



Applied Computing  
Technologies, Inc.



Advantage!®

**Results Matter....ACT in Your Best Interest**

**Contract Number GS-35F-0497J**

**Period of Performance  
June 3, 2009—June 3, 2014**

**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
INFORMATION TECHNOLOGY SCHEDULE PRICELIST  
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY  
EQUIPMENT, SOFTWARE AND SERVICES**

**Special Item No. 132-51  
Information Technology Professional Services**

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 D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

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

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

**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 performed by the publisher or manufacturer or one of their authorized agents.

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

Applied Computing Technologies, Inc.  
6225 Brandon Ave., Suite 275  
Springfield, VA. 22150  
<http://www.actnow.com>

Phone: 703.891.4334  
Fax: 703.564.7617  
Email: [djohnston@actnow.com](mailto:djohnston@actnow.com)

*Pricelist current through Modification #FX73 (Schedule 70 Refresh 23 (The Center for Information Technology IT)), dated June 2, 2009 and #FX75 (American Recovery and Reinvestment Act (ARRA), dated June 19, 2009.*





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

**Special Item No. 132-51**

**Information Technology Professional Services**

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

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Contract Number  
**GS-35F-0497J**

Period Covered by Contract  
**06/03/2009 – 06/03/2014**

General Services Administration  
Federal Acquisition Service

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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](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage! and the Federal Acquisition Service Home Page ([www.fss.gsa.gov](http://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.

**2. Contractor's Ordering Address and Payment Information:**

Applied Computing Technologies, Inc.  
6225 Brandon Ave., Suite 275  
Springfield, VA. 22150  
(703) 891-4334

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:

(703) 891-4334



**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: [87-719-3441](#)  
Block 30: Type of Contractor – [B – Other Small Business](#)

Block 30: Type of Contractor - [B](#)

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

Block 31: Woman-Owned Small Business - [No](#)

Block 36: Contractor's Taxpayer Identification Number (TIN) [54-1690488](#)

- 4a. CAGE Code: [1CLV2](#)
- 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)
<a href="#">132-51</a>	<a href="#">As agreed to by Applied Computing Technologies, Inc. and the Ordering Agency</a>

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: [1 % net 20](#) days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: [None](#)
- c. Dollar Volume: [None](#)
- d. Government Educational Institutions: [The same discounts as all other Government customers.](#)
- e. Other: [None](#)



**8. TRADE AGREEMENTS ACT OF 1979, AS AMENDED:**

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

**9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:** None

**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 - Information Technology (IT) Professional Services

**12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

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

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

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

**13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS**

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

**13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):**

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

**13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):** Telecommunication products

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



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

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

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



## **16. GSA ADVANTAGE!**

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

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

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

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.

## **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: [Not applicable](#).

## **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)**

**1. SCOPE**

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



## **9. INDEPENDENT CONTRACTOR**

All IT/EC 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/EC 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 SERVICES AND PRICING

**Commercial Job Title:** [Technical Expert \(TE\)](#)

**Minimum/General Experience:** Experience qualifications will be determined on a case-by-case basis. Generally this requires eight years of general experience in information systems, including six years of specialized experience providing state-of-the-art solutions in information systems technology (or, if the particular area of expertise is new state-of-the-art technology, the specialized experience may be less than six years and more consistent with the age of the technology). Recognized expert in the technology being addressed.

**Functional Responsibility:** Provide expert, independent services and leadership in specialized technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art software/hardware. Coordinates with contractor management and Government personnel to ensure that the problem has been properly defined and that the solution will satisfy the Government's requirement.

**Minimum Education:** Bachelors' Degree or equivalent experience in a related field or Technical Certification in related Information Technologies, or Specific Industry Certification in customer specific proprietary Information System Technologies.

**Rate:** [\\$ 84.76](#)

**Commercial Job Title:** [Business Subject Matter Specialist \(BSMS\)](#)

**Minimum/General Experience:** Must have five years of computer experience in information systems design and management. At least three years of experience in analysis and design of business applications for complex large-scale or mid-tier computer systems, or LAN-based systems.

**Functional Responsibility:** Analyzes and develops computer software processing a wide range of capabilities, including numerous engineering, business, and records management duties. Develops plans for Automated Data Processing (ADP) systems from project inception to conclusion. 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:** Bachelors' Degree or equivalent experience in a related field or Technical Certification in related Information Technologies, or Specific Industry Certification in customer specific proprietary Information System Technologies.

**Rate: \$ 63.61**

**Commercial Job Title: Automated Information Systems Specialist (AIS)**

**Minimum/General Experience:** Must have at least five years' progressive experience in IS/ADP systems analysis with three years intensive and progressive specific experience in the specialty.

**Functional Responsibility:** Determines feasible hardware alternatives in client server environments. Reviews computer systems in terms of capabilities and makes recommendations for improved utilization. Prepares or directs preparation of reports concerning hardware. Prepares or participates in preparing functional requirements and specifications for hardware acquisitions.

**Minimum Education:** Bachelors' Degree or equivalent experience in a related field or, Technical Certification in related Information Technologies.

**Rate: \$ 54.60**

**Commercial Job Title: Analyst/Programmer (A/P)**

**Minimum/General Experience:** Must have at least three years of computer experience in assignments of a technical nature working under close supervision and direction. Must have at least one year experience in analyzing and programming applications on large-scale or mid-tier computers (or LAN-based) with a minimum of one year of design and programming of moderately complex ADP systems.

**Functional Responsibility:** Develops requirements for information systems from a project's inception to conclusion. Develops required specifications for simple to moderately complex systems. Assists senior computer systems analyst in preparing input and test data for the proposed system.

**Minimum Education:** Bachelors' Degree or equivalent experience in a related field or, Technical Certification in related Information Technologies.

**Rate: \$ 36.81**

**Commercial Job Title: Project Manager (PM)**

**Minimum/General Experience:** Seven years of general experience including five years of specialized experience of which two years were direct supervisory experience.

**Functional Responsibility:** Monitors each task, and keeps the Program Manager abreast of all problems and accomplishments. Anticipates problems, and works to mitigate the anticipated problems. As a team or project leader, provides technical direction for the complete systems development effort. May serve as a technical authority for a design area. As a staff specialist or consultant, resolves unique and unyielding systems problems using new technology. Can complete tasks within estimated time frames and budget constraints. Schedules and assigns duties to subordinates. Interacts with government management personnel. Reports in writing and orally to contractor management and government representatives, including the government contracting officer.

**Minimum Education:** Bachelors' Degree or equivalent experience in a related field.



**Rate: \$ 110.54**

**Commercial Job Title: Information Engineer (IE)**

**Minimum/General Experience:** A minimum of five years' experience, of which at least two years must be specialized in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. The following experience is also required: two years' experience in the implementation of information engineering projects and experience in systems analysis; design and programming using CASE and IE tools and methods. Two years business/functional experience is desirable, to support the business modeling activities. Must demonstrate the ability to work independently or under only general direction.

**Functional Responsibility:** Applies a business-wide set of disciplines for the planning, analysis, design and construction of information systems on a business-wide basis or across a major sector of the business. Performs business strategic systems planning, information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as Integrated Computer Aided Software Engineering (I-CASE) tools. Applies reverse engineering and reengineering disciplines to develop migration strategic and planning documents. Provides technical guidance in software engineering techniques and automated support tools.

**Minimum Education:** Bachelors' Degree or equivalent experience in a related field.

**Rate: \$ 110.54**

**Commercial Job Title: SR Information Engineer (SIE)**

**Minimum/General Experience:** Must have at least eight years' experience, of which at least five must be specialized in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. The following experience is also required: demonstrated experience in the implementation of information engineering projects; systems analysis, design and programming using CASE and IE tools and methods and three to five years of business or functional experience. Must demonstrate the ability to work independently or under only general direction.

**Functional Responsibility:** Applies business process improvement practices to reengineer methodologies/principles and business process modernization projects. Applies, as appropriate, 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. Constructs sound, logical business improvement opportunities consistent with the CIM guiding principles, cost savings, and open system architecture objectives. Provides daily supervision and direction to staff.

**Minimum Education:** Bachelors' Degree or equivalent experience in a related field or, technical certification in related Information Technologies, or specific industry certification in customer specific proprietary Information System Technologies.

**Rate: \$ 121.51**

**Commercial Job Title: Senior Computer System Analyst (SCSA)**

**Minimum/General Experience:** Eight years of computer experience working independently or under general direction on complex application problems involving all phases of systems analysis. At least five years' experience in analysis and design of business applications for complex, large-scale or mid-tier computer systems, or LAN-based systems.



**Functional Responsibility:** Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards and for progress in accordance with schedules.

**Minimum Education:** Bachelors' Degree or equivalent experience in a related field.

**Rate:** \$ 95.56

**Commercial Job Title:** [Senior Analyst/ Programmer \(SAP\)](#)

**Minimum/General Experience:** Ten years' experience in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. A minimum of five years' experience is required in the following: demonstrated experience in managing the implementation of information engineering projects and experience in systems analysis, design and programming using CASE and IE tools and methods. 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 or under only general direction.

**Functional Responsibility:** Applies an enterprise-wide set of disciplines for the planning, analysis, design and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise-wide strategic systems planning, business information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as Integrated Computer Aided Software Engineering (I-CASE) tools. Applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. Provides technical guidance in software engineering techniques and automated support tools.

**Minimum Education:** Bachelors' Degree or equivalent experience in a related field.

**Rate:** \$ 134.75

**Commercial Job Title:** [Computer Systems Analyst \(CSA\)](#)

**Minimum/General Experience:** Five years of computer experience in information systems design and management. At least three years of experience in analysis and design of business applications for complex large-scale or mid-tier computer systems, or LAN-based systems.

**Functional Responsibility:** Analyzes and develops computer software processing a wide range of capabilities, including numerous engineering, business, and records management duties. Develops plans for Automated Data Processing (ADP) systems from project inception to conclusion. 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:** Bachelors' Degree or equivalent experience in a related field.

**Rate:** \$ 80.43

**Commercial Job Title:** [Computer Programmer \(CP\)](#)

**Minimum/General Experience:** Three years' experience in the computer-programming field.



**Functional Responsibility:** Performs assigned portions of design, programming, and documentation, for IS/ADP systems. Participates in all phases of software development with emphasis on the programming, testing, documentation, and acceptance phases. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results.

**Minimum Education:** Bachelors' Degree or equivalent experience in a related field.

**Rate:** \$ 56.82

**Commercial Job Title:** **System Engineer (SE)**

**Minimum/General Experience:** Five years of general programming experience, including three (3) years of specialized experience.

**Functional Responsibility:** Utilizes systems analysis methods, techniques and procedures to design and develop computer systems according to user requirements. Develops overall solution focusing on all aspects of hardware, software, telecommunications and networks. Focuses on architectures for system interoperability, portability and scalability.

**Minimum Education:** Bachelors' Degree or equivalent experience in a related field.

**Rate:** \$ 100.93

**Commercial Job Title:** **Senior Computer Specialist (SCS)**

**Minimum/General Experience:** Experience qualifications will be determined on a case-by-case basis. Generally the Senior Computer Specialist(s) shall have at least eight (8) years of experience in planning, analyzing, developing, and evaluating computer concepts and capabilities.

**Functional Responsibility:** Provides project/task leadership for the type of tasks defined in the statement of work. Provides senior computer related services and support in legacy as well as state-of-the-art hardware and software solutions.

**Minimum Education:** A Bachelor's Degree from an accredited institution in a scientific/technical or related discipline is desired or must have equivalent experience.

**Rate:** \$ 87.71

**Commercial Job Title:** **Computer Specialist**

**Minimum/General Experience:** Computer Specialist(s) shall have at least five (5) years of progressive experience in planning, analyzing, developing, and evaluating computer concepts and capabilities.

**Functional Responsibility:** Provides computer related services and support in legacy as well as state-of-the-art hardware and software solutions.

**Minimum Education:** A Bachelor's Degree from an accredited institution in a scientific/technical or related discipline is desired or must have equivalent experience.

**Rate:** \$ 55.71



**Commercial Job Title: Junior Computer Specialist**

**Minimum/General Experience:** Junior Computer Specialist(s) shall have at least two (2) years of experience in computer concepts and capabilities.

**Functional Responsibility:** Provides entry level computer related services and support in legacy as well as state-of-the-art hardware and software solutions.

**Minimum Education:** A Bachelor's Degree an accredited institution or equivalent experience in a related field.

**Rate: \$ 50.36**

**Commercial Job Title: Senior Communications Specialist (SComS)**

**Minimum/General Experience:** The Senior Communications Specialist(s) shall have at least eight (8) years of progressive experience in planning, analyzing, developing, and evaluating telecommunications concepts and capabilities.

**Functional Responsibility:** Provides project/task leadership capacity for type of tasks defined in the Statement of Work. Provides technical and administrative direction for personnel performing communications related tasks, including the review of work products for correctness, adherence to the design concept and to user standards and for progress in accordance with schedules.

**Minimum Education:** A Bachelor's Degree from an accredited institution in a scientific/technical or related discipline is desired or must have equivalent experience.

**Rate: \$ 87.71**

**Commercial Job Title: Communications Specialist (ComS)**

**Minimum/General Experience:** Communications Specialist(s) shall have at least five (5) years of progressive experience in planning, analyzing, developing, and evaluating telecommunications concepts and capabilities.

**Functional Responsibility:** Provides technical assistance in communications related tasks, including the review of work products for correctness, adherence to the design concept and to user standards and for progress in accordance with schedules.

**Minimum Education:** A Bachelor's Degree from an accredited institution in a scientific/technical discipline is desired or must have equivalent experience.

**Rate: \$ 71.71**

**Commercial Job Title: Junior Communications Specialist (JComS)**

**Minimum/General Experience:** The Junior Communications Specialist(s) shall have at least two (2) years of experience in communications concepts and capabilities.

**Functional Responsibility:** Provides entry-level technical assistance in communications related tasks.

**Minimum Education:** A Bachelor's Degree an accredited institution or equivalent experience in a related field or Technical Certification in related Information Technologies.



**Rate: \$ 47.70**

**Commercial Job Title: Senior Certified Network Engineer (SCNE)**

**Minimum/General Experience:** The Senior Certified Network Engineer(s) shall have at least five (5) years experience with analyzing network and computer communications hardware characteristics and recommending equipment procurement, removals and modifications. Experience should include project/task leadership capacity to demonstrate leadership ability for the type of tasks defined in the statement of work.

**Functional Responsibility:** Adds, deletes, and modifies, as required, host, terminal, and network devices. Coordinates with communications network specialists in the area of communication software. Analyzes and implements communications standards and protocols according to site requirements.

**Minimum Education:** A Bachelor's Degree from an accredited institution in a scientific/technical or related discipline is desired or must have equivalent experience.

**Rate: \$ 87.71**

**Commercial Job Title: Certified Network Engineer (CNE)**

**Minimum/General Experience:** The Certified Network Engineer(s) shall have at least three (3) years experience with analyzing network and computer communications hardware characteristics and recommending equipment procurement, removals and modifications.

**Functional Responsibility:** Adds, deletes, and modifies, as required, host, terminal, and network devices. Coordinates with communications network specialists in the area of communication software. Analyzes and implements communications standards and protocols according to site requirements.

**Minimum Education:** A Bachelor's Degree from an accredited institution in a scientific/technical or related discipline is desired or must have equivalent experience.

**Rate: \$ 71.71**

**Commercial Job Title: Information Systems Technician (IST)**

**Minimum/General Experience:** Information Systems Technician(s) shall have experience with software applications or operation of computer equipment.

**Functional Responsibility:** Provides administrative or technical project assistance by performing entry-level professional duties such as data entry, system installation, or basic system administration.

**Minimum Education:** A Bachelor's Degree an accredited institution or equivalent experience in a related field or, Technical Certification in related Information Technologies.

**Rate: \$ 28.43**



**SIN 132-51**

The rate information provided represents the GSA rates with the negotiated 2.5% increase for the respective labor categories available to any Ordering Agency for contract work performed under SIN 132-51 by Applied Computing Technologies, Inc.<sup>1</sup>

<b>Labor Category</b>	<b>Category Abbreviation</b>	<b>6/2009-6/2010</b>	<b>6/2010-6/2011</b>	<b>6/2011-6/2012</b>	<b>6/2012-6/2013</b>	<b>6/2013-6/2014</b>
Technical Expert	TE	<b>84.76</b>	86.88	89.05	91.28	93.56
Business Subject Matter Specialist	BSMS	<b>63.61</b>	65.20	66.83	68.50	70.21
Automated information Specialist	AIS	<b>54.60</b>	55.97	57.37	58.80	60.27
Analyst/Programmer	A/P	<b>36.81</b>	37.73	38.67	39.64	40.63
Project Manager	PM	<b>110.54</b>	113.30	116.13	119.03	122.01
Information Engineer	IE	<b>110.54</b>	113.30	116.13	119.03	122.01
SR Information Engineer	SIE	<b>121.51</b>	124.55	127.66	130.85	134.12
Senior Computer System Analyst	SCSA	<b>95.56</b>	97.95	100.40	102.91	105.48
Senior Analyst Programmer	SAP	<b>134.75</b>	138.12	141.57	145.11	148.74
Computer Systems Analyst	CSA	<b>80.43</b>	82.44	84.50	86.61	88.78
Computer Programmer	CP	<b>56.82</b>	58.24	59.70	61.19	62.72
System Engineer	SE	<b>100.93</b>	103.45	106.04	108.69	111.41
Senior Computer Specialist	SCS	<b>87.71</b>	89.90	92.15	94.45	96.81
Computer Specialist	CS	<b>55.71</b>	57.10	58.53	59.99	61.49
Junior Computer Specialist	JCS	<b>50.36</b>	51.62	52.91	54.23	55.59
Senior Communications Specialist	SComS	<b>87.71</b>	89.90	92.15	94.45	96.81
Communications Specialist	ComS	<b>71.71</b>	73.50	75.34	77.22	79.15
Junior Communications Specialist	JComS	<b>47.70</b>	48.89	50.11	51.36	52.64
Senior Certified Network Engineer	SCNE	<b>87.71</b>	89.90	92.15	94.45	96.81
Certified Network Engineer	CNE	<b>71.71</b>	73.50	75.34	77.22	79.15
Information Systems Technician	IST	<b>28.43</b>	29.14	29.87	30.62	31.39

<sup>1</sup> All Rates include the GSA IFF rate of .75%.



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

### **PREAMBLE**

[Applied Computing Technologies, 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 [Applied Computing Technologies, Inc., Ms. Denise Johnston, 703 891-4334 x811, \[djohnston@actnow.com\]\(mailto:djohnston@actnow.com\), 703 564-7617 \(FAX\).](#)





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

**(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT**

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

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



- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
  - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.



## **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.



## **SPECIAL ITEM NO. 132-51 INFORMATION TECHNOLOGY PROFESSIONAL SERVICES**

Applied Computing Technologies, Inc. (ACT) has a demonstrated record of excellent performance in multiple technology areas. Our services provide a total and comprehensive Information Technology solution for our customer's needs in today's changing IT environment. The following sections details corporate experience in the following areas:

### **IT Systems Development Services (FPDS CODE D302)**

Applied Computing Technologies personnel provide a wide range of systems integration support for our customers. ACT employees design, develop and integrate complete turnkey solutions. We support Independent Verification and Validation (IV&V) activities as a function of system engineering quality assurance/quality control requirements.

ACT provides expert level network design and integration services in support of system development efforts. Under current contract, the target enterprise wide system is a client server application that uses Oracle® RDBMS running on LINUX® servers. This system is the Federal Government's National Emergency Management Information System (NEMIS). The NEMIS data is distributed across the Government's national T-1/T-3 networks and utilizes Oracle® data replication to facilitate key data consistency at all locations.

**Network Integration Support.** ACT personnel integrate Microsoft Windows® client server applications into their customer's existing heterogeneous (NetWare®, Microsoft Windows®, Unix™) environment. ACT engineers evaluate the current environment, developed integration strategies, present solutions and alternatives, document implementation plans, and assist in the installation of the system into the development, test, and production environments.

**Subsystem Development and Integration.** ACT engineers assist in the evaluation of requirements for the system's Operation and Maintenance support tools. We provide lead support in the specification, development and integration of system user management tools that manage and synchronize user IDs on servers for Microsoft Windows®, Oracle® and the system's internal security subsystem. ACT manages development efforts and ensures that all client requirements are identified and implemented into the target solutions.

ACT has in-depth experience with management tools such as BMC® Patrol and Compaq® Insight Manager. These tools are used to monitor the server systems. ACT provides management for the integration and implementation of these tools. We develop and document strategies for implementing the tools in the current environment and manage the development of customized tools for monitoring developed application software. As part of our QA/QC process, we integrate management tools into the server environment, brief the solution, present demonstrations and train the client.

ACT has comprehensive experience with Microsoft's Systems Management Server™ (SMS). This is an enterprise wide system administration tool. ACT has evaluated this tool, designed an implementation approach, developed prototype solutions, presented the solutions, demonstrated the use of the product, and implemented the solutions in the target environment. Our solutions have allowed the client to centrally manage all server equipment, remotely control user workstations, maintain consolidated inventories of all software, PCs and servers in the environment, and automatically distribute software and upgrades to software from servers to PCs. The design allows the best use of the customer's LAN and WAN resources with minimal impact.

**Product Evaluation and Procurement.** ACT personnel use the client's system specifications to develop standard requests for bid forms and distribute the forms to qualified vendors. In this process we evaluate the proposed configurations to produce the best-fit, cost effective solution without losing required capabilities. ACT personnel will negotiate the procurement of the required hardware and software.

### **IT Systems Analysis Services (FPDS Code D306)**

**LAN/WAN Development and Implementation.** ACT personnel work closely with their customers to define their LAN/WAN requirements. ACT's expertise spans several years and includes the integration of dispersed networks



(such as Microsoft Windows® and Novell NetWare with the Internet), implementing secure network communications, general LAN/WAN technical support, engineering and administration.

ACT personnel assist their customers with facilitation to “Open System Architecture” migration from closed proprietary networks, without sacrificing system performance. Our integration expertise has allowed our customers to build heterogeneous network environments and add systems to their networks regardless of the operating system supported. Several major protocols are supported and integrated for optimal operation within the system's design. ACT's current efforts include the implementation of an enterprise based LAN/WAN that consolidates system controls and management functions across the customer's infrastructure.

### **Automated Information Systems Design and Integration Services (FPDS Code D307)**

ACT personnel provide expert guidance to senior Information Technologies (IT) managers and their teams in the areas of system life-cycle planning and support. We work closely with our customers to ensure current and future goals are identified, monitored, and achieved.

We also work closely with our customers in the capacity of operations and maintenance planning. We provide senior IT managers expertise to identify and implement their enterprise wide O&M strategy. If desired, this strategy, documented in the form of an enterprise concept of operations, is briefed to senior IT managers and their Chief Information Officers (CIO). We also provide the concept of operations to the customer's IT staff and assist managers to gain general staff approval of the plans.

**Enterprise System Monitoring.** ACT engineers assist with the design and implementation of enterprise monitoring capability, using tools such as BMC® Patrol. ACT has experience with BMC® Patrol for configuration to monitor key aspects of the enterprise NOS (Microsoft Windows®) and database systems (Oracle®). The monitoring system, programmed to provide near real time system alerts, helps the customer's Information Technology counterparts respond to problems in a timely manner. These tools gather historical data on the local systems and periodically deposit the data into a centralized common data repository. This repository is used to perform trend analysis across the enterprise environment. Reports generated from the trend analysis will help IT managers identify future system resource management and procurement plans.

**Enterprise User Management.** ACT engineers develop approaches for their customer's enterprise management strategy. We assist in the evaluation of products to fit the solution and brief IT management on the best solutions. ACT has designed and implemented Enterprise User Management using Tivoli®'s User Administration software. We work with the customer and Tivoli® to customize the tool's to best fit the IT environment. This allows the customer's IT a single point of entry to create Microsoft Windows®, Oracle®, and security accounts for their users.

**Service Level Agreements (SLA).** ACT introduced the concept of SLA's to their current customers. We continue to work with IT management to identify quantify and qualify the level of quality of service provided to their customers. We work closely with senior IT managers to develop SLA's and strategies to achieve the goals specified by the SLA's.

**Concept of Operations.** ACT works with their customers on plans that tie all aspects of O&M efforts into a single plan. This concept of operation specifies the general approach by which they will manage their enterprise environment. ACT designs and creates the plan to include a three-tier level of support. We document the general responsibilities of each tier and identify the projected manpower requirements. Given that the systems in the enterprise may be new to the customer's IT administrators, we also provide recommended skill sets and training classes. ACT also ties the monitoring and administration tools to specific tiers and recommends SLA's between internal IT departments and their customers.

### **Programming Services (FPDS Code D308)**

ACT is active in software development and independent verification and validation (IV&V). ACT, under subcontract, has developed and written PowerBuilder® Applications that deal with the personnel management and public assistance modules of the Federal Government's National Emergency Management Information System



(NEMIS).

ACT has been extensively involved in the development and testing of the financial management modules of NEMIS. This includes the writing of test plans, development of test data and test cases, scenarios and the execution of comprehensive system tests in developmental and operational settings. ACT personnel provided end-user support during the initial pilot production testing and have continued to provide support for NEMIS as it is implemented. ACT is also actively engaged in the development of specifications and the preliminary design of the next versions of NEMIS.

### **IT Backup and Security Services (FPDS Code D310)**

**Network Security.** ACT engineers work with development teams and their clients to develop, document, and implement system network server authentication and access control approaches. One such strategy ties the Microsoft Windows® server account, Oracle® user account, and internal system account into a synchronized user access control system that is managed using a single tool. ACT engineers gather subsystem security requirements, implemented user access control mechanisms, and train the client in the use of the tools.

ACT has extensive experience with administering and maintaining the network data backup systems. Our personnel are proficient in the use of a variety of hardware and software backup systems, and in the theory of data management backup.

ACT personnel are proficient in monitoring the customer's network environment using a variety of monitoring tools such as Network General FDDI and distributed Ethernet Sniffer servers, which are employed to monitor and analyze network traffic conditions down to the Ethernet frame level. We are also effective using tools such as Lanalyzer™ and ManageWise™, which are employed to monitor Novell® NetWare IPX and TCP/IP traffic and configurations within the customer's Information Technology environment. We provide full network administrative support for stand-alone classified networks and support their client workstations.

### **IT Network Management Services (FPDS Code D316)**

Applied Computing Technologies personnel provide expert and advanced network systems administration and support to our customers using enterprise-wide management tools. ACT personnel administer and maintain Novell® NetWare, Microsoft Windows®, and various UNIX™ based networks of varying size and complexity.

ACT personnel are experienced in the design and implementation of management programs such as Tivoli® TME 10 Enterprise Management System; a multi-platform based product capable of administering large heterogeneous enterprise networks. Target systems for these large-scale management tools are client server network supporting thousands of users.

Our personnel are key senior network administrators and viewed as the group to turn to when other network resources require expert assistance. ACT personnel provide the advanced network administration required for their customer's Novell® NetWare, Microsoft Windows® and Unix™-based file and application servers. In addition, ACT personnel provide administration and support to the network systems hardware platforms, along with 100 MB FDDI backbone and 10/100 MB switched Ethernet environments. Our engineers work with their customer's team leaders and managers to document the network environment, and provide recommendations for the use of management tools and procedures.

For our customers, ACT personnel administer Novell® NetWare network operating systems running on a cluster of NetFrame8500 series multi-processor "super-servers", Microsoft Windows® network operating systems running on multi-processor Compaq® servers, and Solaris Unix™ based operating systems running on Sun® Sparc Stations.

We provide user, file, and printer configuration, administration and management using native Novell® NetWare, Microsoft Windows®, and Solaris™ operating system interfaces. We maintain and administer MS Exchange, mail



routers and gateways, and the Novell® NetWare and Microsoft Windows® Server platforms they reside on. Additionally, we have several years of experience with Lotus cc:Mail systems and their migration to MS Exchange.

### **Other Information Technology Services, Not Elsewhere Classified (FPDS Code D399)**

#### **IT Helpdesk Design and Implementation**

ACT personnel have expertise in the creation of a centralized Helpdesk for our customers. We identify the preliminary requirements necessary to establish a Helpdesk and evaluate, select, install and configure all components of the selected Helpdesk software to facilitate the use of this resource, within a rapid prototype development environment. ACT trains Helpdesk personnel on the selected software, and provides systems administration support to maintain a high level of efficiency in the daily use of this tool. This support includes creation of user accounts, technician accounts, managing data, creation of reports, administration of the databases and associated indexes, and refining the Helpdesk process to streamline call-answer-response times. In addition, we provide senior technical support for workstations, LAN/WAN, software and hardware, UNIX Internet/Intranet, and training to support end-users in response to trouble calls.

For existing Helpdesk operations, ACT provides crucial engineering for upgrading and redesigning the Helpdesk Management facility. The redesign may include monitoring the existing performance of the helpdesk management tool; documenting deficiencies found and required system level improvements, and evaluating all criteria. The results of this analysis are folded into a requirement identification document. This analysis and monitoring allows (if necessary) for the selection of a more robust helpdesk management application, which has allows for streamlining the workflow and call/answer issue ticket process. ACT provides guidance configuration management, systems administration, and troubleshooting of day-to-day system and interface operational issues as they affect the IT Service Center Helpdesk Management facility operation.

ACT provides centralized supervisory level, tier 1 and 2 support for a multi-user LAN/WAN environment for our customers. Tier 1 and 2 level support encompasses the positions of Helpdesk Management, Team Leaders, Helpdesk Technicians/PC specialists, and Systems and Network Administrators. This centralized helpdesk support includes the administration of a helpdesk management software application and LAN/WAN technicians who exercise various troubleshooting methodologies to resolve hardware, software and communication errors. Troubleshooting strategies are applied to Novell Netware, Microsoft Windows®, and various UNIX operating environments and networked file servers. ACT supports Microsoft Windows® client workstation platforms, and is experienced in upgrading workstation environments.

ACT Helpdesk personnel perform troubleshooting for end-user client workstation, server administration, configuration management and problem resolution support. We serve as problem resolution specialists with an ear to the pertinent issues at hand, which affect the day-to-day operations of a Helpdesk/Service Center Facility. Our support includes coordinating, dissemination and resolution of trouble tickets, LAN Administration, Internet, Customer developed application and integration, and End-User Client Workstation troubleshooting and Software Assistance. Other Helpdesk support provides for both Tier 1 and Tier 2 configuration and troubleshooting of hardware and software issues as they affect Internet access, peripheral device configuration, interoperability issues and network access, IPX/SPX and TCP/IP interfaces.

ACT is a corporate member of HDI and has personnel who are Certified HDI Support Center Managers, Support Center Analysts, and Help Desk Professionals.

#### **Internet Design, Development and Maintenance**

From the onset of customer interest in pursuing Internet connectivity, ACT personnel have been instrumental in the rapid prototype and development of an Internet access capability for our customer's infrastructure. With our customer's Internet presence firmly established, ACT is involved in the design, testing and implementation of all aspects of Internet, Intranet and Extranet capabilities. We provide centralized leadership for the coordination and problem resolution for all support activities for administration support functions. ACT provides expert guidance to



our customers for configuration management, systems administration, and troubleshooting of day-to-day system interface and operational issues. These issues affect both the internal and external access to the customer's Internet/Intranet/Extranet environments.

ACT assists our clients in the definition of requirements, selection of specific hardware and software components, and integration of the Internet/Intranet into their existing local and wide area network environments. We provide senior technical hardware and software systems administration for all Internet and Intranet related server and system application functions. Our configuration management activities include software, hardware and peripheral device installation and troubleshooting, and the development of implementation plan activities for phasing in new software/hardware designs. Significant Internet services available from ACT include the following:

- Define initial Internet server user environment**
- Coordinate an Internet access provider**
- Set up initial World Wide Web (WWW) services**
- Define and implement basic Internet security structure**
- Complete the installation of end-user Internet access capability**
- Configure SMTP and POP e-mail environment**
- Develop Internet /Intranet Training Courses**
- Conduct classroom and one-on-one Internet training for end-users**

*Pricelist current through Modification #FX73 (Schedule 70 Refresh 23 (The Center for Information Technology IT)), dated June 2, 2009 and #FX75 (American Recovery and Reinvestment Act (ARRA), dated June 19, 2009.*