

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

OmniSolve, Inc. builds and deploys innovative business solutions to help our customers achieve efficient and cost effective enterprise level performance. OmniSolve offers services around the following five (5) competencies: **1) Business Process Improvement, 2) Enterprise Application Integration, 3) Enterprise Web Enablement, 4) Portal Development, and 5) Strategic Planning and Decision Making.**

Special Item No. 132-51 Information Technology Professional Services

**SIN 132-51 - INFORMATION TECHNOLOGY (IT) 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 D311	IT Data Conversion Services
FPDS Code D316	IT Network Management Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified



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Contract Number: GS35F0421P

Period Covered by Contract: April 7, 2014 – April 6, 2019

General Services Administration  
Federal Supply Service

Pricelist current through Modification # PO-0021 dated May 11, 2017.

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 Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

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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 Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal 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 Supply 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:**

The geographic scope of this contract is the 48 contiguous states and the District of Columbia.

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

**Orders:**

OmniSolve, Inc.  
7926 Jones Branch Drive Suite 540  
Mclean, VA 22102

**Payments:**

OmniSolve, Inc.  
7926 Jones Branch Drive Suite 540  
Mclean, VA 22102

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:

**Voice: (703) 459-1664 (Main)**  
**Voice: (703) 459-1668 (Behzad Ghavimi – Contracting Officer)**  
**Voice: (703) 459-1669 (Carolyn Adelsten – Contracting Officer)**  
**Facsimile: (703) 459-1665**

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: **127442403**

Block 30: Type of Contractor - **B. Other Small Business**

Block 31: Woman-Owned Small Business - **Yes**

Block 36: Contractor's Taxpayer Identification Number (TIN): **54-2042260**

4a. CAGE Code: 3K4Y9

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)
<u>    N/A    </u>	<u>    </u> Days
<u>                    </u>	<u>    </u> Days

**TIME OF DELIVERY:** The delivery date will be determined by the ordering agency and OmniSolve.                     

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: None
- b. Quantity Volume Discount: None
- c. Dollar Volume: 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:

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

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

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering activities need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering activity has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the ordering activity's needs.

a. Orders placed at or below the micro-purchase threshold. ordering activities can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

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

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

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

Review additional Schedule Contractors'

- (1) catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;
- (2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and

(3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering activity determines that it is appropriate.

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

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

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

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

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

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

### 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 Supply 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 2001)

- (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. 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.

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 C.1.)

16. GSA Advantage!

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

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

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

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:

None

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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)

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

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

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

**21. CONTRACTOR TEAM ARRANGEMENTS**

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Contractor’s Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

**22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall 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:

N/A \_\_\_\_\_

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

**24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.**

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

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:  
This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

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

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

- (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
  - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

**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/IAM Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

**2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)**

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

**3. ORDER**

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

#### **4. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT/IAM Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

#### **5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either:
  - (1) Cancel the stop-work order; or
  - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if:
  - (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
  - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

#### **6. INSPECTION OF SERVICES**

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I OCT 2008) (DEVIATION I - FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

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

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

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

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

## **9. INDEPENDENT CONTRACTOR**

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

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

a. Definitions.

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

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

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

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

## **11. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT/IAM Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

## **12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

(1) The offeror;

(2) Subcontractors; and/or

(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

### **13. RESUMES**

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

### **14. INCIDENTAL SUPPORT COSTS**

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

### **15. APPROVAL OF SUBCONTRACTS**

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

### **16. DESCRIPTION OF IT/IAM PROFESSIONAL SERVICES AND PRICING**

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

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

#### **Commercial Job Title: Program Manager II**

Minimum/General Experience: Minimum of 10 years of specialized experience which applies to systems development life cycle project planning, management, and control. Requires competence in all phases of systems development life cycle and project management concepts and methods.

Functional Responsibility: Responsible for the full life cycle development of applications including complex deployments requiring multi-cross functional team management. Exercises analytical techniques when gathering information from users, defining work problems, and developing procedures to resolve the problems. Provides support for structured analysis techniques. Manages large teams in cross project integration support, quality assurance services, implementation, and deployment. Provides management oversight of team members, scope of project, risk management, and issues management. Attends formal reviews of team work products to ensure completeness and correctness. Develops, manages, and maintains project plan, project scope, risk assessment, and budget.

Minimum Education: E11 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

#### **Commercial Job Title: Program Manager I**

Minimum/General Experience: Minimum of 9 years of specialized experience which applies to systems development life cycle project planning, management, and control. Requires competence in all phases of systems development life cycle and project management concepts and methods.

**Functional Responsibility:** Responsible for the full life cycle development of applications including deployments requiring multi-cross functional team management. Exercises analytical techniques when gathering information from users, defining work problems, and developing procedures to resolve the problems. Provides support for structured analysis techniques. Manages small to midsize teams in project integration support, quality assurance services, implementation, and deployment. Provides management oversight of team members, scope of project, risk management, and issues management. Attends formal reviews of team work products to ensure completeness and correctness. Develops, manages, and maintains project plan, project scope, risk assessment, and budget.

**Minimum Education:** E10 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

### **Commercial Job Title: Technical Project Manager II**

**Minimum/General Experience:** Minimum of 8 years of specialized experience which applies to systems development life cycle project planning, management, and control. Requires competence in all phases of systems development life cycle and project management concepts and methods.

**Functional Responsibility:** Responsible for the full life cycle development of applications and providing technical expertise and assistance to analysts, architects and developers. Responsibilities include overseeing complex deployments requiring multi-cross functional team management. Exercises analytical techniques when gathering information from users, defining work problems, and developing procedures to resolve the problems. Provides support for structured analysis techniques. Leads teams in cross project integration support, quality assurance services, implementation, and deployment. Provides day to day management and oversight of team members, scope of project, risk management, and issues tracking. Attends formal reviews of team work products to ensure completeness and correctness. Schedules and ensures completion of structured walkthrough of deliverables. Develops, manages, and maintains project plan, project scope, risk assessment, and budget.

**Minimum Education:** E9 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

### **Commercial Job Title: Technical Project Manager I**

**Minimum/General Experience:** Minimum of 6 years of specialized experience which applies to systems development life cycle project planning, management, and control. Requires competence in all phases of systems development life cycle and project management concepts and methods.

**Functional Responsibility:** Responsible for the full life cycle development of applications and providing technical expertise and assistance to analysts, architects and developers. Exercises analytical techniques when gathering information from users, defining work problems, and developing procedures to resolve the problems. Provides support for structured analysis techniques. Participates in cross project integration support and quality assurance services. Provides day to day management and oversight of team members and scope of project. Attends formal reviews of team work products for completeness and correctness. Schedules and ensures completion of structured walkthrough of deliverables. Develops, manages, and maintains project plan, project scope, risk assessment, and budget.

**Minimum Education:** E8 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

### **Commercial Job Title: Associate Technical Project Manager**

**Minimum/General Experience:** Minimum of 4 years of specialized experience which applies to systems development life cycle project planning, management, and control. Requires competence in all phases of systems development life cycle and project management concepts and methods.

**Functional Responsibility:** Responsible for the full life cycle development of applications and providing technical expertise and assistance to analysts, architects and developers. Exercises analytical techniques when gathering information from users, defining work problems, and developing procedures to resolve the problems. Provides



support for structured analysis techniques. Participates in cross project integration support and quality assurance reviews. Provides oversight of team members, scope of project, and project status. Attends formal reviews of team work products for completeness and correctness. Schedules and ensures completion of structured walkthrough of deliverables. Develops, manages, and maintains project plan, project scope, risk assessment, and budget.

Minimum Education: E7 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

### **Commercial Job Title: Project Manager II**

Minimum/General Experience: Minimum of 8 years of specialized experience which applies to systems development life cycle project planning, management, and control. Requires competence in all phases of systems development life cycle and project management concepts and methods.

Functional Responsibility: Responsible for the full life cycle development of applications including complex deployments requiring multi-cross functional team management. Exercises analytical techniques when gathering information from users, defining work problems, and developing procedures to resolve the problems. Provides support for structured analysis techniques. Leads teams in cross project integration support, quality assurance services, implementation, and deployment. Provides day to day management and oversight of team members, scope of project, risk management, and issues tracking. Attends formal reviews of team work products to ensure completeness and correctness. Schedules and ensures completion of structured walkthrough of deliverables. Develops, manages, and maintains project plan, project scope, risk assessment, and budget.

Minimum Education: E9 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

### **Commercial Job Title: Project Manager I**

Minimum/General Experience: Minimum of 6 years of specialized experience which applies to systems development life cycle project planning, management, and control. Requires competence in all phases of systems development life cycle and project management concepts and methods.

Functional Responsibility: Responsible for the full life cycle development of applications. Exercises analytical techniques when gathering information from users, defining work problems, and developing procedures to resolve the problems. Provides support for structured analysis techniques. Participates in cross project integration support and quality assurance services. Provides day to day management and oversight of team members and scope of project. Attends formal reviews of team work products for completeness and correctness. Schedules and ensures completion of structured walkthrough of deliverables. Develops, manages, and maintains project plan, project scope, risk assessment, and budget.

Minimum Education: E8 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

### **Commercial Job Title: Associate Project Manager**

Minimum/General Experience: Minimum of 4 years of specialized experience which applies to systems development life cycle project planning, management, and control. Requires competence in all phases of systems development life cycle and project management concepts and methods.

Functional Responsibility: Responsible for the full life cycle development of applications. Exercises analytical techniques when gathering information from users, defining work problems, and developing procedures to resolve the problems. Provides support for structured analysis techniques. Participates in cross project integration support and quality assurance reviews. Provides oversight of team members, scope of project, and project status. Attends formal reviews of team work products for completeness and correctness. Schedules and ensures completion of structured walkthrough of deliverables. Develops, manages, and maintains project plan, project scope, risk assessment, and budget.

Minimum Education: E7 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

**Commercial Job Title: Enterprise Architect**

Minimum/General Experience: Minimum of 9 years of specialized experience which applies to full understanding of the systems development life cycle and technical and application architecture and design.

Functional Responsibility: Primarily responsible for the translation of business requirements and analysis information into enterprise architecture, technical system designs and the development and deployment of effective application systems based on those technical designs. Develops technical work products and provides technical leadership in enterprise architecture including business, data, application, and technology architectures as well as security and network/infrastructure architectures. Also provides technical leadership in full life cycle system development, system conversion, implementation support, system integration services. Provides support for structured development techniques. May create, modify, and maintain computer software programs. Schedules reviews of work products with the development team and addresses the consistency, maintainability, and reliability of the applications being development.

Minimum Education: E10 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

**Commercial Job Title: Sr. Architect**

Minimum/General Experience: Minimum of 6 years of specialized experience which applies to full understanding of the systems development life cycle and technical and application architecture and design.

Functional Responsibility: Primarily responsible for the translation of business requirements and analysis information into technical system designs and the development and deployment of effective application systems based on those technical designs. Develops technical work products and provides technical leadership in full life cycle system development, system conversion, and implementation support and system integration services. Provides support for structured development techniques. May create, modify, and maintain computer software programs. Schedules reviews of work products with the development team and addresses the consistency, maintainability, and reliability of the applications being development.

Minimum Education: E8 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

**Commercial Job Title: Architect**

Minimum/General Experience: Minimum of 4 years of specialized experience which applies to full understanding of the systems development life cycle and technical and application architecture and design.

Functional Responsibility: Primarily responsible for the translation of business requirements and analysis information into technical system designs and the development and deployment of effective application systems based on those technical designs. Develops technical work products and provides technical support in full life cycle system development, system conversion, and implementation support and system integration services. Provides input on structured development techniques. May create, modify, and maintain computer software programs. Schedules joint reviews of work products with the development team and addresses the consistency, maintainability, and reliability of the applications being development.

Minimum Education: E7 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

**Commercial Job Title: Software Engineer IV**

Minimum/General Experience: Minimum of 8 years specialized experience which applies to systems analysis and design techniques for moderately complex computer systems.

**Functional Responsibility:** Primarily responsible for the translation of business requirements and analysis information into a technical system design and the development and deployment of effective application systems based on those technical designs. Develops technical work products and provides support in full life cycle system development, system conversion, and implementation support and system integration services. Provides support for structured development techniques. Creates modifies and maintains computer software programs. Provides installation configuration support and quality assurance services. Reviews other team members' development work products for completeness and correctness. Reviews may be in the form of peer walkthroughs or individual quality assurance reviews. Contributes task estimates to the development effort on the project plan. May formulate development and design standards for the project and be a mentor to other development staff. Proficient in database design, queries, and tuning as well as application software design. Proficient in data, security, application, and infrastructure architecture and can provide support to the architecture team.

**Minimum Education:** E9 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

**Commercial Job Title: Software Engineer III**

**Minimum/General Experience:** Minimum of 4 years specialized experience which applies to systems analysis and design techniques for moderately complex computer systems.

**Functional Responsibility:** Primarily responsible for the translation of business requirements and analysis information into a technical system design and the development and deployment of effective application systems based on those technical designs. Develops technical work products and provides support in full life cycle system development, system conversion, implementation support and system integration services. Provides support for structured development techniques. Creates modifies and maintains computer software programs. Provides installation configuration support and quality assurance services. Reviews other team members' development work products for completeness and correctness. Reviews may be in the form of peer walkthroughs or individual quality assurance reviews. Contributes task estimates to the development effort on the project plan. May formulate development and design standards for the project and be a mentor to other development staff. Proficient in database design, queries, and tuning as well as application software design.

**Minimum Education:** E7 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

**Commercial Job Title: Software Engineer I**

**Minimum/General Experience:** Minimum of 1 years specialized experience which applies to systems analysis and design techniques for moderately complex computer systems.

**Functional Responsibility:** Primarily responsible for the translation of business requirements and analysis information into a technical system design and the development and deployment of effective application systems based on those technical designs. Develops technical work products and provides support in full life cycle system development, system conversion, and implementation support and system integration services. Provides support for structured development techniques. Creates modifies and maintains computer software programs. Provides installation configuration support and quality assurance services. Reviews other team members' development work products for completeness and correctness. Reviews may be in the form of peer walkthroughs or individual quality assurance reviews. May contribute task estimates to the development effort on the project plan.

**Minimum Education:** E5 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

**Commercial Job Title: Web Designer IV**

**Minimum/General Experience:** Minimum of 8 years specialized experience which applies to systems analysis and web design techniques for moderately complex web-based systems.

**Functional Responsibility:** Primarily responsible for the translation of business requirements and analysis information into a web system design and the development and deployment of effective web application systems based on those technical designs. Develops technical work products and provides support in full life cycle system

development. Reviews other team members' development work products for completeness and correctness. Reviews may be in the form of peer walkthroughs or individual quality assurance reviews. Contributes task estimates to the development effort on the project plan. May formulate development and design standards for the project and be a mentor to other development staff. Proficient in database design, queries, and tuning as well as application software design. Proficient in data, security, application, and infrastructure architecture and can provide support to the architecture team. Development responsibilities can include designing and building web sites; designing and developing user interface features, site animation, and special effects elements; and integrating web and non-web applications. Contributes to the design group's efforts to enhance the look and feel of the organization's on-line offerings.

Minimum Education: E9 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

### **Commercial Job Title: Web Designer I**

Minimum/General Experience: Requires no previous experience other than college degree. Company offered training courses may be completed

Functional Responsibility: Designs and builds web sites using a variety of graphics software applications, techniques, and tools. Designs and develops user interface features, site animation, and special effects elements. Contributes to the design group's efforts to enhance the look and feel of the organization's on-line offerings. Designs the website to support the organization's strategies and goals relative to external communications. Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, XML, and Javascript) for components of the website. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website. Responsible for interface implementation. Requires strong navigation and site design instincts. Includes graphic design.

Minimum Education: E4 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

### **Commercial Job Title: Report Developer**

Minimum/General Experience: Minimum of 2 years specialized experience which applies to report analysis and design techniques for moderately complex reporting applications.

Functional Responsibility: Primary responsible for the translation of business requirements and analysis information into a technical system design and the development and deployment of reports based on those technical designs. Develops technical work products and provides support in full life cycle system development, system conversion, and implementation support and system integration services. Provides support for structured development techniques. Creates modifies and maintains reports programs. Provides installation configuration support and quality assurance services. Reviews other team members' development work products for completeness and correctness. Reviews may be in the form of peer walkthroughs or individual quality assurance reviews. May contribute task estimates to the development effort on the project plan.

Minimum Education: E6 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

### **Commercial Job Title: Configuration Manager I**

Minimum/General Experience: Minimum of 5 years specialized experience in configuration management

Functional Responsibility: Day to day duties of controlling and monitoring software packages and configurations; Coordination of release engineering; monitoring software product life cycle (documentation, procedures, deliverables)

Minimum Education: E3 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

**Commercial Job Title: Domain Expert**

Minimum/General Experience: Minimum of 10 years of specialized experience in a particular domain

Functional Responsibility: Provides business knowledge, best practices, and expertise in a particular domain. Expertise can be broadly defined in the areas of industry

Minimum Education: E11 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

**Commercial Job Title: Business Process Engineer I**

Minimum/General Experience: Minimum of 8 years of specialized experience which applies to solid understanding of business process, organizational change management, and capture, analytical and structured analysis techniques, business process documentation, and systems development life cycle.

Functional Responsibility: Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Duties include activity and data modeling. Responsible for effective transitioning of existing project teams in the accomplishment of project activities and objectives. Provides interviewing, training, and additional forms of knowledge transfer. Coordinates between multiple project teams to ensure enterprise-wide integration of reengineering efforts

Minimum Education: E9 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

**Commercial Job Title: Functional Subject Matter Expert**

Minimum/General Experience: Minimum of 10 years of specialized experience which applies to solid understanding of business and systems requirements organization and capture, analytical and structured analysis techniques, business process documentation, change management, and systems development life cycle.

Functional Responsibility: Responsible for developing business strategic plans, business cases, business requirements, and business process documentation. Coordinates requirements and process changes across multiple cross functional user groups. Provides guidance on end user training to ensure that it incorporates business process changes as well as requirements and is user friendly. Participates in reviews and/or documentation of end user training guides to ensure accuracy of business process changes and requirements. Coordinates and works closely with the business in evolving the requirements as the project progresses ensuring that as scope is finalized, to ensure end user preparedness. May document system requirements based on the business requirements identified. Reviews system development life cycle work products to ensure that the business requirements are accounted for. Provides alternatives and recommendations to issues as they are identified and works closely with the business to ensure speedy resolution. Brings to the customer industry knowledge and experience based on previous past performance.

Minimum Education: E11 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

**Commercial Job Title: Sr. IT Functional Analyst**

Minimum/General Experience: Minimum of 8 years of specialized experience which applies to solid understanding of functional and systems IT requirements organization and capture; analytical and structured analysis techniques; process documentation; change management; and systems development life cycle.

Functional Responsibility: Responsible for developing IT strategic plans, IT business cases, functional requirements, and process documentation related to application use such as workflow, reporting, and user interface. Coordinates IT requirements and process changes across multiple functional user groups. Provides guidance on end user IT training to ensure that it incorporates the holistic picture of IT inclusive of IT requirements, policy, and

process changes. Participates in reviews and/or documentation of end user IT training guides to ensure accuracy of changes and requirements. Coordinates and works closely with the business in ensuring scope and scope changes are documented as the IT project progresses. Supports change management to ensure end user preparedness of IT application. May document system requirements based on the functional requirements identified. Reviews system development life cycle work products to ensure that the functional requirements are accounted for. Provides alternatives and recommendations to issues as they are identified and works closely with the business to ensure speedy resolution.

Minimum Education: E9 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

### **Commercial Job Title: IT Functional Analyst II**

Minimum/General Experience: Minimum of 6 years of specialized experience which applies to solid understanding of functional and systems IT requirements organization and capture; analytical and structured analysis techniques; process documentation; change management; and systems development life cycle

.Functional Responsibility: Responsible for developing IT business cases, functional requirements, and process documentation related to application use such as workflow, reporting, and user interface. Coordinates IT requirements and process changes across multiple functional user groups. Provides guidance on end user IT training to ensure that it incorporates the holistic picture of IT inclusive of IT requirements, policy, and process changes. Participates in reviews and/or documentation of end user IT training guides to ensure accuracy of changes and requirements. Coordinates and works closely with the business in ensuring scope and scope changes are documented as the IT project progresses. Supports change management to ensure end user preparedness of IT application. May document system requirements based on the functional requirements identified. Reviews system development life cycle work products to ensure that the functional requirements are accounted for. Provides alternatives and recommendations to issues as they are identified and works closely with the business to ensure speedy resolution.

Minimum Education: E8 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

### **Commercial Job Title: IT Financial Analyst I**

Minimum/General Experience: Minimum of 4 years of specialized experience which applies to solid understanding of financial requirements, financial applications, organization and capture, analytical and structured analysis techniques, process methods, change management, and systems development life cycle..

Functional Responsibility: Responsible for developing business cases, requirements, and process documentation with specific emphasis on financial analysis and reporting from IT applications. May participate in reviews and/or documentation of end user training guides to ensure accuracy of business and system process changes and requirements. Works closely with the business and IT in evolving the system requirements as the project progresses ensuring that as scope is finalized, the end users prepare themselves both in terms of process, data conversion activities involving business lines, and potential work around related to the system deployment. May document system requirements based on the business requirements identified. Reviews system development life cycle work products to ensure that the business requirements are accounted for. Provides alternatives and recommendations to issues as they are identified and works closely with the business to ensure speedy resolution.

Minimum Education: E7 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

### **Commercial Job Title: Integration Tester III**

Minimum/General Experience: Minimum of 4 years specialized experience which applies to quality principles and guidelines definition and assurance, testing phase management and execution, and production delivery.

**Functional Responsibility:** Develops the test plan and test cases ensuring coverage of the requirements of the application. Executes tests and documents results. Coordinates with the users and helps plan and manage the user acceptance testing effort. Plans for and executes the performance testing of the application. Establishes effective processes for defect tracking, configuration management, and release management. Communicates with the management team and the users the status of the testing effort. Helps work with the users and development team on prioritization of defects and workarounds that need to be addressed for those defects that are not critical and not yet able to be completed for initial release.

**Minimum Education:** E9 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

### **Commercial Job Title: Integration Tester II**

**Minimum/General Experience:** Minimum of 6 years specialized experience which applies to quality principles and guidelines definition and assurance, testing phase management and execution, and production delivery.

**Functional Responsibility:** Develops the test plan and test cases ensuring coverage of the requirements of the application. Executes tests and documents results. Coordinates with the users and helps plan and manage the user acceptance testing effort. Communicates with the management team and the users the status of the testing effort. Helps work with the users and development team on prioritization of defects and workarounds that need to be addressed for those defects that are not critical and not yet able to be completed for initial release.

**Minimum Education:** E8 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

### **Commercial Job Title: Sr. Quality Assurance Analyst**

**Minimum/General Experience:** Minimum of 4 years specialized experience which applies to quality best practices, principles and guidelines definition and assurance, requirements traceability, testing phase management and execution, and production delivery.

**Functional Responsibility:** Develops the test plan and test cases ensuring coverage of the requirements of the application. Executes tests and documents results. Coordinates with the users and helps plan and manage the user acceptance testing effort. Plans for and executes the performance testing of the application. Establishes effective processes for defect tracking, configuration management, and release management. Communicates with the management team and the users the status of the testing effort. Helps work with the users and development team on prioritization of defects and workarounds that need to be addressed for those defects that are not critical and not yet able to be completed for initial release.

**Minimum Education:** E7 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

### **Commercial Job Title: Quality Assurance Analyst**

**Minimum/General Experience:** Minimum of 1 year of specialized experience which applies to good understanding of quality best practices, principles and guidelines, requirements traceability, and testing phase preparation and execution.

**Functional Responsibility:** Assists in the development of the test plan. Develops test cases ensuring coverage of the requirements of the application. Executes tests and documents test results. May assist in user acceptance testing and performance testing as required. Communicates with the management team on the results of the test effort. Tracks defects and their statuses and communicates priorities to the development team. Assists in establishing effective processes for defect tracking, configuration management, and release management.

**Minimum Education:** E5 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

**Commercial Job Title: Jr. Quality Assurance Analyst**

Minimum/General Experience: Requires no previous experience other than college degree. Company offered training courses may be completed.

Functional Responsibility: Assists in the development of the test plan. Supports test case development ensuring coverage of the requirements of the application. Executes simple tests and documents test results. May assist in user acceptance testing and performance testing as required. Tracks defects and their statuses and communicates priorities to the development team. Assists in establishing effective processes for defect tracking, configuration management, and release management.

Minimum Education: E4 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

**Commercial Job Title: Technical Writer**

Minimum/General Experience: Minimum of 4 years specialized experience which applies to editing and technical writing.

Functional Responsibility: Reviews, analyzes, and edits technical and functional documents. These documents include strategic plans, system specifications, system requirements, user manuals, training manuals, and studies results. Supports the development of executive summaries of documents. Performs research and analysis and prepares documentation for user interviews and supports the requirements gathering sessions by performing scribe functions

Minimum Education: E7 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

**Commercial Job Title: Documentation Specialist**

Minimum/General Experience: Minimum of .5 year of specialized experience which includes training and applies to good documentation organization and content capture related to IT applications and training needs.

Functional Responsibility: Provides documentation on systems related to user training manuals, application documentation, helpdesk guides, operational manuals, installation instructions, help text, and other documentation required for the application. Ensures that the documentation matches the system specifications and is user-friendly for the general audience.

Minimum Education: E3 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

**Commercial Job Title: Sr. System Analyst**

Minimum/General Experience: Minimum of 6 years of specialized experience which applies to solid understanding of business and systems requirements organization and capture, project planning, cross functional user coordination, quality assurance, analytical and structured analysis techniques, and systems development life cycle.

Functional Responsibility: Participates in review of task proposal requirements, gathers information, and analyzes data. Reviews other team member's work products for completeness and correctness. May participate in the development and review of programming project plans, Q/A plans, and deployment plans when required. Provides support for structured analysis techniques. Creates, modifies, and maintains business models of application requirements. Provides methods, tools, and support for ensuring requirements are captured in overall system. Participates in cross-project integration support and quality assurance services. Assists project leader in scheduling and ensuring completion of structured walkthroughs of deliverables. Participates in the development and review of analysis project plans, when required.

Minimum Education: E8 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.



**Commercial Job Title: Systems Analyst II**

Minimum/General Experience: Minimum of 4 years of specialized experience which applies to solid understanding of business and systems requirements organization and capture, analytical and structured analysis techniques, and systems development life cycle.

Functional Responsibility: Leads in the development and modification of complex systems and develops subsystems for enhancement of overall operational system. Exercises analytical techniques when gathering information from the users, defining work problems, designing a system of computer programs and developing procedures to resolve the problems. Good understanding of structured analysis techniques. Creates, modifies, and maintains business models of application requirements. Provides methods, tools, and support for ensuring requirements are captured in overall system. Coordinates and leads cross-project integration support and quality assurance services. Participates in technical peer reviews of other team members' analysis work products for completeness and correctness.

Minimum Education: E7 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

**Commercial Job Title: System Analyst I**

Minimum/General Experience: Minimum of 1 year of specialized experience which applies to good understanding of business and systems requirements organization and capture, quality assurance, analytical and structured analysis techniques, and systems development life cycle.

Functional Responsibility: May participate in the development and modification of complex systems and develops subsystems for enhancement of overall operational system. May exercise analytical techniques when gathering information from the users, defining work problems, designing a system of computer programs and developing procedures to resolve the problems. Provides support for structured analysis techniques. Creates, modifies, and maintains business models of application requirements. Provides methods, tools, and support for ensuring requirements are captured in overall system. Participates in cross-project integration support and quality assurance services. May participate in technical peer reviews of other team members' analysis work products for completeness and correctness.

Minimum Education: E5 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

**Commercial Job Title: HelpDesk Support**

Minimum/General Experience: Minimum of .5 year of specialized experience which includes training and applies to solid organization, coordination, and communication skills and ability to enter, track, and manage problems and defects reported.

Functional Responsibility: Provides user support on production applications. Addresses user issues reported and coordinates their resolution with the development, testing, and user groups. Identifies workarounds while fixes need to be made. Manages a trouble log of reported incidents and follows up with the user on results.

Minimum Education: E3 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

**Commercial Job Title: Sr. Database Administrator**

Minimum/General Experience: Minimum of 4 years specialized experience which applies to in-depth understanding of database structure and design, performance tuning, maintenance, and application support.

Functional Responsibility: Provides highly technical expertise and guidance in the design, implementation, operation and maintenance of database management systems (DBMS). Evaluates and recommends additional

DBMS add-on products or utilities after matching requirements with system capabilities. Determines file organization, indexing methods, and security procedures for specific applications. Controls the design and use of the database. Ensures backup and recovery of databases (from accidental or intentional damage or loss), and monitors the use of databases. Must be capable of defining all required database administration policies, procedures, standards, and guidelines. Is the authority on the design of the database, performance tuning, and the use of the database management system.

Minimum Education: E7 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

**Commercial Job Title: Database Administrator**

Minimum/General Experience: Minimum of 2 years specialized experience which applies to good understanding of database structure and design, performance tuning, maintenance, and application support.

Functional Responsibility: Provides technical expertise in the design, implementation, operation and maintenance of database management systems (DBMS). May assist in defining the file organization, indexing methods, and security procedures for specific applications. May assist in the design and use of Oracle databases. Assists in performance tuning of applications and database. Ensures backup and recovery of databases (from accidental or intentional damage or loss), and monitors the use of databases. Assists in defining required database administration policies, procedures, standards, and guidelines.

Minimum Education: E6 level of education and experience. See section titled Grade Levels for Minimum Education and Work Experience Requirements for details on adjusting educational levels based on work experience.

**Grade Levels for Minimum Education and Work Experience Requirements**

Grade Level	Minimum Education Background	Minimum Specialized Work Experience
E11	Masters Degree in CS or IS or	10 years
	MS/MA Degree non-IS and 8 years DP work experience or	
	BS/BA Degree in CS or IS and 13 years DP work experience or	
	BS/BA Degree non-IS and 19 years DP work experience or	
	AS/AA Degree in CS or IS and 24 years DP work experience	
AS/AA Degree non-IS and 29 years DP work experience		
E10	Masters Degree in CS or IS or	9 years
	MS/MA Degree non-IS and 7 years DP work experience or	
	BS/BA Degree in CS or IS and 12 years DP work experience or	
	BS/BA Degree non-IS and 18 years DP work experience or	
	AS/AA Degree in CS or IS and 23 years DP work experience	
AS/AA Degree non-IS and 28 years DP work experience		
E9	Masters Degree in CS or IS or	8 years
	MS/MA Degree non-IS and 6 years DP work experience or	
	BS/BA Degree in CS or IS and 11 years DP work experience or	
	BS/BA Degree non-IS and 17 years DP work experience or	
	AS/AA Degree in CS or IS and 22 years DP work experience	
AS/AA Degree non-IS and 27 years DP work experience		
E8	MS/MA Degree non-IS or	6 years
	BS/BA Degree in CS or IS and 5 years DP work experience or	
	BS/BA Degree non-IS and 10 years DP work experience or	
	AS/AA Degree in CS or IS and 15 years DP work experience or	
	AS/AA Degree non-IS and 20 years DP work experience or	
High School Diploma and 25 years DP work experience		
E7	BS/BA Degree in CS or IS or	4 years
	BS/BA Degree non-IS and 5 years DP work experience or	
	AS/AA Degree in CS or IS and 10 years DP work experience or	
	AS/AA Degree non-IS and 15 years DP work experience or	
High School Diploma and 20 years DP work experience		
E6	BS/BA Degree non-IS and 3 years DP work experience or	2 years
	AS/AA Degree in CS or IS and 5 years DP work experience or	
	AS/AA Degree non-IS and 10 years DP work experience or	
High School Diploma and 15 years DP work experience		
E5	BS/BA Degree in CS or non-IS or	1 year
	AS/AA Degree non-IS and 1 year DP work experience or	
High School Diploma and 5 years DP work experience		
E4	BS/BA Degree in CS or non-IS or	0 years
	BS/BA Degree non-IS and .5 year DP work experience or	
	AS/AA Degree non-IS and 1 year DP work experience or	
High School Diploma and 5 years DP work experience		
E3	BS/BA Degree non-IS or	.5 year (Training required)
	AS/AA Degree and 2 year work experience or	
	BS/BA College Degree candidate and 2 years work experience or	
High School Diploma and 10 years work experience		
E2	AS/AA Degree non-IS or	1 year
	High School Diploma and 5 years work experience	
E1	High School Diploma	0 years

**GSA Schedule Price List**

<b>Labor Category</b>	<b>Grade</b>	<b>Government Hourly Rate (w/IFF) SIN 132-51</b>
Program Manager II	E11	\$174.87
Program Manager I	E10	\$144.11
Technical Project Manager II	E9	\$166.97
Technical Project Manager I	E8	\$118.13
Associate Technical Project Manager	E7	\$91.77
Project Manager II	E9	\$154.29
Project Manager I	E8	\$128.58
Associated Project Manager	E7	\$108.01
Enterprise Architect	E10	\$149.08
Sr. Architect	E8	\$123.43
Architect	E7	\$93.61
Software Engineer IV	E9	\$137.15
Software Engineer III	E7	\$125.49
Software Engineer I	E5	\$92.58
Web Designer IV	E9	\$107.39
Web Designer I	E4	\$63.46
Report Developer	E6	\$79.21
Configuration Manager I	E3	\$73.22
Domain Expert	E11	\$154.05
Business Process Engineer I	E9	\$128.87
Functional Subject Matter Expert	E11	\$137.15
Sr. IT Functional Analyst	E9	\$121.25
IT Functional Analyst II	E8	\$109.03
IT Financial Analyst I	E7	\$89.45
Integration Tester III	E9	\$109.32
Integration Tester II	E8	\$82.98
Sr. Quality Assurance Analyst	E7	\$98.75
Quality Assurance Analyst	E5	\$76.12
Jr. Quality Assurance Analyst	E4	\$55.65
Technical Writer I	E7	\$67.58
Documentation Specialist	E3	\$61.72
Sr. System Analyst	E8	\$108.01
Systems Analyst II	E7	\$99.38

<b>Labor Category</b>	<b>Grade</b>	<b>Government Hourly Rate (w/IFF)</b> <b>SIN 132-51</b>
System Analyst I	E5	\$82.29
HelpDesk Support	E3	\$68.92
Sr. Database Administrator	E7	\$108.01
Database Administrator	E6	\$87.44

# USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

## PREAMBLE

OmniSolve, 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 **Behzad Ghavimi, 703-459-1664 (office), [behzad.ghavimi@omnisolve.com](mailto:behzad.ghavimi@omnisolve.com), 703-459-1665 (fax)**

BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

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

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

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

Signatures

\_\_\_\_\_  
Ordering Activity Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

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

(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

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



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

(h) Date of Shipment.

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

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

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#### 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.