



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

**Special Item Number 132-51, Information Technology (IT) Professional Services
Special Item Number 132-51RC, IT Professional Services for Recovery Purchasing**

SIN 132-51and 132-51RC - 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 contract 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 performed by the publisher or manufacturer or one of their authorized agents.

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Rockville, MD 20850
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www.kbmgroup.com**

**Contract Number: GS-35F-5217H
Period Covered by Contract: February 23, 1998 through February 19, 2013**

General Services Administration
Federal Acquisition Service

Pricelist current through Modification # **FX75** dated **June 24, 2009**

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

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INFORMATION FOR ORDERING OFFICES

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.gsaadvantage.gov). 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.

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.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION

Ordering and Remittance Address:
KBM Group, Inc.
1 Research Court, Suite 450
Rockville, MD 20850
(301) 587-7333/Fax (301) 587-5393

Contractors must accept the credit card for payments equal to or less than the micro-purchase threshold for oral or written delivery 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 agencies to obtain technical and/or ordering assistance: **(301) 587-7333**

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

INFORMATION FOR ORDERING OFFICES

Block 16: Data Universal Numbering System (DUNS) Number: 79-3497231

Block 30: Type of Contractor – B. Other Small Business

Block 31: Woman-Owned Small Business – Yes

Block 36: Contractor's Taxpayer Identification Number (TIN): 52-2014563

4a. CAGE CODE: 0V4A1

4b. CCR: The 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 (SIN):

132-51 and 132-51RC

DELIVERY TIME (Days ARO)

As negotiated between the ordering agency and the contractor

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 agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering 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: None – Net 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: None
- c. Dollar Volume: None

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

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

Export packing is available at extra cost outside the scope of this contract.

10. SMALL REQUIREMENTS

The minimum dollar value of orders to be issued is 40 hours times the fixed labor rate of the categories ordered.

11. MAXIMUM ORDER

(All dollar amounts are exclusive of any discount for prompt payment.)

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

Special Item Numbers 132-51 and 132-51RC - Information Technology (IT) Professional Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

INFORMATION FOR ORDERING OFFICES

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

INFORMATION FOR ORDERING OFFICES

agency approval of additions or replacements to key personnel.

f. Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

g. Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

h. Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

i. Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

j. Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

(k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES

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

ordering activity's convenience, and (m), Termination for Cause (See 52.212-4).

16. GSA ADVANTAGE!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. 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 FAR8.402(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.

INFORMATION FOR ORDERING OFFICES

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: No exceptions.

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 Clause 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

23. SECTION 508 COMPLIANCE

Section 508 compliance standards for information for electronic and information technology is available at the following website: www.Section508.gov/.

INFORMATION FOR ORDERING OFFICES

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of 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).

RECOVERY PURCHASING FOR STATE AND LOCAL GOVERNMENTS

552.238-76 DEFINITION (FEDERAL SUPPLY SCHEDULES)--RECOVERY PURCHASING (FEB 2007)

Ordering activity (also called “ordering agency” and “ordering office”) means an eligible ordering activity (see 552.238-78, Alternate I) authorized to place orders under Federal Supply Schedule contracts.

552.238-78 SCOPE OF CONTRACT (ELIGIBLE ORDERING ACTIVITIES) (MAY 2004) (ALTERNATE I – FEB 2007), PARAGRAPH (d)

The following activities may place orders against Federal Supply Schedules for products and services determined by the Secretary of Homeland Security to facilitate recovery from major disasters, terrorism, or nuclear, biological, chemical, or radiological attack, on an optional basis; PROVIDED, the Contractor accepts order(s) from such activities: State and local government entities, includes any state, local, regional or tribal government or any instrumentality thereof (including any local educational agency or institution of higher learning).

“State and local government entities,” means the states of the United States, counties, municipalities, cities, towns, townships, tribal governments, public authorities (including public or Indian housing agencies under the United States Housing Act of 1937), school districts, colleges and other institutions of higher education, council of governments (incorporated or not), regional or interstate government entities, or any agency or instrumentality of the preceding entities (including any local educational agency or institution of higher education), and including legislative and judicial departments. The term does not include contractors of, or grantees of, State or local governments.

- (1) “Local educational agency” has the meaning given that term in section 8013 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7713).
- (2) “Institution of higher education” has the meaning given that term in section 101(a) of the Higher Education Act of 1965 (20 U.S.C. 1001(a)).
- (3) “Tribal government” means—

(i) The governing body of any Indian tribe, band, nation, or other organized group or community located in the continental United States (excluding the State of Alaska) that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians; and

(ii) Any Alaska Native regional or village corporation established pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.).

552.238-80 USE OF FEDERAL SUPPLY SCHEDULE CONTRACTS BY CERTAIN ENTITIES—RECOVERY PURCHASING (FEB 2007), PARAGRAPHS (a) AND (b)

(a) If an entity identified in paragraph (d) of the clause at 552.238-78, Scope of Contract (Eligible Ordering Activities)-Alternate I (see above), elects to place an order under this contract, the entity agrees that the order shall be subject to the following conditions:

(1) When the Contractor accepts an order from such an entity, a separate contract is formed which incorporates by reference all the terms and conditions of the Schedule contract except the Disputes clause, the patent indemnity clause, and the portion of the Commercial Item Contract Terms and Conditions that specifies “Compliance with laws unique to Government contracts” (which applies only to contracts with entities of the Executive branch of the U.S. Government). The parties to this new contract which incorporates the terms and conditions of the Schedule contract are the individual ordering activity and the Contractor. The U.S. Government shall not be liable for the performance or nonperformance of the new contract. Disputes which cannot be resolved by the parties to the new contract may be litigated in any State or Federal court with jurisdiction over the parties, applying Federal procurement law, including statutes, regulations and case law, and, if pertinent, the Uniform Commercial Code. To the extent authorized by law, parties to this new contract are encouraged to resolve disputes through Alternative Dispute Resolution. Likewise, a Blanket Purchase Agreement (BPA), although not a contract, is an agreement that may be entered into by the Contractor

RECOVERY PURCHASING FOR STATE AND LOCAL GOVERNMENTS

with such an entity and the Federal Government is not a party.

(2) Where contract clauses refer to action by a Contracting Officer or a Contracting Officer of GSA, that shall mean the individual responsible for placing the order for the ordering activity (e.g., FAR 52.212-4 at paragraph (f) and FSS clause I-FSS-249 B.)

(3) As a condition of using this contract, eligible ordering activities agree to abide by all terms and conditions of the Schedule contract, except for those deleted clauses or portions of clauses mentioned in paragraph (a)(1) of this clause. Ordering activities may include terms and conditions required by statute, ordinance, regulation, order, or as otherwise allowed by State and local government entities as a part of a statement of work (SOW) or statement of objective (SOO) to the extent that these terms and conditions do not conflict with the terms and conditions of the Schedule contract. The ordering activity and the Contractor expressly acknowledge that, in entering into an agreement for the ordering activity to purchase goods or services from the Contractor, neither the ordering activity nor the Contractor will look to, primarily or in any secondary capacity, or file any claim against the United States or any of its agencies with respect to any failure of performance by the other party.

(4) The ordering activity is responsible for all payments due the Contractor under the contract formed by acceptance of the ordering activity's order, without recourse to the agency of the U.S. Government, which awarded the Schedule contract.

(5) The Contractor is encouraged, but not obligated, to accept orders from such entities. The Contractor may, within 5 days of receipt of the order, decline to accept any order, for any reason. The

Contractor shall fulfill orders placed by such entities, which are not declined within the 5-day period.

(6) The supplies or services purchased will be used for governmental purposes only and will not be resold for personal use. Disposal of property acquired will be in accordance with the established procedures of the ordering activity for the disposal of personal property.

(7) The state or local government ordering activity will be responsible for purchasing products or services to be used to facilitate recovery from a major disaster declared by the President under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.) or to facilitate recovery from terrorism or nuclear, biological, chemical, or radiological attack.

(b) If the Schedule Contractor accepts an order from an entity identified in paragraph (d) of the clause at 552.238-78, Scope of Contract (Eligible Ordering Activities) - Alternate I, the Contractor agrees to the following conditions:

(1) The ordering activity is responsible for all payments due the Contractor for the contract formed by acceptance of the order, without recourse to the agency of the U.S. Government, which awarded the Schedule contract.

(2) The Contractor is encouraged, but not obligated, to accept orders from such entities. The Contractor may, within 5 days of receipt of the order, decline to accept any order, for any reason. The Contractor shall decline the order using the same means as those used to place the order. The Contractor shall fulfill orders placed by such entities, which are not declined within the 5-day period.

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

1. SCOPE

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

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. ORDERS

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-

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(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 (May 2001) (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 –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

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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 (Oct 2008) (Alternate I – October 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 (Oct 2008) (Alternate I – October 2008 (Deviation I – Feb 2007) applies to labor-hour orders placed under this contract. As prescribed in 16.601(e)(3), the following provision applies:

FAR 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT SERVICES AND PRICING

See the sections entitled, "SIN 132-51, Information Technology Skill Category Descriptions" and "IT Services Pricelist" for the description of offered labor categories and the associated hourly rates.

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

PREAMBLE

KBM Group, 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:

Ms. Brenda Joseph
KBM Group, Inc.
1 Research Court, Suite 450
Rockville, MD 20850
(301) 587-7333 x206 Voice
(301) 587-5393 Fax
bjoseph@kbmgrou.com

SUGGESTED FORMAT FOR BLANKET PURCHASE AGREEMENTS

(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 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

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1. Program Manager

Minimum/General Experience: Eight to fifteen years of experience providing management and technical direction to multiple complex projects to project personnel. Must be familiar with the principles of exercising independent judgment, as well as a high level of analytical skill, in solving complex and unusual technical, administrative, and managerial problems

Functional Responsibility: Under general supervision, responsible for all aspects of performance (i.e., technical, contractual, administrative, financial). Provides overall direction of program activities. Consults with the customer to ensure conformity to contractual obligations, establishes and maintains technical and financial reports to show progress of projects to management and customers, organizes and assigns responsibilities to subordinates, oversees the successful completion of all assigned tasks, and assumes the initiative and provides support to marketing personnel in identifying and acquiring potential business.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

2. Project Manager

Minimum/General Experience: Six years of experience providing management and technical direction to project personnel. Must be familiar with the principles of regularly exercising independent judgment, as well as a high level of analytic skill, in solving complex technical, administrative, and managerial problems. Provides overall direction for all project level activities.

Functional Responsibility: Under general supervision, responsible for all aspects of project performance (i.e., technical, contractual, administrative, financial). Manages and supervises personnel involved in all aspects of project activity, organizes and assigns responsibilities to subordinates, and oversees the successful completion of all assigned tasks.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

3. Computer Systems Analyst/Supervisor I

Minimum/General Experience: Two years experience in supervising personnel operating computer systems, including one year experience as shift supervisor or manager in a multi-shift environment. Must have a thorough knowledge of the capabilities of applicable computer hardware configurations.

Functional Responsibility: Supervises all personnel engaged in the operations and support of the computer systems and peripheral equipment in large scale or multi-shift operations. May also supervise complex operations which involve two or more additional functions such as network operations, systems software support, production support activities, data entry or tape library activities. Identifies processing requirements and schedules job streams for computer runs. Responsible for the security and routing of input and output data, problem isolation and restart/recovery.

Interprets technical documentation standards and prepares documentation according to standards. Interfaces with contractor employees and Government personnel. In the event of a malfunction, confers with technical personnel (i.e., equipment/software vendor) and directs subordinate personnel in appropriate course of action. Additional duties may include writing, editing, and/or graphic presentation of technical information for both technical and non-technical personnel. Must have a thorough knowledge of the capabilities of applicable computer hardware configurations.

Minimum Education: High School Diploma or equivalent training and/or experience

4. Computer Systems Analyst/Supervisor III

Minimum/General Experience: Four years experience in supervising personnel operating computer systems, including three year experience as shift supervisor or manager in a

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multi-shift environment. Must have a thorough knowledge of the capabilities of applicable computer hardware configurations.

Functional Responsibility: Supervises all personnel engaged in the operations and support of the computer systems and peripheral equipment in large scale or multi-shift operations. May also supervise complex operations which involve two or more additional functions such as network operations, systems software support, production support activities, data entry or tape library activities.

Identifies processing requirements and schedules job streams for computer runs. Responsible for the security and routing of input and output data, problem isolation and restart/recovery. Interprets technical documentation standards and prepares documentation according to standards. Interfaces with contractor employees and Government personnel. In the event of a malfunction, confers with technical personnel (i.e., equipment/software vendor) and directs subordinate personnel in appropriate course of action. Additional duties may include writing, editing, and/or graphic presentation of technical information for both technical and non-technical personnel. Must have a thorough knowledge of the capabilities of applicable computer hardware configurations.

Minimum Education: High School Diploma or equivalent training and/or experience.

5. Database Specialist I

Minimum/General Experience: Three to eight years of progressive experience in systems analysis/programming. Three years in application design using various database management systems. Must be able to evaluate and recommend available DBMS products to meet users' requirements. Must be able to determine file organization, indexing methods, and security procedures for specific user application.

Functional Responsibility: Evaluates and recommends available DBMS products to meet user's requirements. Determines file organization, indexing methods, and security procedures for specific user application.

Minimum Education: Bachelor's Degree or equivalent training and/or experience

6. Database Specialist II

Minimum/General Experience: Five to ten years of progressive experience in systems analysis/programming. Five years in application design using various database management systems. Must be able to evaluate and recommend available DBMS products to meet users' requirements. Must be able to determine file organization, indexing methods, and security procedures for specific user application.

Functional Responsibility: Evaluates and recommends available DBMS products to meet users' requirements. Determines file organization, indexing methods, and security procedures for specific user application.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

7. Database Specialist III

Minimum/General Experience: Seven to twelve years of progressive experience in systems analysis/programming. Seven years in application design using various database management systems. Must be able to evaluate and recommend available DBMS products to meet users' requirements. Must be able to determine file organization, indexing methods, and security procedures for specific user application.

Functional Responsibility: Evaluates and recommends available DBMS products to meet users' requirements. Determines file organization, indexing methods, and security procedures for specific user application.

Minimum Education: Bachelor's Degree or equivalent training and/or experience

8. Information Specialist I

Minimum/General Experience: Two years of related experience designing, developing, and maintaining ADP documentation and training

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materials in various mediums, such as hardcopy, online, CBT, etc.

Functional Responsibility: Under limited supervision, write technical and instructional materials. Edits and rewrites online and hardcopy documents for grammatical, syntactical, and usage errors. Creates teaching outlines in accordance with established guidelines. Selects and/or assists in the development of instructional aids, such as handouts, reference materials, and/or audio/visual supports. Develops and conducts training and educational programs of a complex nature related to specific customer requirements.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

9. Information Specialist II

Minimum/General Experience: A minimum of five years of experience designing, developing, and maintaining ADP documentation and training materials in various mediums, such as hardcopy, online, CBT, etc.

Functional Responsibility: Assists in the development of ADP systems including testing systems for release and reviewing user interface designs. Creates training curriculums, develops training materials, and trains users.

Minimum Education: Bachelor's Degree or equivalent training and/or experience

10. Information Specialist III

Minimum/General Experience: A minimum of seven years of experience designing, developing, and maintaining ADP documentation and training materials in various mediums, such as hardcopy, online, CBT, etc.

Functional Responsibility: Assists in the development of ADP systems including testing systems for release and reviewing user interface designs. Creates training curriculums, develops training materials, and trains users. Manages documentation and training projects, including estimating and monitoring schedules and budgets.

Minimum Education: Bachelor's Degree or equivalent training and/or experience

11. Information Systems Specialist I

Minimum/General Experience: Up to five years of experience involving general supervision of technical tasks associated with the administration of Management Information System (MIS) programs.

Functional Responsibility: Assists in the evaluation of "off-the-shelf" applications software packages for use in supporting assigned efforts. Installs "off-the-shelf" application software onto new and existing equipment. Assists in the design and construction of microcomputer applications to meet specific needs. Responds to user requests for, and provides training on, applications software packages. Finally, may be responsible for all systems administration and maintenance functions for assigned software systems.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

12. Information Systems Specialist II

Minimum/General Experience: Four to nine years of experience involving general supervision of technical tasks associated with the administration of Management Information System (MIS) programs.

Functional Responsibility: Assists in the evaluation of "off-the-shelf" applications software packages for use in supporting assigned efforts. Installs "off-the-shelf" application software onto new and existing equipment. Assists in the design and construction of microcomputer applications to meet specific needs. Responds to user requests for, and provides training on, applications software packages. Finally, may be responsible for all systems administration and maintenance functions for assigned software systems.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

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13. Information Systems Specialist III

Minimum/General Experience: Six to eleven years of experience involving general supervision of technical tasks associated with the administration of Management Information System (MIS) programs.

Functional Responsibility: Assists in the evaluation of "off-the-shelf" applications software packages for use in supporting assigned efforts. Installs "off-the-shelf" application software onto new and existing equipment. Assists in the design and construction of microcomputer applications to meet specific needs. Responds to user requests for, and provides training on, applications software packages. Finally, may be responsible for all systems administration and maintenance functions for assigned software systems.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

14. Network Engineer

Minimum/General Experience: Three years of experience analyzing, identifying, and resolving complex network hardware, circuit, and transmission logic problems. Must be familiar with the principles of assessing and analyzing network transmission application to resolve reported malfunctions.

Functional Responsibility: Under minimum supervision, monitors network hardware operations to ensure properly set configuration options. Plans implementation of enhancements and upgrades to the network; performs cost/benefit studies of network configurations and recommends enhancements; directs the acquisition, installation, and testing of network hardware; advises network users of hardware requirements, configurations, and limitations; and isolates, resolves, or circumvents network problems.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

15. Programmer/Analyst I

Minimum/General Experience: Related experience performing routine design, coding, and documentation of application programs for computers and related equipment used for scientific or commercial projects.

Functional Responsibility: Under close supervision, performs routine technical tasks using standard programming methods and techniques. Develops simple, coding level flow charts and associated prose from general program statement, and code-assigned segments of a program using machine and/or other program languages. Assists in developing test routines and data. Tests all codes personally produced, and assists in the testing of the total program, documenting, in standardized terminology, all procedures used. Provides theoretical analysis, where required, to assist in solving problems efficiently.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

16. Programmer/Analyst II

Minimum/General Experience: Two years of related experience performing routine design, coding, and documentation of application programs for computers and related equipment used for scientific or commercial projects.

Functional Responsibility: Under minimum supervision, analyzes, designs, codes, and documents complex applications for large-scale computers and related equipment appropriate to scientific and commercial projects. Performs technical tasks using both standard and nonstandard analysis, design, and programming methods and techniques. Determines customer requirements for the final program or system. Analyzes problems in terms of such factors as user requirements, input data and form, output data and form, available computer configuration, processing turnaround requirements, input and output checking, and overall problem-schedule requirements. Advises on computer requirements and limitations to help define automation needs. May provide advice on system design configurations, procedural and technical aspects of automated records, hardware acquisition, and

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maintenance. Develops and writes machine or other suitable source language instructions required for computer processing.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

17. Programmer/Analyst III

Minimum/General Experience: Four years of related experience performing routine design, coding, and documentation of application programs for computers and related equipment used for scientific or commercial projects.

Functional Responsibility: Under minimum supervision, analyzes, designs, codes, and documents complex applications for large-scale computers and related equipment appropriate to scientific and commercial projects. Performs technical tasks using both standard and nonstandard analysis, design, and programming methods and techniques. Determines customer requirements for the final program or system. Analyzes problems in terms of such factors as user requirements, input data and form, output data and form, available computer configuration, processing turnaround requirements, input and output checking, and overall problem-schedule requirements. Advises on computer requirements and limitations to help define automation needs. May provide advice on system design configurations, procedural and technical aspects of automated records, hardware acquisition, and maintenance. Develops and writes machine or other suitable source language instructions required for computer processing. Analyzes and recommends methods of improving efficiency of existing programs. Determines systems requirements. Performs data modeling and establishes databases. Develops pseudo code, table, and narrative descriptions to implement changes. Modifies internal program structure of files and records and determines sequence of actions. Decodes, tests, and documents programs. Writes procedural guidance to be followed by users. Maintains files, records, and operational data, and prepares periodic and/or special reports and various other documents.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

18. Software Engineer I

Minimum/General Experience: Four to five years of experience performing software engineering activities relative to the design and development of existing software and new or existing systems or subsystems software.

Functional Responsibility: Works under close supervision performing software engineering assignments relative to the modification and/or development of software systems. Assists more senior engineers in the formulation and development of systems or subsystems architecture, requirements, and design documents. Assists in performing software algorithm development, design, coding, and documentation work of systems. Assists in the evaluation of subcontractor software activities, so as to ensure compliance with software engineering standards.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

19. Software Engineer II

Minimum/General Experience: Six to nine years of experience performing difficult and complex software engineering activities relative to the design and development of existing software and new or existing systems or subsystems software.

Functional Responsibility: Works under limited supervision in performing difficult and complex software engineering assignments relative to the modification and/or development of software systems. Formulates and develops systems or subsystems architecture, requirements, and design documents. Performs software algorithm development, design, coding, and documentation work of systems. Evaluates subcontractor software activities, so as to ensure compliance with software engineering standards.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

20. Software Engineer III

Minimum/General Experience: Eight to fifteen years of experience performing highly

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complex software engineering activities using "state-of-the-art." software engineering concepts and software techniques.

Functional Responsibility: Works independently of any direct supervision and may provide technical direction and guidance to lower-level professional software personnel involved in performing difficult and highly complex software engineering assignments relative to the modification and/or development of software systems. Formulates and develops systems or subsystems architecture, requirements, and design documents. Performs software algorithm development, design, coding, and documentation work of systems to ensure compliance with software engineering standards. Investigates, interprets, and evaluates highly complex system software requirements, and recommends specific modifications and areas requiring further intensive study. Investigates, analyzes, and compares existing systems or subsystems software, and makes specific recommendations to increase their scope and performance to meet client's specific requirements and ensure achievement of assigned technical activities, as required.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

21. Senior Technical Specialist/Oracle/Consultant II

Minimum/General Experience: Four years of progressively more responsible ADP experience in contract related areas. Extensive background and experience with major responsibility for ADP system design and implementation efforts. Experience must include a minimum of six years of intensive training/experience in a specialized skill area which might be essential to the formation of a complete project team. Must have demonstrated technical performance in the development of large complex systems.

Functional Responsibility: May include functional analysis, system architecture, design trade off analysis of hardware and software alternatives, system design specification, implementation, test and evaluation. Development of large complex systems.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

22. Senior Technical Specialist/Oracle/Consultant III

Minimum/General Experience: Six years of progressively more responsible ADP experience in contract related areas. Extensive background and experience with major responsibility for ADP system design and implementation efforts. Experience must include a minimum of six years of intensive training/experience in a specialized skill area which might be essential to the formation of a complete project team. Must have demonstrated technical performance in the development of large complex systems.

Functional Responsibility: May include functional analysis, system architecture, design trade off analysis of hardware and software alternatives, system design specification, implementation, test and evaluation. Development of large complex systems. Examples of some systems might include (but are not limited to) those described for the Senior Technical Specialist Consultant – II position.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

23. Senior Technical Specialist/Oracle/Consultant - IV

Minimum/General Experience: Seven years of progressively more responsible ADP experience in contract related areas. Extensive background, experience and major responsibility for ADP system design and implementation in a specialized skill area that might be essential to forming the core of a complete project team. Must have demonstrated technical performance in the development of large complex systems.

Functional Responsibility: May include functional analysis, system architecture, design trade off analysis of hardware and software alternatives, system design specification, implementation, test and evaluation. Development of large complex systems in contract related areas.

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Minimum Education: Bachelor's Degree or equivalent training and/or experience

24. Systems Administrator I

Minimum/General Experience: A minimum of two years experience in administrating UNIX, Windows NT or open systems-compliant systems.

Functional Responsibility: Assists with the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Assists with the optimizing of system operation and resource utilization, and performs systems capacity analysis and planning. Provides assistance to users in accessing and using business systems.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

25. Systems Administrator II

Minimum/General Experience: A minimum of four years experience in administrating UNIX, Windows NT or open systems-compliant systems.

Functional Responsibility: Performs the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Performs the optimizing of system operation and resource utilization, and performs systems capacity analysis and planning. Provides assistance to users in accessing and using business systems.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

26. Systems Administrator III

Minimum/General Experience: A minimum of five years experience in administrating UNIX, Windows NT or open systems-compliant systems.

Functional Responsibility: Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Plans and monitors the optimizing of system operation

and resource utilization, and performs systems capacity analysis and planning. Plans and monitors assistance to users in accessing and using business systems.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

27. Systems Integration Specialist II

Minimum/General Experience: Six years of technical experience involving planning, analysis, design development and maintenance. Five years of systems integration experience. Must be able to provide assistance in application, operating software, databases, security, operations. Must be able to manage applications through the development life cycle.

Functional Responsibility: Assists in application, operating software, databases, security, operations. Manages applications through the development life cycle. Planning, analysis, design development and maintenance.

Minimum education: Bachelor's Degree or equivalent training and/or experience.

28. Technical Writer I

Minimum/General Experience: Two to seven years of related experience performing technical writing, research, and editing functions to prepare briefings, manuals, and other contract deliverables to meet contract requirements and respond to requests for information.

Functional Responsibility: Under general supervision, writes and/or edits technical documents, including business proposals, reports, manuals, briefings and presentations, guidelines, and other project deliverables to meet contract requirements. Reviews and edits documents developed by others to ensure accuracy and quality of content, organization, language, format consistency, and conformance with established standards; works with technical staff to develop documentation requirements; develops outlines and drafts for review and approval by technical specialists and project management; and ensures that final documents meet applicable contract requirements and regulations. Researches and gathers technical

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and background information for inclusion in project documentation and deliverables. Consults relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information, and verifies pertinent guidelines and regulations governing project deliverables.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

29. Technical Writer II

Minimum/General Experience: Four to nine years of related experience performing technical writing, research, and editing functions to prepare briefings, manuals, and other contract deliverables to meet contract requirements and respond to requests for information.

Functional Responsibility: Under minimal supervision, writes and/or edits technical documents, including business proposals, reports, manuals, briefings and presentations, guidelines, and other project deliverables to meet contract requirements. Reviews and edits documents developed by others to ensure accuracy and quality of content, organization, language, format consistency, and conformance with established standards; works with technical staff to develop documentation requirements; develops outlines and drafts for review and approval by technical specialists and project management; and ensures that final documents meet applicable contract requirements and regulations. Researches and gathers technical and background information for inclusion in project documentation and deliverables. Consults relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information, and verifies pertinent guidelines and regulations governing project deliverables.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

30. Technical Writer III

Minimum/General Experience: Six to thirteen years of related experience performing technical

writing, research, and editing functions to prepare briefings, manuals, and other contract deliverables to meet contract requirements and respond to requests for information.

Functional Responsibility: Under minimal supervision, writes and/or edits technical documents, including business proposals, reports, manuals, briefings and presentations, guidelines, and other project deliverables to meet contract requirements. Reviews and edits documents developed by others to ensure accuracy and quality of content, organization, language, format consistency, and conformance with established standards; works with technical staff to develop documentation requirements; develops outlines and drafts for review and approval by technical specialists and project management; and ensures that final documents meet applicable contract requirements and regulations. Researches and gathers technical and background information for inclusion in project documentation and deliverables. Consults relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information, and verifies pertinent guidelines and regulations governing project deliverables.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

31. Computer Operator II

Minimum/General Experience: Two years experience in operating medium or large scale computer systems.

Functional Responsibility: May be shift leader for small operations requirements. Operates computer systems and peripheral equipment, conforming to site specific operating procedures. Monitors and controls a computer a computer by operating the central console or on-line terminal in accordance with established routines. Assists in determining equipment settings an operating instructions. Observes continuously the operation of the equipment, reporting any deviations from standard. May assist in manipulating controls to rearrange sequence of job steps to continue operations hen individual

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units of the system malfunction. Must be familiar with all normal operating procedures.

Minimum Education: High School Diploma or equivalent training and/or experience.

32. Data Entry Operator II

Minimum/General Experience: Six (6) months data entry experience. Experience in performing data entry and data entry quality control and the use of personal computers in a Windows environment is preferred. Operators must acquire a thorough understanding of the procedures for indexing government records. Must be quality-conscious, have an eye for detail and be meticulous in performing indexing tasks. Must have good work habits with the ability to follow established guidelines and consistently produce high volumes of quality work. Candidates must have ability to work independently and without distraction

Functional Responsibility: Operators have responsibility for performing data entry functions utilizing a microfilm reader and a personal computer in a Windows 3.x or 95 environment or using a computer terminal. Specific duties include:

- inputting data from microfilm or electronic image sources into a database;
- performing quality control of data entry;
- performing data base searches and retrieval; and
- updating indexing production log.

Operators will be required to perform all tasks with a high degree of accuracy while meeting established production goals.

Minimum Education: High School Diploma or equivalent training and/or experience.

33. Data Entry Operator III

Minimum/General Experience: Two years data entry experience. Must have good work habits with the ability to follow established guidelines and consistently produce high volumes of quality work. Candidates must have ability to work independently and without distraction. Operator III's must acquire a

thorough understanding of the procedures for indexing government records. Must be quality-conscious, have an eye for detail and be meticulous in performing indexing tasks.

Functional Responsibility: Operator III's have responsibility for performing data entry functions utilizing a microfilm reader and a personal computer in a Windows 3.x or 95 environment or using a computer terminal. Specific duties include:

- inputting data from microfilm or electronic image sources into a database;
- performing quality control of data entry;
- performing data base searches and retrieval;
- assisting in the training of new operators; and
- updating indexing production log.

Operators III's will be required to perform all tasks with a high degree of accuracy while meeting established production goals.

Minimum Education: High School Diploma or equivalent training and/or experience.

34. Document Control Specialist II

Minimum/General Experience: One year data entry experience. Minimum of one year records management experience. Must be reliable and have good work habits. Must be able to coordinate tasks and maintain accountability for vital project functions. Highly organized individual with experience in records management, filing procedures and techniques, and the use of personal computer based databases. Must have demonstrated ability to maintain security of record collection. Must be able to prioritize various tasks, interpret specific instructions and apply creative problem solving techniques in a variety of situations. Must be able to lift boxes weighing twenty-five to thirty pounds numerous times throughout the day.

Functional Responsibility: Responsible for the tracking and location of all records utilizing a personal computer based tracking system. Specific duties include:

- scanning in all bar coded boxes and their locations;

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- updating tracking system as required;
- performing daily backups of the database;
- performing archiving of records;
- performing shipping and receipt of records;
- supervising clerks assigned to assist in the movement of boxes;
- supervising the movement of boxes through all tasks from initial receipt through final destruction;
- performing records searches as requested by tracers;
- maintaining logs on the shipment of records to outside contractors;
- performing document destruction;
- performing periodic inventories of records; and
- performing additional tasks as assigned.

Minimum Education: High School Diploma or equivalent training and/or experience.

35. Document Support Specialist II

Minimum/General Experience: One year clerical experience in a technical or ADP environment. Hands-on experience with a word processing system is highly desirable.

Functional Responsibility: Editing, typing, and preparation of memoranda of a technical and/or managerial nature; and maintenance of logs relating to work in progress, meetings, etc. Documentation will often involve flow diagrams, configuration drawings, functional systems flow diagrams, graphics, etc.

Minimum Education: High School Diploma or equivalent training and/or experience.

IT SERVICES PRICELIST FOR SIN 132-51

Government Site Rates		Op Yr 1	Op Yr 2	Op Yr 3	Op Yr 4	Op Yr 5
Category Number	GSA Labor Category	2/20/08-2/19/09	2/20/09-2/19/10	2/20/10-2/19/11	2/20/11-2/19/12	2/20/12-2/19/13
	Professional Categories					
1	Program Manager	\$127.01	\$131.20	\$135.53	\$140.00	\$144.62
2	Project Manager	\$102.13	\$105.50	\$108.98	\$112.58	\$116.30
3	Computer Systems Analyst Supervisor I	\$51.86	\$53.57	\$55.34	\$57.17	\$59.06
4	Computer Systems Analyst Supervisor III	\$77.50	\$80.06	\$82.70	\$85.43	\$88.25
5	Database Specialist I	\$73.26	\$75.68	\$78.18	\$80.76	\$83.43
6	Database Specialist II	\$90.02	\$92.99	\$96.06	\$99.23	\$102.50
7	Database Specialist III	\$124.88	\$129.00	\$133.26	\$137.66	\$142.20
8	Information Specialist I	\$70.12	\$72.43	\$74.82	\$77.29	\$79.84
9	Information Specialist II	\$78.89	\$81.49	\$84.18	\$86.96	\$89.83
10	Information Specialist III	\$87.39	\$90.27	\$93.25	\$96.33	\$99.51
11	Information Systems Specialist I	\$53.13	\$54.88	\$56.69	\$58.56	\$60.49
12	Information Systems Specialist II	\$70.98	\$73.32	\$75.74	\$78.24	\$80.82
13	Information Systems Specialist III	\$89.25	\$92.20	\$95.24	\$98.38	\$101.63
14	Network Engineer	\$89.17	\$92.11	\$95.15	\$98.29	\$101.53
15	Programmer/Analyst I	\$43.65	\$45.09	\$46.58	\$48.12	\$49.71
16	Programmer/Analyst II	\$66.42	\$68.61	\$70.87	\$73.21	\$75.63
17	Programmer/Analyst III	\$84.90	\$87.70	\$90.59	\$93.58	\$96.67
18	Software Engineer I	\$100.89	\$104.22	\$107.66	\$111.21	\$114.88
19	Software Engineer II	\$115.19	\$118.99	\$122.92	\$126.98	\$131.17
20	Software Engineer III	\$137.38	\$141.91	\$146.59	\$151.43	\$156.43
21	Sr Tech Spec/Oracle/Cons II	\$113.41	\$117.15	\$121.02	\$125.01	\$129.14
22	Sr Tech Spec/Oracle/Cons III	\$143.15	\$147.87	\$152.75	\$157.79	\$163.00
23	Sr Tech Spec/Oracle/Cons IV	\$161.71	\$167.05	\$172.56	\$178.25	\$184.13
24	Systems Administrator I	\$71.38	\$73.74	\$76.17	\$78.68	\$81.28
25	Systems Administrator II	\$102.37	\$105.75	\$109.24	\$112.84	\$116.56
26	Systems Administrator III	\$128.32	\$132.55	\$136.92	\$141.44	\$146.11
27	Systems Integration Specialist II	\$107.62	\$111.17	\$114.84	\$118.63	\$122.54
28	Technical Writer I *	\$53.14	\$54.89	\$56.70	\$58.57	\$60.50
29	Technical Writer II *	\$60.56	\$62.56	\$64.62	\$66.75	\$68.95
30	Technical Writer III *	\$76.86	\$79.40	\$82.02	\$84.73	\$87.53
	Non-Professional Categories: *					
31	Computer Operator II *	\$39.87	\$41.19	\$42.55	\$43.95	\$45.40
32	Data Entry Operator II *	\$24.78	\$25.60	\$26.44	\$27.31	\$28.21
33	Data Entry Operator III *	\$26.75	\$27.63	\$28.54	\$29.48	\$30.45
34	Document Control Specialist II *	\$30.40	\$31.40	\$32.44	\$33.51	\$34.62
35	Document Support Spec II *	\$35.88	\$37.06	\$38.28	\$39.54	\$40.84

* Note: These categories must be incidental to and used solely to support Information Technology Professional Services and cannot be purchased separately.

IT SERVICES PRICELIST FOR SIN 132-51

Contractor Site Rates		Op Yr 1	Op Yr 2	Op Yr 3	Op Yr 4	Op Yr 5
Category Number	GSA Labor Category	2/20/08-2/19/09	2/20/09-2/19/10	2/20/10-2/19/11	2/20/11-2/19/12	2/20/12-2/19/13
Professional Categories						
1	Program Manager	\$152.39	\$157.42	\$162.61	\$167.98	\$173.52
2	Project Manager	\$122.57	\$126.61	\$130.79	\$135.11	\$139.57
3	Computer Systems Analyst Supervisor I	\$62.23	\$64.28	\$66.40	\$68.59	\$70.85
4	Computer Systems Analyst Supervisor III	\$92.99	\$96.06	\$99.23	\$102.50	\$105.88
5	Database Specialist I	\$87.91	\$90.81	\$93.81	\$96.91	\$100.11
6	Database Specialist II	\$108.04	\$111.61	\$115.29	\$119.09	\$123.02
7	Database Specialist III	\$149.84	\$154.78	\$159.89	\$165.17	\$170.62
8	Information Specialist I	\$84.15	\$86.93	\$89.80	\$92.76	\$95.82
9	Information Specialist II	\$94.63	\$97.75	\$100.98	\$104.31	\$107.75
10	Information Specialist III	\$104.88	\$108.34	\$111.92	\$115.61	\$119.43
11	Information Systems Specialist I	\$63.75	\$65.85	\$68.02	\$70.26	\$72.58
12	Information Systems Specialist II	\$85.17	\$87.98	\$90.88	\$93.88	\$96.98
13	Information Systems Specialist III	\$107.10	\$110.63	\$114.28	\$118.05	\$121.95
14	Network Engineer	\$107.00	\$110.53	\$114.18	\$117.95	\$121.84
15	Programmer/Analyst I	\$52.38	\$54.11	\$55.90	\$57.74	\$59.65
16	Programmer/Analyst II	\$79.72	\$82.35	\$85.07	\$87.88	\$90.78
17	Programmer/Analyst III	\$101.85	\$105.21	\$108.68	\$112.27	\$115.97
18	Software Engineer I	\$121.08	\$125.08	\$129.21	\$133.47	\$137.87
19	Software Engineer II	\$138.22	\$142.78	\$147.49	\$152.36	\$157.39
20	Software Engineer III	\$164.87	\$170.31	\$175.93	\$181.74	\$187.74
21	Sr Tech Spec/Oracle/Cons II	\$136.10	\$140.59	\$145.23	\$150.02	\$154.97
22	Sr Tech Spec/Oracle/Cons III	\$171.78	\$177.45	\$183.31	\$189.36	\$195.61
23	Sr Tech Spec/Oracle/Cons IV	\$194.05	\$200.45	\$207.06	\$213.89	\$220.95
24	Systems Administrator I	\$85.69	\$88.52	\$91.44	\$94.46	\$97.58
25	Systems Administrator II	\$122.83	\$126.88	\$131.07	\$135.40	\$139.87
26	Systems Administrator III	\$153.97	\$159.05	\$164.30	\$169.72	\$175.32
27	Systems Integration Specialist II	\$129.09	\$133.35	\$137.75	\$142.30	\$147.00
28	Technical Writer I *	\$63.75	\$65.85	\$68.02	\$70.26	\$72.58
29	Technical Writer II *	\$72.63	\$75.03	\$77.51	\$80.07	\$82.71
30	Technical Writer III *	\$92.22	\$95.26	\$98.40	\$101.65	\$105.00
Non-Professional Categories: *						
31	Computer Operator II *	\$47.84	\$49.42	\$51.05	\$52.73	\$54.47
32	Data Entry Operator II *	\$29.74	\$30.72	\$31.73	\$32.78	\$33.86
33	Data Entry Operator III *	\$32.11	\$33.17	\$34.26	\$35.39	\$36.56
34	Document Control Specialist II *	\$36.45	\$37.65	\$38.89	\$40.17	\$41.50
35	Document Support Spec II *	\$43.01	\$44.43	\$45.90	\$47.41	\$48.97

* Note: These categories must be incidental to and used solely to support Information Technology Professional Services and cannot be purchased separately.