



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

Special Item Number 132-51 / 132-51RC / 132-51STLOC Information Technology Professional Services

*Note: 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.*

**Technology Concepts & Design, Inc.  
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Reston, VA 20190-4583  
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**Business Size/Status: Small**

**Contract Number: GS-35F-0273J**

**Period Covered by Contract: 3/15/1999 - 3/14/2014**

**GENERAL SERVICES ADMINISTRATION  
FEDERAL ACQUISITION SERVICE**

**Pricelist current through Option Period 2 Renewal, dated July 31, 2009.**

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



Contract Holder



## **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

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

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

**Note 3:** *This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.*

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

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

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

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

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

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

**1. GEOGRAPHIC SCOPE OF CONTRACT:**

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

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

Offerors are requested to check one of the following boxes:

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

**Technology Concepts & Design, Inc. will provide services to the following countries:**

**Africa:** Algeria, Botswana, Burkina Faso, Cameroon, Egypt, Lesotho, Malawi, Namibia, South Africa, Zambia

**Asia:** Bahrain, Brunei, Burma, India, Indonesia, Israel, Kuwait, Qatar, Saudi Arabia, Singapore, Thailand, Turkey, United Arab Emirates, Uzbekistan, Yemen

**Australasia:** Australia, New Zealand

**Central America:** Costa Rica, El Salvador, Honduras, Panama

**Europe:** Albania, Austria, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Denmark, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Macedonia, Moldova, Monaco, Netherlands, Norway, Poland, Portugal, Romania, Russia (Federation), Spain, Slovakia, Slovenia, Sweden, Switzerland, Ukraine, United Kingdom

**North America:** Canada, Mexico, United States

**South America:** Argentina, Bolivia, Brazil, Chile, Columbia, Ecuador, French Guiana, Guyana, Paraguay, Peru Surinam, Uruguay, Venezuela

**Caribbean:** Anguilla, Antigua and Barbuda, Aruba, Bahamas, Barbados, British Virgin Islands, Cayman Islands, Dominican Republic, Grenada, Haiti, Jamaica, Martinique, Montserrat, Netherlands Antilles, Puerto Rico, Trinidad and Tobago

**2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION**

**CONTRACTOR'S ORDERING ADDRESS:**

Technology Concepts & Design, Inc.  
Attn: James Raley  
11700 Plaza America Drive, Suite 300  
Reston, VA 20190-4583

**CONTRACTOR'S PAYMENT ADDRESS:**

Technology Concepts & Design, Inc.  
Attn: James Raley  
11700 Plaza America Drive, Suite 300  
Reston, VA 20190-4583

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards **will** 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 activities to obtain technical and/or ordering assistance:

James Raley, (703) 481-9180

**3. LIABILITY FOR INJURY OR DAMAGE**

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

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

Block 9: G. Order/Modification Under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS) Number - 127459480  
Block 30: Type of Contractor – **B. OTHER SMALL BUSINESS**  
Block 31: Woman-Owned Small Business – No  
Block 36: Contractor's Taxpayer Identification Number (TIN) - 54-1490248

4a. CAGE Code: 0UB43

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

**5. FOB DESTINATION**

**6. DELIVERY SCHEDULE**

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51 / 132-51STLOC / 132-51RC	To be negotiated with ordering agency

SPECIAL ITEM NUMBER	EXPEDITED DELIVERY TIME (Days ARO)
132-51 / 132-51STLOC / 132-51RC	To be negotiated with ordering agency

SPECIAL ITEM NUMBER	OVERNIGHT & 2- DAY DELIVERY TIME (Days ARO)
132-51 / 132-51STLOC / 132-51RC	To be negotiated with ordering agency

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

**7. DISCOUNTS**

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

- a. Prompt Payment: **0% - Net 30 Days** from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: **None Offered**
- c. Dollar Volume: **None Offered**
- d. Government Educational Institutions: **Offered the same discounts as all other Government customers**
- e. Other: **None Offered**

**8. TRADE AGREEMENTS ACT OF 2009, 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 2009, as amended.

**9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING: Not Applicable**

**10. SMALL REQUIREMENTS**

The minimum dollar value of orders to be issued is **\$100.00**.

**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 / 132-51RC / 132-51STLOC – 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 browser (ex.: NetScape). The Internet address is <http://www.fss.gsa.gov/>.

## 17. PURCHASE OF OPEN MARKET ITEMS

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

**Please refer to Page 1 of the pricelist for a complete listing of overseas areas supported under this contract.**

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

## 20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

## 21. CONTRACTOR TEAM ARRANGEMENTS

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

## 22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 / 132-8STLOC / 132-8RC or 132-3 / 132-9STLOC / 132-9RC.

## 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: **Technology Concepts & Design, Inc. is in compliance with Section 508. For more information about Section 508, please contact Jim Raley @ (703) 481-9180.**

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

## 24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES

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

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

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

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

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

## 26. SOFTWARE INTEROPERABILITY.

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

**27. ADVANCE PAYMENTS**

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

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

**1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 132-51 / 132-51STLOC / 132-51RC 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**

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

**3. ORDER**

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

**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**

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

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

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

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

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

## **9. INDEPENDENT CONTRACTOR**

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

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

a. Definitions.

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

“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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract. 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**

Please refer to the information provided on [Page #11](#).

## GSA LABOR CATEGORY DESCRIPTIONS

**Note:** All positions require at least a High School Diploma or equivalent. Formal education may be exchanged for required years of experience on a one-to-one basis with one year of education being equivalent to one year of experience.

### ANALYST

**Minimum/General Experience:** Six years experience: Background demonstrates superior functional knowledge of task order specific requirements, or development of functional requirements for IT systems. Demonstrated ability to work as a team member under only general direction.

**Functional Responsibility:** Performs functional analyses of hardware, software, and business processes to identify required tasks and their interrelationships. Identifies resources required for each task. Applies technology and process improvement practices to re-engineer methodologies/principles and business process modernization projects. Applies activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Develops and applies enterprise-wide information models for use in designing and building integrated, shared software and database management systems.

**Minimum Education:** High School Graduate

### COMPUTER SYSTEMS ADMINISTRATOR

**Minimum/General Experience:** Four years experience: Experience as a systems or network administrator on distributed systems. Must be familiar with current networking and operating systems technologies and have the demonstrated ability to communicate clearly. Experienced assisting users with application software setup and operation.

**Functional Responsibility:** Performs user administration, to include, adding, deleting, and modifying accounts. Recognize and resolve problems arising during operation of connected and standalone PC systems hardware and software. Configures and performs system diagnostics, analyzes results, and implements solutions. Capable of implementing recovery procedures and configuring networked peripheral devices.

**Minimum Education:** High School Graduate

### DATA LIBRARIAN

**Minimum/General Experience:** One year preparing technical documentation, which is to include researching for applicable Government and industry documentation standards. Experience includes technical writing and documentation experience pertaining to all aspects of IT. Demonstrated ability to work independently or under only general direction.

**Functional Responsibility:** Gathers, analyzes, and composes technical and administrative information. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. Assists in collecting and organizing information required for preparation of project documentation, reports, and related materials.

**Minimum Education:** High School Graduate

### DATABASE ADMINISTRATOR

**Minimum/General Experience:** Four years experience: Job related experience and technical education or certification providing required knowledge, skills, and abilities.

**Functional Responsibility:** Under limited supervision, responsible for activities related to the administration, planning and development of activities pertaining to the development of software applications utilizing databases management systems. Responsibilities shall include user administration, data gathering, data retrieval and manipulations, and data modeling.

**Minimum Education:** High School Graduate

### DATABASE DESIGNER

**Minimum/General Experience:** Eight years of work related experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities.

**Functional Responsibility:** Responsible for all activities related to the design, administration, planning and development of computerized databases to include: data modeling and design of client server and n-tier architecture systems; data base performance tuning; configuration management; interfaces. Analysis and implementation of commercial DBMS packages and application servers, implementation of policies and procedures pertaining to database management, security maintenance and utilization. Exercises independent judgment, consults with and advises database users relative to procedures, technical problems, priorities and methodologies.

**Minimum Education:** High School Graduate

### DESKTOP SUPPORT SPECIALIST

**Minimum/General Experience:** Four years experience: Experience demonstrating a comprehensive knowledge of the use and configuration of common office automation software and support systems in a client server environment. Has the ability to communicate complex tasks clearly and concisely.

**Functional Responsibility:** Configures and supports applications in a client/server environment. Assists in proper configuration of hardware, operating systems, applications software and updates. Assists users in the use of typical office automation applications such as MS Word, Excel, PowerPoint, etc.) Assists routine tasks associated with PCs, such as running utilities, testing and verifying routines; providing PC and LAN operation support; running diagnostics; interpreting results, providing reports and maintaining logs.

**Minimum Education:** High School Graduate

### NETWORK ENGINEER

**Minimum/General Experience:** Six years experience: Including formal academic degree or industry-recognized certification(s) in a technical or scientific discipline or the equivalent experience. Demonstrated ability to design, development and implement IT solutions.

**Functional Responsibility:** Provides guidance and technical recommendations on connectivity and telecommunications. Analyzes requirements and solutions for networked applications such as video teleconferencing, wireless connectivity, and network management systems and tools. Troubleshoots networking problems and provides administration support or technical direction. Develops configuration management procedures tailored to network and communications.

**Minimum Education:** High School Graduate

### OPERATIONS CENTER MANAGER

**Minimum/General Experience:** Eight years progressively responsible experience that includes supervision or direct management of computer operations facilities and staff in diverse locations and operational environments.

**Functional Responsibility:** Manage large, complex information technology operations including day-to-day management of facilities using microcomputer systems, LANs, client/server systems and standalone PCs. Proven ability to communicate clearly, both orally and in writing.

**Minimum Education:** High School Graduate

### OPERATIONS CENTER SPECIALIST

**Minimum/General Experience:** Two years experience: Experience includes demonstrated performance in one or more recognized specialized disciplines in computer, systems, or engineering science. Relevant background in the application of computing solutions to practical problems and technical leadership abilities in the organization of more complex programs of work.

**Functional Responsibility:** Assists in the development and integrated testing of major/complex applications, including software, hardware and systems. Identifies, evaluates and specifies computer system architectures and high-level system designs. Establishes or participates in establishing the methods standards, plans, and schedules for projects. Also has duties instructing, directing and checking the work of other programming personnel. May be responsible for quality assurance review.

**Minimum Education:** High School Graduate

<b>PROGRAMMER I</b>
<b>Minimum/General Experience:</b> 14 years experience managing or performing software engineering activities including demonstrated experience working with third/fourth generation languages in the design and implementation of systems and using database management systems. General experience includes increasing responsibilities in software engineering activities. Knowledgeable of applicable standards.
<b>Functional Responsibility:</b> Analyzes and studies complex system requirements. Designs software tools and subsystems and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.
<b>Minimum Education:</b> High School Graduate

<b>PROGRAMMER II</b>
<b>Minimum/General Experience:</b> 10 years proven experience as an applications programmer on large scale or distributed data base management systems, knowledge of computer equipment and demonstrated ability to develop complex software to satisfy design objectives. Demonstrated ability to work independently or under only general direction.
<b>Functional Responsibility:</b> Analyzes functional business applications and design. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software and provides technical direction to programmers to ensure program deadlines are met.
<b>Minimum Education:</b> High School Graduate

<b>PROJECT DIRECTOR</b>
<b>Minimum/General Experience:</b> 12 years experience in Information Technology related field. Experience with day-to-day planning, performance and management of technical tasks/projects. Demonstrated progressive technical responsibility as well as supervision and direction of technical staff in performance of IT related activities. Also experienced in managing tasks to successful completion on time and on budget.
<b>Functional Responsibility:</b> Performs technical work on assigned projects as well as day-to-day management of assigned project delivery orders. Acts as technical lead on one or more project task areas. Also responsible for daily supervision and task prioritization, scheduling, resource management and client or subcontractor interaction.
<b>Minimum Education:</b> Bachelors Degree in Computer Science

<b>PROJECT MANAGER</b>
<b>Minimum/General Experience:</b> 12 years experience as a manager in a technical telecommunications/ADP field. Management-level knowledge about a wide range of available hardware, software, security and communication capabilities, and experience in assessing their usefulness in relation to clients' needs. Experience in presenting problems, alternative solutions to problems, and recommend actions to cognizant officials in a clear, concise, and workable manner. Experience in managing a team composed of analysts, programmers, network engineers, and other specialists in analyzing telecommunications/ADP systems.
<b>Functional Responsibility:</b> Formulates problem statements, supervises the solution of problems through the use of automated equipment, and acts as project manager during implementation. This individual also supervises the evaluation of proposed telecommunications/ADP systems. In addition, this individual has extensive experience as a manager of technical personnel.
<b>Minimum Education:</b> High School Graduate

SECURITY ARCHITECT
<p><b>Minimum/General Experience:</b> 16 years experience in Information Technology related field. Experience includes performance of risk management and analysis in varying security environments, preparation and presentation of analyses and recommendations, experience in certification and accreditation of information systems, preparation of organizational security policies, plans and procedures. General experience includes increasing responsibilities in information assurance evaluation and analysis.</p>
<p><b>Functional Responsibility:</b> Establishes system security and information assurance requirements based on system characteristics and derived from relevant national and organizational policies, standards, and practices. Designs, directs and conducts information system risk management, assessment, and continuity of operations activities. Develops security plans, training, and procedures that are consistent with recognized standards. Evaluates security impacts of proposed system changes in an enterprise-wide context, identifies potential benefits, problems, and solutions.</p>
<p><b>Minimum Education:</b> Bachelors Degree in Computer Science</p>

SECURITY ENGINEER
<p><b>Minimum/General Experience:</b> Six years experience: Including formal academic degree or industry-recognized certification(s) in a technical or scientific discipline or the equivalent experience. Demonstrated ability to design, development and implement IT solutions.</p>
<p><b>Functional Responsibility:</b> Applies specialized expertise in IT security and technical disciplines in the investigation, analysis, development and implementation complex information system security solutions. Functions as the technical lead in the analysis of system security requirements as applied to development of system architectures, integration approaches, testing and investigation of system problems. May evaluate software in the context of overall system security requirements; and provide detailed technical recommendations in the areas of secure system architecture, firewall requirements, penetration testing, system design, system evaluation, system modification, and system problems.</p>
<p><b>Minimum Education:</b> High School Graduate</p>

SENIOR CONSULTANT
<p><b>Minimum/General Experience:</b> 12 years experience in Information Technology related field. Formal education, demonstrated knowledge, background, and qualifications necessary to perform the assigned tasks. Recognized expert in applied fields.</p>
<p><b>Functional Responsibility:</b> Applies specialized expertise within specific areas of science and technology (engineering, computer science, data management, chemistry, mathematics, physics, etc.) in the investigation, analysis, design, development, implementation, test and evaluation of complex systems. Functions as the senior technical advisor in the analysis of systems requirements, development of architectures and integration approaches, preparation of detailed plans and investigation of problems. Evaluates data and system characteristics in the context of overall system requirements; and provides detailed technical recommendations.</p>
<p><b>Minimum Education:</b> Bachelors Degree in Computer Science</p>

SENIOR DESKTOP SUPPORT SUPERVISOR
<p><b>Minimum/General Experience:</b> Eight years experience: Progressively responsible experience in installing, configuring, and supporting PC systems. Experience configuring new systems as received from vendors. Experience installing peripherals, software, and applications. Demonstrated ability to communicate with technical and non technical personnel and resolve desktop operational problems.</p>
<p><b>Functional Responsibility:</b> Perform analytical, technical and administrative work in the planning design and installation of new and existing client server network workstations and applications. Confers with end users to determine types of hardware and software required. Trains other support staff as well as end users in the use of equipment and software. Contacts vendor technical and marketing representative as necessary to obtain production information and to resolve problems. Supervises and trains Desktop Support and other technical personnel as required.</p>
<p><b>Minimum Education:</b> High School Graduate</p>

### SENIOR TECHNICAL WRITER

**Minimum/General Experience:** Eight years experience: Experience includes progressively responsible tasks that include writing, editing, and production of professional quality formal technical documentation compliant with client or industry standards.

**Functional Responsibility:** Analyzes publication requirements based on contract and task specifications, prepares detailed outlines; reviews existing documentation; coordinates inputs from others to ensure timely completion of efforts. Reviews publications for grammar, consistency in terminology, logic of organization, completeness and clarity, compliance with applicable specifications and standards, etc. Writes abstracts and portions of publications that may be required to ensure continuity. Proofreads all reproduction copy; prepares associated lists of contents, tables, and illustrations; prepares collating order for publication, and performs quality control of final publications. Uses computer HW/SW to create/modify text, graphics, spreadsheets, etc., as required. Performs other related duties, as required.

**Minimum Education:** High School Graduate

### SYSTEMS ANALYST I

**Minimum/General Experience:** 14 years experience Information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. Demonstrated experience in managing the implementation of information engineering projects and experience in systems analysis, design and programming. Demonstrated experience in the client/server environment. Proven managerial and supervisory skills. Demonstrated exceptional written and oral communications skills, including giving formal presentations to different audiences. Must demonstrate the ability to work independently.

**Functional Responsibility:** Applies numerous IT disciplines toward the planning, analysis, design and construction of enterprise-wide information systems. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise wide strategic systems planning and business information planning. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools Provides technical guidance in software engineering techniques and automated support tools.

**Minimum Education:** High School Graduate

### SYSTEMS ANALYST II

**Minimum/General Experience:** 10 years experience includes: analysis and design of applications on complex systems, data base management systems, use of business or scientific programming languages. Knowledge of storage and retrieval methods and demonstrated ability to formulate programming specifications. Demonstrated increasing responsibilities in assignments of a technical nature. Proven ability to work independently or under only general direction.

**Functional Responsibility:** Provides technical and administrative direction for personnel performing software development tasks, including the review of work products and progress in accordance with schedules. Coordinates with the Project and/or Program Manager to provide recommendations and ensure problem solution. Prepares reports and deliverables and provides daily supervision and direction to staff.

**Minimum Education:** High School Graduate

### SYSTEMS ANALYST III

**Minimum/General Experience:** Six years of experience including: analysis and design of applications on complex systems, data base management concepts, use of business or scientific programming languages. Knowledge of storage and retrieval methods, systems analysis experience designing technical applications on computer systems and ability to formulate programming specifications. Demonstrated increasing responsibilities in information systems design and management and ability to work independently or under only general direction.

**Functional Responsibility:** Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze downtimes, analyze proposed system modifications, upgrades and new COTS. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

**Minimum Education:** High School Graduate

<b>SYSTEMS ARCHITECT</b>
<b>Minimum/General Experience:</b> 16 years experience in Information Technology related field. Supervision of system architects, use of structured analysis, design methodologies and design tools (such as IDEF 1x, Oracle Design tools, entity relationship diagrams, and other design techniques), object oriented principles, and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems. General experience includes increasing responsibilities in systems engineering.
<b>Functional Responsibility:</b> Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future interfaces. Ensures these systems are compatible and in compliance with recognized standards. Ensures that the common operating environment is acceptable and operationally feasible. Evaluates analytically the organizational work-flows, the organization, and its planning and develops appropriate actions for implementation. Provides daily supervision and direction to staff.
<b>Minimum Education:</b> Bachelors Degree in Computer Science

<b>SYSTEMS ENGINEER</b>
<b>Minimum/General Experience:</b> Six years experience: Including formal academic degree or industry-recognized certification(s) in a technical or scientific discipline or the equivalent experience. Demonstrated ability to design, development and implement IT solutions.
<b>Functional Responsibility:</b> Executes feasibility studies, designs, develops and implements information technology solutions that require a through knowledge of data and network communications as well as system integration, networking, security, and other disciplines. Implements leading edge technology such as video teleconferencing, cryptography, authentication systems, storage array systems and others. Directs and/or participating in the development of technical solutions, including the proposal and evaluation of implementation options, to a wide range of IT system problems; analyzes existing and proposed systems and applications and identifies viable alternatives.
<b>Minimum Education:</b> High School Graduate

<b>TECHNICAL ANALYST</b>
<b>Minimum/General Experience:</b> 10 years of experience. Experience includes: superior functional knowledge of task order specific requirements, or developing functional requirements for complex integrated IT systems. Demonstrated ability to work independently or under only general direction.
<b>Functional Responsibility:</b> Performs functional analysis to identify required tasks and their interrelationships. Identifies resources required for each task. Applies technology and process improvement practices to re-engineer methodologies/principles and business process modernization projects. Applies activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assist in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems.
<b>Minimum Education:</b> High School Graduate

<b>TECHNICAL DIRECTOR</b>
<b>Minimum/General Experience:</b> 16 years experience in Information Technology related field. Progressively responsible technical and leadership experience that demonstrates suitable background, training, and education necessary to perform the required duties. Experience demonstrates successful leadership and management skills as well as recognized national level expertise in one or several IT fields by virtue of numerous technical accomplishments.
<b>Functional Responsibility:</b> Analyzes, reviews, makes recommendations and prepares reports on IT areas with respect to current technical programs as well as the direction and character of future programs. Undertakes special multi-disciplinary IT related assignments and works closely with the customer to effectively provide accurate, cost effective and timely solutions. Promotes staff advancement through leadership and technical guidance, selection of assignments and personal contact. Serves from time to time on special committees or undertakes special assignments and ensures that staff perform their activities in compliance with relevant policies.
<b>Minimum Education:</b> Bachelors Degree in Computer Science

**TECHNICAL INFORMATION SPECIALIST**

**Minimum/General Experience:** This position is for recent entrants into the field of information technology and requires no specific experience.

**Functional Responsibility:** With supervision by senior technical staff, participates in the technical development and implementation of IT solutions. Assists analytical and programming staff in researching requirements and testing.

**Minimum Education:** High School Graduate

**TECHNICAL SUPPORT SPECIALIST**

**Minimum/General Experience:** Two years experience: Hands on support of IT implementation in client-server and standalone environments. Proven dependability and technical aptitude.

**Functional Responsibility:** Performing technical tasks associated with IT (desktop and network) installations and setups. Installs hardware and software packages and conducts required testing of installed hardware and software. Provides maintenance support for PC hardware and software problems. Maintains records of installations, upgrades and problems. Assists other technical staff in all aspects of IT support.

**Minimum Education:** High School Graduate

**WEB DESIGNER/DEVELOPER**

**Minimum/General Experience:** Two years experience: Includes creation of graphic interfaces for internet (World Wide Web) access. Networking certification (Novell, Microsoft) is desirable but not required. Experience is required in designing secure web sites, suitable for transmission of proprietary data, financial information, or other secure information. Must be conversant with recent developments in web design tools and networking technology.

**Functional Responsibility:** Responsible for the oversight and creation of graphic user interfaces used over the World Wide Web. Coordinates with application engineers and end users to determine requirements and manages and implements quality control procedures to ensure compliance with requirements. Works closely with applications engineers and end users to design effective graphic user interfaces using current developments in web design tools and networking technology.

**Minimum Education:** High School Graduate

**GSA LABOR RATES  
SIN 132-51 / 132-51RC / 132-51STLOC**

**DOMESTIC & OVERSEAS HOURLY RATES**

<b>LABOR CATEGORY</b>	<b>HOURLY RATE</b>
Analyst	\$100.76
Computer Systems Administrator	\$81.67
Data Librarian	\$50.43
Database Administrator	\$66.77
Database Designer	\$138.42
Desktop Support Specialist	\$66.78
Network Engineer	\$119.94
Operations Center Manager	\$138.42
Operations Center Specialist	\$63.83
Programmer I	\$109.76
Programmer II	\$99.23
Project Director	\$167.95
Project Manager	\$125.56
Security Architect	\$167.95
Security Engineer	\$119.94
Senior Consultant	\$167.95
Senior Desktop Support Supervisor	\$130.65
Senior Technical Writer	\$111.27
Systems Analyst I	\$108.61
Systems Analyst II	\$100.91
Systems Analyst III	\$91.40
Systems Architect	\$152.34
Systems Engineer	\$119.94
Technical Analyst	\$101.99
Technical Director	\$167.95
Technical Information Specialist	\$44.92
Technical Support Specialist	\$66.77
Web Designer / Developer	\$77.39

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

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

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

**James Raley, GSA Contract Administrator**

**Phone: (703) 481-9180**

**E-mail: [jwr@tcdi.com](mailto:jwr@tcdi.com)**

**Fax: (703) 481-9181**

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

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and Technology Concepts & Design, Inc. enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract GS-35F-0273J.

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

(CUSTOMER NAME)  
 BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number GS-35F-0273J, Blanket Purchase Agreements, Technology Concepts & Design, Inc., 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.

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

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

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

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

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

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

Here is a general outline on how it works:

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