December 19, 2020

**SPECIAL ITEM NUMBER 132-51 -
INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES**

FPDS Code D301 IT Facility Operation and Maintenance
FPDS Code D302 IT Systems Development Services
FPDS Code D306 IT Systems Analysis Services
FPDS Code D307 Automated Information Systems Design and Integration Services
FPDS Code D308 Programming Services
FPDS Code D310 IT Backup and Security Services
FPDS Code D311 IT Data Conversion Services
FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316 IT Network Management Services
FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or
Other Information Services (All other information services belong under Schedule 76)
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

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<http://www.dasconsultants.com>

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

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I. Introducing Data and Analytic Solutions, Inc. (DAS)

Founded in 2000, Data and Analytic Solutions, Inc. (DAS), a CMMI Level 2 certified, SBA 8(a) certified and Woman-Owned small business, has been providing superior, affordable, and innovative solutions to government agencies and corporations in the greater Washington DC/Baltimore area and nationwide. Our mission is to solve clients' problems with innovative and interdisciplinary solutions and approaches by integrating various sources bridging business and technology. Our solutions include data and statistical analytics, program integrity, CRM, system automation for analytics, communication and outreach, e-learning and instructional systems design, training and marketing, web portals and content management systems, configuration management and full life cycle development.

Our senior staff and consultants possess about 20 years of professional experience in their area of expertise, having served Fortune 500 companies, government agencies, and non-profit organizations. Our company excels at providing evidence-based and data driven support in your decision making. By integrating data regardless of size or structure, we identify recurring patterns, build metrics and implement integrated analytics systems that provide value, optimization and cost advantages. *At DAS, we have found that making our clients successful in obtaining their goals translates into making our company successful in obtaining our goals.* DAS's work at United States Coast Guard won the prestigious 2006 SAS® Enterprise Intelligence Award. *We are selected as a 2009 Top 100 MBE Award winner in the Mid Atlantic region for our innovative services, growth and commitment to our communities.*

Data and Analytic Solutions, Inc. is

- ✓ CMMI Level 2 Assessed
- ✓ SBA 8(a) and Small Disadvantaged Business (SDB) Certified
- ✓ Woman Owned Small Business (WBENC Certified)
- ✓ Minority Business Enterprise (Virginia, Maryland)
- ✓ A Top 100 MBE Award Winner 2009

Area of Expertise

Services

| | |
|--------------------------------|---|
| analytics | data mining |
| data modeling | data processing |
| data warehousing | database development/interfaces |
| decision-support systems | design and code review |
| enterprise systems development | extraction transformation loading (ETL) |
| graphic design | macro facility |
| multimedia programming | program management |
| system development & migration | system requirement analysis |
| systems integration | web enablement & development |

Solutions and Technology

| | |
|--|------------------------|
| business intelligence | credit analysis |
| customer relationship management (CRM) | data analysis |
| financial consolidation & management | forecasting |
| fraud detection | market research |
| multimedia | performance management |
| program integrity | reporting & analysis |
| risk management | risk modeling |
| statistical process control | web applications |

Industry Experience

| | |
|-----------------|---------------------------------|
| banking | computer/software |
| education | finance |
| government | health care, Medicare, Medicaid |
| human resources | insurance |
| pharmaceutical | research |
| social sciences | telecommunication |
| utilities | the Web/Internet |

Commitment to Customer Satisfaction

Data and Analytic Solutions, Inc. is a Management and Information Technology consulting firm. We have provided services to the Securities and Exchange Commission, Department of Agriculture, Department of Veteran Affairs, Centers for Medicare & Medicaid Services, U.S. Treasury, U.S. Coast Guard, U.S. Sentencing Commission, U.S. Bureau of Census, the Board of Governors Federal Reserve, Dept. of Veteran Affairs, Court Services and Offender Supervision Agency, and to several commercial clients such as Capital One, Freddie Mac, Wells Fargo, and Entergy. DAS's highly qualified team of professionals are committed to not only meeting the technological and business needs of its clients, but also to exceed them by building "performance based partnerships" with its clients. *We have built the reputation for high quality and cost effectiveness through serving the needs of our clients without compromise.*

Data and Analytic Solutions . . . Knowledge, Intelligence, Innovation

II. Information for Ordering Activities

SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D301 IT Facility Operation and Maintenance

FPDS Code D302 IT Systems Development Services

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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 micro-purchase 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!TM on-line shopping service (www.gsadvantage.gov). The catalogs/pricelists, GSA Advantage!TM and the Federal Acquisition Service Home Page (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 micro-purchase 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 Contractor shall provide services at the client's location or the Contractor facility, as agreed to by the Contractor and the ordering office, domestic or overseas.

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.

2. Contractor's Ordering Address and Payment Information:

Data and Analytic Solutions, Inc.
4031 University Drive, Suite 200
Fairfax, VA 22031

Attn: Dawn Li, Ph.D., President
Phone: 703-862-1826 | Fax: 703-991-8182
dawnli@dasconsultants.com

The 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:

Phone: 703-862-1826 or 703-628-5681
Fax: 703-991-8182

3. Liability for Injury or Damage

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

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

Block 9: G. Order/Modification under Federal Schedule Contract
Block 16: Data Universal Numbering System (DUNS) Number: 008611084
Block 30: Type of Contractor – Small Disadvantaged Business
Block 31: Woman-Owned Small Business - Yes
Block 36: Contractor's Taxpayer Identification Number (TIN): 542005829

4a. CAGE Code: 3DW85

4b. Central Contractor Registration: Data and Analytic Solutions, Inc is registered with CCR.

5. FOB Destination

6. Delivery Schedule

6a. 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: 132-51

Delivery Time (Days ARO): As Negotiated between the Ordering Activity and Data and Analytic Solutions

6b. Urgent Requirements: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

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

- a. Prompt Payment: 0% - 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: N/A
- c. Dollar Volume: N/A
- d. Government Educational Institutions: Same Discounts as Other Government Customers
- e. Other: N/A

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: Contract provides services only - N/A

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:

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

Special Item Number 132-51- Information Technology Professional Services

12. Ordering Procedures for Federal Supply Schedule Contracts

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

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

b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

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

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

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

concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. Contractor Tasks / Special Requirements (C-FSS-370) (Nov 2003)

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

- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

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

16. GSA Advantage!

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

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

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a internet browser. 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. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

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

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

18. Contractor Commitments, Warranties and Representations

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

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

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, De-installation, Reinstallation

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

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

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:
<http://www.dasconsultants.com>

The EIT standard can be found at: 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)

III. Terms and Conditions Applicable to IT Professional Services

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 Professional Services and Pricing

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

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

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

EXAMPLE: Commercial Job Title: System Engineer

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

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

Minimum Education: Bachelor's Degree in Computer Science

IV. Labor Categories and Price List

GSA Labor Categories and Prices

| Labor Category | 9/20/2015 | 9/20/2016 | 9/20/2017 | 9/20/2018 | 9/20/2019 | 9/20/2020 |
|---|-----------|-----------|-----------|-----------|-----------|-----------|
| Analyst | 84.22 | 86.53 | 88.91 | 91.36 | 93.87 | 96.45 |
| Analyst II | 110.96 | 114.02 | 117.15 | 120.37 | 123.68 | 127.08 |
| Data Analyst | 125.74 | 129.19 | 132.75 | 136.40 | 140.15 | 144.00 |
| Data Analyst II | 198.53 | 203.99 | 209.60 | 215.36 | 221.28 | 227.37 |
| Database Developer | 112.50 | 115.59 | 118.77 | 122.04 | 125.39 | 128.84 |
| Database Developer II | 138.97 | 142.79 | 146.72 | 150.76 | 154.90 | 159.16 |
| Documentation Specialist | 66.18 | 68.00 | 69.87 | 71.79 | 73.77 | 75.79 |
| Expert/ Business Analyst | 121.84 | 125.19 | 128.63 | 132.17 | 135.81 | 139.54 |
| Expert/ Business Analyst II | 150.13 | 154.26 | 158.50 | 162.86 | 167.34 | 171.94 |
| Graphic Design Specialist | 86.03 | 88.40 | 90.83 | 93.33 | 95.89 | 98.53 |
| Graphic Design Specialist II | 112.50 | 115.59 | 118.77 | 122.04 | 125.39 | 128.84 |
| Instructional Design/Learning Systems Specialist | 99.27 | 102.00 | 104.80 | 107.69 | 110.65 | 113.69 |
| Instructional Design/Learning Systems Specialist II | 125.74 | 129.19 | 132.75 | 136.40 | 140.15 | 144.00 |
| Project Manager | 142.95 | 146.88 | 150.92 | 155.07 | 159.33 | 163.71 |
| Project Manager II | 182.65 | 187.67 | 192.83 | 198.14 | 203.58 | 209.18 |
| SAS Developer | 125.74 | 129.19 | 132.75 | 136.40 | 140.15 | 144.00 |
| SAS Developer II | 165.45 | 170.00 | 174.67 | 179.48 | 184.41 | 189.48 |
| SAS Programmer | 92.66 | 95.20 | 97.82 | 100.51 | 103.28 | 106.12 |
| Senior Expert | 163.18 | 167.67 | 172.28 | 177.02 | 181.89 | 186.89 |
| Senior Expert II | 212.13 | 217.97 | 223.96 | 230.12 | 236.45 | 242.95 |
| Senior Project Director | 188.20 | 193.38 | 198.70 | 204.16 | 209.77 | 215.54 |
| Systems Analyst | 99.27 | 102.00 | 104.80 | 107.69 | 110.65 | 113.69 |
| Systems Analyst II | 112.50 | 115.59 | 118.77 | 122.04 | 125.39 | 128.84 |
| Software Systems Engineer | 138.97 | 142.79 | 146.72 | 150.76 | 154.90 | 159.16 |
| Software Systems Engineer II | 158.83 | 163.19 | 167.68 | 172.29 | 177.03 | 181.90 |
| Systems/Server Administrator | 138.97 | 142.79 | 146.72 | 150.76 | 154.90 | 159.16 |
| Systems/Server Administrator II | 158.83 | 163.19 | 167.68 | 172.29 | 177.03 | 181.90 |
| Technical Manager | 127.28 | 130.78 | 134.37 | 138.07 | 141.87 | 145.77 |
| Technical Manager II | 150.13 | 154.26 | 158.50 | 162.86 | 167.34 | 171.94 |

| | | | | | | |
|------------------------------|--------|--------|--------|--------|--------|--------|
| Technical Writer | 79.42 | 81.60 | 83.85 | 86.15 | 88.52 | 90.95 |
| Technical Writer II | 99.27 | 102.00 | 104.80 | 107.69 | 110.65 | 113.69 |
| Training Specialist | 79.42 | 81.60 | 83.85 | 86.15 | 88.52 | 90.95 |
| Training Specialist II | 99.27 | 102.00 | 104.80 | 107.69 | 110.65 | 113.69 |
| Web Application Developer | 112.50 | 115.59 | 118.77 | 122.04 | 125.39 | 128.84 |
| Web Application Developer II | 127.13 | 130.62 | 134.22 | 137.91 | 141.70 | 145.60 |
| Web Content Specialist | 86.98 | 89.38 | 91.83 | 94.36 | 96.95 | 99.62 |

The above GSA rates for all labor categories have discounts and IFF built in. An annual escalation of 2.75% is applied to the out years.

Below is a list of descriptions of labor categories. Please note that a related Master’s degree is equivalent to two (2) years of work experience.

Analyst

Minimum Education/ Experience: Requires a Bachelor’s degree in an academic discipline relevant to the work assignment. At least 3 years of experience at a professional level performing duties similar to those required in the task order.

Functional Responsibility: Carries out research or other task-specific activities. Makes detailed observations, analyzes information, and interprets results. Compiles results and prepares reports and documentation of outcomes. Regularly selects and applies standard concepts, practices, and procedures within a particular field to plan and accomplish tasks.

Analyst II

Minimum Education/Experience: Requires a Bachelor’s degree in an academic discipline relevant to the work assignment. At least 5 years of experience at a professional level performing duties similar to those required in the task order.

Functional Responsibility: Carries out research or other task-specific activities. Makes detailed observations, analyzes information, and interprets results. Compiles results and prepares reports and documentation of outcomes. Regularly selects and applies standard concepts, practices, and procedures within a particular field to plan and accomplish tasks.

Data Analyst

Minimum Education/Experience: BS/BA or equivalent. At least five years experience in data analysis, having experience conducting complex data analysis.

Functional Responsibility: Develop appropriate methodologies to collect, analyze and present data products. Design data models to implement for business needs. Use and support database applications, and analytical tools. Incorporate industry best practices to work assignments.

Data Analyst II

Minimum Education/Experience: Licensed nurse or pharmacist, or master's degree in healthcare or related field. At least eight years experience in conducting complex data analysis in medical environments.

Functional Responsibility: Design algorithms, statistical and data models. Research, document, and establish established standards and protocols for medical data analysis. Possess clinical experience. Ability to lead team members for projects in healthcare management.

Database Developer

Minimum Education/Experience: BS/BA or equivalent. At least five years experience in database design and implementation, using standard database systems such as Oracle, Sybase, SQL Server, and/or others.

Functional Responsibility: Designs databases, implementing database engine, query optimization, storage management, logging, caching, recovery, replication, etc. Applies data modeling techniques, architects database - enterprise data model, implements metadata management, and performs data modeling. Designs database components that consider industry best practices, are scalable, perform well, and meet user requirements.

Database Developer II

Minimum Education/Experience: BS/BA or higher. At least ten years experience in database and system design and implementation, using standard database systems such as Oracle, Sybase, SQL Server, and/or others.

Functional Responsibility: Designs databases, implementing database engine,

query optimization, storage management, logging, caching, recovery, replication, etc. Applies data modeling techniques, architects database - enterprise data model, implements metadata management, and performs data modeling. Designs database components that consider industry best practices, are scalable, perform well, and meet user requirements. Ability to lead team members for timely completion of projects.

Documentation Specialist

Minimum Education/Experience: BS/BA or equivalent. At least three years experience in technical documentation; demonstrated ability to work independently or as part of a team.

Functional Responsibility: Prepares and/or maintains systems, programming, and operations documentation, including user manuals. Maintains a current internal documentation library. Competent to work on most phases of documentation.

Minimum Education:

Expert / Business Analyst

Minimum Education/Experience: Requires a Master's degree in an academic discipline relevant to the work assignment. At least 4 years of experience at a professional level performing duties similar to those required in the task order.

Functional Responsibility: Uses established field-specific techniques to compile and analyze data or information. Writes reports detailing procedures, outcomes, and observations. Expert in a variety of the field's concepts, practices, and procedures,

and qualified to be the technical lead in a critical area with responsibility to plan and accomplish project tasks within that area.

Expert / Business Analyst II

Minimum Education/Experience: Requires a Master's degree in an academic discipline relevant to the work assignment. At least 7 years of experience at a professional level performing duties similar to those required in the task order.

Functional Responsibility: Uses established field-specific techniques to compile and analyze data or information. Writes reports detailing procedures, outcomes, and observations. Expert in a variety of the field's concepts, practices, and procedures, and qualified to be the technical lead in a critical area with responsibility to plan and accomplish project tasks within that area.

Graphic Design Specialist

Minimum Education/Experience: BS/BA or equivalent. At least three years utilizing standard graphic design tools such as PhotoShop, Illustrator, InDesign, Fireworks/ImageReady, and web design tools.

Functional Responsibility: Responsible for graphics design and use, operation, and setup of computer graphic systems for business communications. Executes graphic projects and assists in coordination of all graphic production scheduling. Creates web-based graphic and multimedia products using images, animations, sound, text and video. Ensures that graphic projects are completed on time, within budget, and to user's satisfaction. Interfaces with users to

determine scope of project and best graphic medium.

Graphic Design Specialist II

Minimum Education/Experience: BS/BA or higher. At least six years utilizing standard graphic design tools such as PhotoShop, Illustrator, InDesign, Fireworks / ImageReady, and web design tools.

Functional Responsibility: Responsible for graphics design and use, operation, and setup of computer graphic systems for business communications. Executes graphic projects and assists in coordination of all graphic production scheduling. Creates web-based graphic and multimedia products using images, animations, sound, text and video. Ensures that graphic projects are completed on time, within budget, and to user's satisfaction. Interfaces with users to determine scope of project and best graphic medium. Trains other personnel in proper use of computer graphic equipment. Troubleshoots computer equipment problems and performs minor preventive maintenance.

Instructional Design/Learning Systems Specialist

Minimum Education/Experience: BS/BA or equivalent. At least four years experience in instructional design or learning systems.

Functional Responsibility: Develops educational courses (WBT and paper-based) using the ISD methodology. Design and develop sound instructional materials. Edits ISD materials and ensure processes are followed. Systematically analyzes, designs, develops, and tests / revises the instructional

design solution. Creates change through educational courses and facilitate organizational responsiveness. Ensures that ISD training programs are effective and accomplish established terminal objectives.

Instructional Design/Learning Systems Specialist II

Minimum Education/Experience: BS/BA or higher. At least six years experience in instructional design or learning systems.

Functional Responsibility: Develops educational courses (Web-based and paper-based) using the ISD methodology. Design and develop sound instructional materials. Edits ISD materials and ensure processes are followed. Systematically analyzes, designs, develops, and tests / revises the instructional design solution. Creates change through educational courses and facilitate organizational responsiveness. Ensures that ISD training programs are effective and accomplish established terminal objectives. Trains and lead team members.

Functional Responsibility: Manages complex projects in health programs or biomedical research, requiring multidisciplinary capabilities to successfully execute tasks. Acts as technical expert in one of the critical disciplines. Responsible for all project technical planning and execution. Responsible for achieving goals within budget and compliance with contract terms. Supervises senior technical staff members.

Project Manager

Minimum Education/Experience: BS/BA or higher. At least 7 years of experience of

increasing responsibilities in systems design and management.

Functional Responsibility: Serves as Project Manager for large, complex task orders. Manages one or more projects and works with government contracting officers, representatives and management personnel and customer agency representatives. Responsible for overall management of specific task orders and ensures that technical solutions and schedules are implemented in a timely fashion. Performs integration planning and interfaces to other functional systems.

Project Manager II

Minimum Education/Experience: BS/BA or higher. At least 15 years of experience of increasing responsibilities in systems design and management.

Functional Responsibility: Serves as Project Manager for large, complex task orders. Manages one or more projects and works with government contracting officers, representatives and management personnel and customer agency representatives. Responsible for overall management of specific task orders and ensures that technical solutions and schedules are implemented in a timely fashion. Performs integration planning and interfaces to other functional systems.

SAS Developer

Minimum Education/Experience: BS/BA or higher. At least 6 years utilizing SAS and 2 years of SAS development.

Functional Responsibility: Proficient in the use of SAS Base, Macros, ODS and SQL for

process development and system automation. May perform all tasks of Programmer.

SAS Developer II

Minimum Education/Experience: BS/BA or higher. At least 10 years utilizing SAS and 5 years of SAS development.

Functional Responsibility: Skilled in the use of SAS Base, Macros, ODS, SQL and V9 BI (Business Intelligence) Tools for process development and system automation. May perform all tasks of developer, act as team lead and assist with project management.

SAS Programmer

Minimum Education/Experience: BS/BA or equivalent. At least 4 years utilizing SAS Software for data processing and reporting.

Functional Responsibility: Proficient in the use of SAS Base, Macros, ODS and SQL.

Senior Expert

Minimum Education/Experience: Requires a Master's degree in a technical, scientific or health-related discipline relevant to the work assignment. At least 10 years of work experience at a professional level performing duties similar to those required in the task order.

Functional Requirement: Performs complex data analysis and management tasks utilizing SAS and/or other analytic software across PC and mainframe platforms for both the public and private sectors. Demonstrated ability to transform data from multiple sources in to data sets that allows

the execution of complex statistical modeling techniques. Proven capability to plan, document and execute modeling/analysis plans with limited guidance from clients, and demonstrated ability to convey the results of the analyses, both verbally and in writing, to diverse groups of "end users." In-depth knowledge of selected programming tools, reporting and statistical modeling capabilities, and how to apply them to a wide range of analytic requirements.

Also functions as technical lead in a critical technical area and has specific scarce or unique skills or exceptional breadth and depth of technical skills. Plans and executes critical technical tasks from initial concept through completion.

Senior Expert II

Minimum Education/Experience: Requires a Master's degree in a technical, scientific or health-related discipline relevant to the work assignment. At least 15 years of work experience at a professional level performing duties similar to those required in the task order.

Functional Requirement: Performs complex data analysis and management tasks utilizing SAS and/or other analytic software across PC and mainframe platforms for both the public and private sectors. Demonstrated ability to transform data from multiple sources in to data sets that allows the execution of complex statistical modeling techniques. Proven capability to plan, document and execute modeling/analysis plans with limited

guidance from clients, and demonstrated ability to convey the results of the analyses, both verbally and in writing, to diverse groups of “end users.” In-depth knowledge of selected programming tools, reporting and statistical modeling capabilities, and how to apply them to a wide range of analytic requirements.

Also functions as technical lead in a critical technical area and has specific scarce or unique skills or exceptional breadth and depth of technical skills. Plans and executes critical technical tasks from initial concept through completion.

Senior Project Director

Minimum Education/Experience: Requires related Master’s degree and 10 years of experience or Bachelor’s degree and 15 years of experience.

Functional Responsibilities: Directs day-to-day activities of complex research projects; serves as first point of contact with project monitor; designs evaluation projects; acts as focus group facilitator.

Systems Analyst

Minimum Education/Experience: BS/BA or equivalent. At least four years experience in systems analysis and design of business applications, use of programming languages and DBMS.

Functional Responsibility: For consulting, program integration and facilitation projects, analyzes system requirements in accordance with design concept and standards, develops and reviews program documents to ensure adherence to requirements and progress in

accordance with schedules. May be required to develop and implement applications utilizing mathematical and statistical formulae. Coordinates with project manager to ensure problem resolution and user satisfaction. Makes recommendations, for approval of major systems installations. Prepares milestone status reports, delivers presentations on system concept.

Systems Analyst II

Minimum Education/Experience: BS/BA or higher. At least seven years’ experience in Systems analysis and design of business applications, use of programming languages and DBMS.

Functional Responsibility: For consulting, program integration and facilitation projects, analyzes system requirements in accordance with design concept and standards, develops and reviews program documents to ensure adherence to requirements and progress in accordance with schedules. May be required to develop and implement applications utilizing mathematical and statistical formulae. Be able to lead the team in this discipline. Report to project manager with problem resolution and user satisfaction. Makes recommendations, for approval of major systems installations. Prepares milestone status reports, delivers presentations on system concept.

Software Systems Engineer

Minimum Education/Experience: BS/BA or higher. At least five years experience in software systems or applications design and implementation.

Functional Responsibility: Under general direction, formulates and defines

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

Software Systems Engineer II

Minimum Education/Experience: BS/BA or higher. At least ten years experience in software systems or applications design and implementation.

Functional Responsibility: Under general direction, formulates and defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Responsible for applications dealing with the overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Competent to work at this highest

technical level on all phases of software systems programming applications. May have responsibility for the evaluation of new and existing software products. May assist other systems programmers to effectively utilize the system's technical software.

Systems/Server Administrator

Minimum Education/Experience: BS/BA or equivalent. At least six years experience in systems operations.

Functional Responsibility: Advises the process of assessing, selecting and managing the implementation of enterprise-wide information systems. Devises hardware and software plans to support users requirements. Supervises as necessary IT support function including a combination of internal resources, help desk and hardware / software support. Maintains existing servers and networked PCs in optimal condition. May be asked to manage the relationships with telephone and other communications suppliers. Supervise the smooth functioning of hardware and software deployed as required by users.

Systems/Server Administrator II

Minimum Education/Experience: BS/BA or higher. At least ten years experience in systems operations.

Functional Responsibility: Advises the process of assessing, selecting and managing the implementation of enterprise-wide information systems. Devises hardware and software plans to support users requirements. Supervises as necessary IT support function including a combination of internal resources, help desk and hardware / software support. Maintains existing servers

and networked PCs in optimal condition. May be asked to manage the relationships with telephone and other communications suppliers. Supervise the smooth functioning of hardware and software deployed as required by users.

Technical/Research Manager

Minimum Education/Experience: Requires a Master's degree in an academic discipline relevant to the work assignment. At least 4 years of experience at a professional level in progressively more responsible positions relevant to the task order, including at least 1 year of project management experience.

Functional Responsibility: Oversees personnel who use established field-specific techniques to compile and analyze information and write reports detailing procedures, outcomes, and observations. Enforces project procedures and helps devise new approaches. Technical expert in area managed. Project manager for moderate-sized efforts.

Technical/Research Manager II

Minimum Education/Experience: Requires a Master's degree in an academic discipline relevant to the work assignment. At least 7 years of experience at a professional level in progressively more responsible positions relevant to the task order, including at least 2 years of project management experience.

Functional Responsibility: Oversees personnel who use established field-specific techniques to compile and analyze information and write reports detailing procedures, outcomes, and observations.

Enforces project procedures and helps devise new approaches. Technical expert in area managed. Project manager for moderate-sized efforts.

Technical Writer

Minimum Education/Experience: BS/BA or equivalent. At least three years experience in preparing and writing technical documents.

Functional Responsibility: Responsible for content of technical documentation. Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. Ensures that documents follow the style laid out in the organization's style guide. May also be responsible for developing or maintaining the style guide. Suggests revisions to the style guide as appropriate.

Technical Writer II

Minimum Education/Experience: BS/BA or higher. At least five years experience in preparing and writing technical documents.

Functional Responsibility: Responsible for content of technical documentation. Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. Ensures that documents follow the style laid out in the organization's style guide. May

also be responsible for developing or maintaining the style guide. Suggests revisions to the style guide as appropriate.

Training Specialist

Minimum Education/Experience: BS/BA. Two years of experience may be substituted for each year of college leading to the required degree. At least four years' experience in developing training materials and conducting training.

Functional Responsibility: Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates and course critique forms). Trains personnel by conducting formal classroom courses, workshops and seminars.

Training Specialist II

Minimum Education/Experience: BS/BA or higher. At least six years' experience in developing training materials and conducting training.

Functional Responsibility: Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates and course critique forms). Trains personnel by conducting

formal classroom courses, workshops and seminars.

Web Application Developer

Minimum Education/Experience: BS/BA or equivalent. At least five years' experience in web application development using Java, .NET, JSP, ASP, HTML, JavaScript, CSS, XML, and/or other languages and tools.

Functional Responsibility: Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, JavaScript, CSS, Java, .NET,) for a component of the website. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website. Responsible for interface implementation. Integrates web applications with backend databases. Deploys large web-based transaction systems using application servers. Researches, tests, builds, and coordinates the integration of new products per production and client requirements. Develop applications that consider industry best practices, are scalable, perform well, and meet user requirements.

Web Application Developer II

Minimum Education/Experience: BS/BA or higher. At least ten years' experience in web application development using Java, .NET, JSP, ASP, HTML, JavaScript, CSS, XML, and/or other languages and tools.

Functional Responsibility: Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, JavaScript, CSS, Java, .Net,) for a component of the website. Works with

graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website. Responsible for interface implementation. Integrates web applications with backend databases. Deploys large web-based transaction systems using application servers. Researches, tests, builds, and coordinates the integration of new products per production and client requirements. Develop applications that consider industry best practices, are scalable, perform well, and meet user requirements. Ability to lead team members for timely completion of projects.

Web Content Specialist

Minimum Education/Experience: BS/BA or equivalent. At least five years of

experience in Web content writing/editing and management.

Functional Responsibility: Assists with web content administration across multiple web sites, in order to help ensure timely publication with high degree of accuracy. Possess excellent research/organizational abilities and a good understanding of general web technology. Uses Dreamweaver, HTML, CSS, JavaScript and/or enterprise content-management system for website administration. Carefully screens and tests website modifications prior to publication. Makes recommendations to improve processes for website administration and develop or maintain web publishing standard documents.

V. USA Commitment to Promote Small Business Participation Procurement Programs

Preamble

(Name of Company) provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

Commitment

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Dawn Li, Tel. 703-862-1826, dawnli@dasconsultants.com, Fax 703-991-8182.

VI. Best Value Blanket Purchase Agreement

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

Ordering Activity

Date

Contractor

Date



BPA NUMBER _____

(Customer Name)
Blanket Purchase Agreement

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

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

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

(2) Delivery:

| DESTINATION | DELIVERY | SCHEDULES | / | DATES |
|-------------|----------|-----------|---|-------|
| _____ | _____ | | | |
| _____ | _____ | | | |
| _____ | _____ | | | |

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

(4) This BPA does not obligate any funds.

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

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

| OFFICE | POINT | OF | CONTACT |
|--------|-------|----|---------|
| _____ | _____ | | |
| _____ | _____ | | |
| _____ | _____ | | |

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

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

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

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

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

VII. Contractor Team Agreements

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to an 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 of the Federal Supply Schedule Contract.

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

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

Here is a general outline on how it works:

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