

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

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

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

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

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

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

NetEffects, Inc
500 Chesterfield Center Suite 350
Chesterfield, MO 63017
636-237-1000
www.neteffects.com

Contract Number: **GS – 35F – 0101P**

Period Covered by Contract: **11/18/03 – 11/16/08**

General Services Administration
Federal Supply Service

Pricelist current through Modification #14, dated 10/15/04

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/>

TABLE OF CONTENTS

1. GEOGRPHIC SCOPE OF CONTRACT:1

2. CONTRACTOR’S ORDERING ADDRESS AND PAYMENT INFORMATION:2

3. LIABILITY FOR INJURY OR DAMAGE2

4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:2

5. FOB DESTINATION2

6. DELIVERY SCHEDULE2

7. DISCOUNTS:3

8. TRADE AGREEMENTS ACT OF 1979, as amended:3

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:3

10. SMALL REQUIREMENTS:.....3

11. MAXIMUM ORDER3

12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS.....3

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:.....5

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):5

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):5

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001).....5

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:.....6

16. GSA Advantage!6

17. PURCHASE OF OPEN MARKET ITEMS.....7

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS7

19. OVERSEAS ACTIVITIES7

20. BLANKET PURCHASE AGREEMENTS (BPAs)8

21. CONTRACTOR TEAM ARRANGEMENTS8

22. INSTALLATION, DEINSTALLATION, REINSTALLATION8

23. SECTION 508 COMPLIANCE.8

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.9

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)9

2.0 TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51).....10

2.1. SCOPE.....10

2.2. PERFORMANCE INCENTIVES10

2.3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK) (G-FCI-920) (MAR 2003)10

2.4. ORDER.....12

2.5. PERFORMANCE OF SERVICES12

2.6. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)13

2.7. INSPECTION OF SERVICES.....13

2.8. RESPONSIBILITIES OF THE CONTRACTOR.....14

2.9. RESPONSIBILITIES OF THE ORDERING ACTIVITY14

2.10. INDEPENDENT CONTRACTOR14

2.11. ORGANIZATIONAL CONFLICTS OF INTEREST.....14

2.12. INVOICES14

2.13. PAYMENTS.....14

2.14. RESUMES.....15

2.15. INCIDENTAL SUPPORT COSTS15

2.16. APPROVAL OF SUBCONTRACTS.....15

2.17. DESCRIPTION OF IT SERVICES AND PRICING:.....16

 2.17.1 Position Title: Facilities Planning Manager16

 2.17.2 Position Title: Senior Operating Systems Software Analyst Programmer16

 2.17.3 Position Title: Operating System Software Analyst Programmer17

 2.17.4 Position Title: Senior Network Operations Analyst Technician17

 2.17.5 Position Title: Network Operations Analyst Technician17

 2.17.6 Position Title: Senior LAN Analyst.....18

 2.17.7 Position Title: LAN Analyst.....18

 2.17.8 Position Title: LAN Manager18

 2.17.9 Position Title: Senior LAN Maintenance Technician.....19

 2.17.10 Position Title: LAN Maintenance Technician.....19

 2.17.11 Position Title: Computer Operator.....19

 2.17.12 Position Title: Junior Computer Operator20

 2.17.13 Position Title: Senior Data Entry Clerk20

 2.17.14 Position Title: Data Entry Clerk20

 2.17.15 Position Title: Computer Operator Administrator20

 2.17.16 Position Title: Senior Information Systems Training Specialist21

 2.17.17 Position Title: Training Specialist.....21

 2.17.18 Position Title: Senior Programmer/Analyst.....21

 2.17.19 Position Title: Programmer/Analyst.....21

 2.17.20 Position Title: Junior Programmer Analyst.....22

2.17.21	Position Title: Subject Matter Expert.....	22
2.17.22	Position Title: Technical Writer	22
2.17.23	Position Title: Graphics Specialist	23
2.17.24	Position Title: Security Manager.....	23
2.17.25	Position Title: Senior Security Analyst.....	23
2.17.26	Position Title: Security Analyst.....	23
2.17.27	Position Title: Senior System Development Consultant.....	24
2.17.28	Position Title: System Development Consultant.....	24
2.17.29	Position Title: Junior System Development Consultant.....	24
2.17.30	Position Title: Data Architect.....	24
2.17.31	Position Title: Data Warehouse Analyst.....	25
2.17.32	Position Title: Quality Assurance Analyst.....	25
2.17.33	Position Title: Groupware Specialist	25
2.17.34	Position Title: Client/Server Operations Analyst	26
2.17.35	Position Title: Senior Client/Server Operations Analyst	26
2.17.36	Position Title: LAN/WAN Integrator	26
2.17.37	Position Title: Electronic Data Interchange (EDI) Manager.....	26
2.17.38	Position Title: Electronic Data Interchange (EDI) Specialist	27
2.17.39	Position Title: Software Systems Engineer.....	27
2.17.40	Position Title: Technical Editor.....	27
2.17.41	Position Title: Senior Help-Desk Coordinator	28
2.17.42	Position Title: Senior LAN Support Technical	28
2.17.43	Position Title: Project Manager	28
2.17.44	Position Title: Database Administrator.....	28
2.17.45	Position Title: Database Developer	29
2.17.46	Position Title: Database Analyst	29
2.17.47	Position Title: Senior ERP Consultant	29
2.17.48	Position Title: Senior Systems Administrator.....	29
2.17.49	Position Title: Systems Administrator	30
2.17.50	Position Title: Junior Systems Administrator.....	30
2.17.51	Position Title: Disaster Recovery Administrator.....	30
2.17.52	Position Title: Disaster Recovery Analyst	31
2.17.53	Position Title: Help Desk Specialist	31
2.17.54	Position Title: Senior Data Modeler.....	31
2.17.55	Position Title: Data Modeler.....	31

2.17.56	Position Title: ERP Consultant	32
2.17.57	Position Title: Internet/Intranet Designer	32
2.17.58	Position Title: Internet/Intranet Security Specialist.....	32
2.17.59	Position Title: Internet/Intranet Specialist.....	32
2.17.60	Position Title: Internet/Intranet Software Specialist.....	33
2.17.61	Position Title: Network Architect Engineer	33
2.17.62	Position Title: ITIL Specialist.....	33
2.17.63	Position Title: Senior Telecommunications Engineer.....	33
2.17.64	Position Title: Telecommunications Engineer.....	34
2.17.65	Position Title: Junior Telecommunications Engineer	34
2.17.66	Position Title: Telecommunications Manager.....	34
2.17.67	Position Title: Senior Telecommunications Systems Designer	34
2.17.68	Position Title: Telecommunications Systems Designer	35
2.17.69	Position Title: Junior Telecommunications Systems Designer	35
2.17.70	Position Title: Senior Telecommunications Technician	35
2.17.71	Position Title: Telecommunications Technician	35
2.17.72	Position Title: Junior Telecommunications Technician	36
2.18	PRICE LIST.....	37
3.0.	USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS.....	40
4.0.	BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE	41
5.0.	BLANKET PURCHASE AGREEMENT.....	42
6.0.	BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”	44

**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). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

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

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

1. GEOGRPHIC SCOPE OF CONTRACT:

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

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

Offerors are requested to check one of the following boxes:

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

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Ordering Information

500 Chestefield Center Suite 350
Chestefield, MO 63017

Payment Information

P.O. Box 11750
St Louis, MO 63105

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:
(636) 237-1000

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: 83-687-7142
Block 30: Type of Contractor – B – Other Small Business
Block 31: Woman-Owned Small Business - No
Block 36: Contractor's Taxpayer Identification Number (TIN): 43-1708495

- 4a. CAGE Code: 1Y4K5
- 4b. Contractor has registered with the Central Contractor Registration Database-Yes

5. FOB DESTINATION

TBD by individual task order.

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>132-51</u>	To be negotiated between Net Effects and the ordering agency

- b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If

the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. DISCOUNTS:

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

- a. Prompt Payment: NET 30
- b. Quantity – N/A
- c. Dollar Volume – N/A
- d. Government Educational Institutions- same as all other Government customers
- e. Other

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:

Not Applicable

10. SMALL REQUIREMENTS:

The minimum dollar value of orders to be issued is \$100.

11. MAXIMUM ORDER

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

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:
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 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. ODCs (Other Direct Costs) are not part of this contract and should be treated at open market purchases. Ordering Activities procuring open market items must follow FAR 8.401(d).

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:

Not Applicable

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

23. SECTION 508 COMPLIANCE.

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

www.neteffects.com

The EIT standard can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

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

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

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
 - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
 - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

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

2.1. SCOPE

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

2.2. PERFORMANCE INCENTIVES

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

**2.3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)
(G-FCI-920) (MAR 2003)**

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

When ordering services over \$100,000, Department of Defense (DOD) ordering offices and non-DOD agencies placing orders on behalf of the DOD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 – Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence.

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering activity using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

- (a) When ordering services, ordering activities shall—
 - (1) Prepare a Request (Request for Quote or other communication tool):
 - (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
 - (ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of

work. A firm-fixed price order shall be requested, unless the ordering activity makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

(iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.

(iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

Based upon an initial evaluation of catalogs and price lists, the ordering activity should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate) and transmit the request as follows:

NOTE: When buying IT professional services under SIN 132—51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINS as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

(i) The request should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.

(ii) For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the ordering activity's needs.

(iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.

(iv) Ordering activities should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

(b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The

potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering activity the opportunity to secure volume discounts. When establishing BPAs, ordering activities shall—

- (1) Inform contractors in the request (based on the ordering activity's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.
 - (i) **SINGLE BPA:** Generally, a single BPA should be established when the ordering activity can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)
 - (ii) **MULTIPLE BPAs:** When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing the BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the Schedule contractor that represents the best value.
- (2) **Review BPAs Periodically:** Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)
- (c) The ordering activity should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
- (d) When the ordering activity's requirement involves both products as well as executive, administrative and/or professional services, the ordering activity should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)
- (e) The ordering activity, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For ordering activity requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

2.4. 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.

2.5. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

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

2.6. 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.

2.7. INSPECTION OF SERVICES

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

2.8. RESPONSIBILITIES OF THE CONTRACTOR

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

2.9. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

2.10. INDEPENDENT CONTRACTOR

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

2.11. 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.

2.12. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT 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.

2.13. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials

and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract.

2.14. RESUMES

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

2.15. 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.

2.16. 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.

2.17. DESCRIPTION OF IT SERVICES AND PRICING:

2.17.1 Position Title: Facilities Planning Manager

Responsibilities: Manages and controls substantial (e.g., multi-system, multi-shift, and/or multi-function) computer operations and support. Functions may consist of user support, computer/network operations, network facilities, specialized workstations, computer room power, equipment layout planning, PBX and LAN connectivity, production control, operating system software analysis and programming, and support functions. Plans, directs, controls, schedules, coordinates, and organizes facilities utilization and management projects. This may also include maintaining security, both physical and hardware/software; establishing charge-back rates; monitoring hardware CPU usage; and recommending methodology for more efficient utilization. Evaluates alternatives for more efficient and effective accomplishment of work, establishes procedures, and develops documentation. Interfaces (through written and oral communications) with GSA technical and contract personnel and customer agency representatives. Other duties may include planning for the augmentation of existing systems, evaluation and operation of automatic data processing equipment, data communication equipment, and data communications networks.

Experience: Thirteen years of related experience including ten years specialized in Facilities Management with demonstrated capability in multitasks, subcontracts with a high degree of complexity.

Education: Undergraduate degree in Engineering, Business or related disciplines.

2.17.2 Position Title: Senior Operating Systems Software Analyst Programmer

Responsibilities: Installs, generates, maintains, tests, and debugs highly complex system software programs. Develops instructions for use of complex operating system software. Modifies/maintains system software packages via releases and utilities from manufacturers. Responsible for applications dealing with the overall operating system, such as sophisticated file maintenance routines, networks, CAD or GIS system software, or mathematical/scientific software packages. Prepares and edits FIP documentation, incorporating information provided by user, specialist, analyst, programmer, and operations personnel. Interprets technical documentation standards and prepares documentation according to supplied standards. Other duties may include writing, editing, and/or graphic presentation of technical information for both technical and non-technical personnel.

Experience: Five years experience in a recognized technical or other related discipline

Education: Bachelor's Degree is required. With eight years experience of which five years are specialized, a degree is not required.

2.17.3 Position Title: Operating System Software Analyst Programmer

Responsibilities: Installs, generates, maintains, tests, and debugs moderately complex system software programs. Develops instructions for use of moderately complex operating system software. Modifies/maintains system software packages via releases and utilities from manufacturers. Responsible for applications dealing with the overall operating system, such as sophisticated file maintenance routines, networks, CAD or GIS system software, or mathematical/scientific software packages. Prepares and edits FIP documentation, incorporating information provided by user, specialist, analyst, programmer, and operations personnel. Interprets technical documentation standards and prepares documentation according to supplied standards. Other duties may include writing, editing, and/or graphic presentation of technical information for both technical and non-technical personnel.

Experience: Four years experience in a recognized technical, or other related discipline.

Education: Bachelor's Degree is required. With six years experience of which at least four years are specialized, a degree is not required.

2.17.4 Position Title: Senior Network Operations Analyst Technician

Responsibilities: Directs and manages network operation, maintenance analysts, technicians, and engineers. Analyzes and communicates the corrective actions required to resolve network operation problems. Performs highly complex diagnostic testing, analysis, and optimization of all hardware elements of the network facilities (including power, communications machinery, lines, modems, and terminals), and systems testing and optimization of software components. Performs on-site engineering, when required. Provides technical guidance pertaining to engineering efforts, front-end devices, communications simulation, and queuing analysis. Other duties may include analysis and maintenance of highly complex LAN systems; planning, evaluation, and testing of system augmentations; operation of FIP and data communications equipment; performing component server and workstation connection, configuration, integration, and testing; the design and installation of cabling; and maintenance of system files.

Experience: Four to six years experience in network control. Ability to perform complex testing in a mainframe and client server environment. Must have supervisory experience in managing network operations analyst technicians who are lower level technicians.

Education: Bachelor's Degree in related disciplines.

2.17.5 Position Title: Network Operations Analyst Technician

Responsibilities: Analyzes and communicates the corrective actions required to resolve network operation problems. Performs complex diagnostic testing, analysis, and optimization of all hardware elements of the network facilities (including power, communications machinery, lines, modems, and terminals), and systems testing and optimization of software components. Provides technical guidance pertaining to front-end devices, communications simulation, and queuing analysis. Other duties may include analysis and maintenance of complex LAN systems; planning, evaluation, and testing of system augmentations; operation of FIP and data communications equipment; performing component server and workstation connection, configuration, integration, and testing; the design and installation of cabling; maintenance of system file; and utilization of software and hardware tools, identification and diagnoses of problems and factors affecting network performance.

Experience: Two to four years experience in network control in a mainframe and client server environment. Must have knowledge and working experience in using hardware, software, and diagnostics tools.

Education: Bachelor's Degree in related disciplines. Five years of experience can be substituted for Degree.

2.17.6 Position Title: Senior LAN Analyst

Responsibilities: Directs and participates in all phases of complex, high-level LAN projects, including LAN design, cable plant installation, and workstation connection and integration. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Provides unique system analysis, design, documentation, and implementation assistance on problems that require in-depth state-of-the-art knowledge. Prepares and delivers presentations and briefings, as required by task order.

Experience: Five to seven years experience in LAN, WAN and MAN analysis, design, and integration in a mainframe or client server environment. Knowledge of current state-of-the-art technologies is required.

Education: B.S. Computer Science Degree or related disciplines.

2.17.7 Position Title: LAN Analyst

Responsibilities: Participates in all phases of LAN projects or assigned segments, including LAN design, cable plant installation, and workstation connection and integration. Prepares technical reports and related documentation, and makes charts and graphs to record results. Provides unique system analysis, design, documentation, and implementation assistance on problems that require in-depth state-of-the-art knowledge. Prepares and delivers presentations and briefings, as required by task order

Experience: Two to four years experience in LAN, WAN, and MAN Networks analysis, design and integration in a mainframe or client server environment. Knowledge of current state-of-the-art is required.

Education: B.S. Degree in Computer Sciences or related disciplines.

2.17.8 Position Title: LAN Manager

Responsibilities: Responsible for the managerial and technical administration of a LAN, to include security, communications, software applications, electronic mail, printing services, outside communication links, UPS service, calendaring/scheduling services, license administration, file services, NOS service, backup services, and any other initial troubleshooting. Performs all phases of LAN projects to provide maintenance and upgrading of networks and their related components. Analyzes vendor products to recommend those which best meet user needs. Installs network software. Maintains LAN management records and assists users. Performs routine diagnostic testing and optimization of all elements of the network facilities (including power, software, communications machinery, lines, modems, and terminals). Repairs and/or replaces network hardware components. Performs component server and workstation connection, configuration, integration, and testing. Performs preventive maintenance for hardware and software, such as equipment cleaning and vacuuming, cable/connection inspection, software virus protection, and configuration integrity. Monitors and controls the performance, security, and status of network resources. Identifies and diagnoses problems and factors affecting network performance. Other duties may include the design and installation of cabling changes, maintenance of system files, operation of FIP and data communications equipment, and upgrading of system components.

Experience: Eight to ten years experience in managing all aspects of LAN, MAN and WAN networks across various hardware and telecommunications software in a mainframe or client server environment.

Education: B.S. Degree in Computer Sciences or related disciplines.

2.17.9 Position Title: Senior LAN Maintenance Technician

Responsibilities: Works independently to install and provide support of LAN and LAN-related components. Performs diagnostic testing and system troubleshooting of LAN equipment. Repairs and replaces LAN components and supports hardware performance, as required. Performs server and workstation connection, configuration, integration, and testing. Schedules and performs preventive maintenance support on all hardware systems as outlined in OEM specifications. Maintains log of all repairs and replacements required. Upgrades system components, as required.

Experience: Four to six years experience in LAN, WAN, and MAN maintenance and installation of hardware and cabling components. Requires expert level hands on and knowledge of integration and testing in a mainframe or client server environment.

Education: Associates Degree in related disciplines. Bachelor's degree in related disciplines is equal to three years experience.

2.17.10 Position Title: LAN Maintenance Technician

Responsibilities: Participates in all phases of LAN projects to provide support and upgrading of networks and their related components, to include both LANs and WANs. Performs the routine diagnostic testing and optimization of all elements of the network facilities (including power, software, communications machinery, lines, modems, and terminals). Repairs and/or replaces network hardware components. Performs component server and workstation connection, configuration, integration, and testing. Performs preventive maintenance for hardware and software, such as equipment cleaning and vacuuming, cable/connection inspection, software virus protection, and configuration integrity. Monitors and controls the performance and status of network resources.

Identifies and diagnoses problems and factors affecting network performance. Other duties may include the design and installation of cabling changes, maintenance of system files, operation of FIP and data communications equipment, and upgrading of system components.

Experience: One to three years experience in assisting in LAN, WAN, and WAN maintenance. Assisting in diagnostic testing, cabling, hardware implementation, and optimization is required.

Education: Associates Degree in related disciplines. Bachelor's degree in related disciplines is equal to two years experience.

2.17.11 Position Title: Computer Operator

Responsibilities: May be Shift Leader for small operations requirements. Operates computer systems and peripheral equipment, conforming to site-specific operating procedures. Monitors and controls a computer by operating the central console or on-line terminal in accordance with established routines. Assists in determining equipment settings and operating instructions. Continuously observes the operation of the equipment, reporting any deviations from standard. May assist in manipulating controls to rearrange sequence of job steps to continue operations when individual units of the system malfunction

Experience: Four to Six years experience in monitoring and controlling one or more large mainframe or mini computers through central console or on-line terminals. Ability to determines the point of equipment and program failure.

Education: Associates Degree in related discipline. Continued courses in acquiring Vendor Certifications and maintaining knowledge of latest hardware technol

2.17.12 Position Title: Junior Computer Operator

Responsibilities: Works on routine computer operation assignments under close supervision. Assists in operating computer systems and peripheral equipment, conforming to site-specific operating procedures. Monitors and controls a computer by operating the central console or on-line terminal in accordance with established routines. Continuously observes the operation of the equipment, reporting any deviations from standard. Maintains records regarding output units and supply inventories.

Experience: One to two years experience in assisting in performing task associated with mainframe and mini computers.

Education: High School Graduate with continuing courses directed towards computer hardware technology.

2.17.13 Position Title: Senior Data Entry Clerk

Responsibilities: Works independently to perform data entry, including verification, where applicable. Work requires the application of experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be input from a variety of complex source documents. Designs, sets up, and implements special screen formats for specific input requirements. Inputs data from numerous types of source documents requiring various complex formats. Performs routine data preparation and distribution when incidental to data entry tasks.

Experience: Two to four years experience in data entry devices and providing instruction, directing, and checking the work of other data entry operators.

Education: High School Graduate

2.17.14 Position Title: Data Entry Clerk

Responsibilities: Performs data entry and verification of data, where applicable, under direct supervision. . Inputs data from numerous types of source documents requiring various formats. Work is routine and repetitive. Performs routine data preparation and distribution when incidental to data entry tasks.

Experience: One to two years experience in data entry operations with knowledge of data entry devices.

Education: High School Graduate

2.17.15 Position Title: Computer Operator Administrator

Responsibilities: Performs routine duties on FIP support operations under close supervision. Provides operations support, such as the operation of auxiliary equipment directly associated with the computer; and mounting/dismounting tapes, disks, or other electronic media. May assist in monitoring and controlling a computer by operating the center console or on-line terminals, and other routine operational functions. Provides data entry support to include routine data preparation, input, verification, and distribution. Performs FIP administrative, clerical, and operations support, which may include tape library functions. Works on routine CAD, CAD/CV, or GIS production operations assignments. Provides routine network and user support.

Experience: One to two years experience in assisting and performing computer operations support including computer console and hardware attachments.

Education: High School Graduate with continued courses and training in computer hardware and procedure technology.

2.17.16 Position Title: Senior Information Systems Training Specialist

Responsibilities: Organizes, prepares, and conducts complex training and educational programs for information systems or user personnel. May design and develop in-house programs. Maintains records of training activities, employee progress, and program effectiveness. Provides highest level of all phases of information systems training. Develops, maintains, and enhances training curriculum. May be responsible for preparing and conducting scheduled informational user meetings to provide input into the training process.

Experience: Four to six years experience in developing and conducting complex computer information training and educational courses.

Education: Bachelor's Degree in related discipline with continuing education in information systems training and participating in technical seminars.

2.17.17 Position Title: Training Specialist

Responsibilities: Organizes, prepares, and conducts complex training and educational programs for information systems or user personnel. May design and develop in-house programs. Maintains records of training activities, employee progress, and program effectiveness. Provides highest level of all phases of information systems training. Develops, maintains, and enhances training curriculum. Provides informal training classes to system users to increase user competence and minimize user problems. May be responsible for reviewing existing or developing new documentation, quick reference guides, training manuals, lesson plans, and other training materials, as directed by the task order.

Experience: Two to four years experience in developing and conducting complex computer information training and educational courses

Education: Bachelor's Degree in Training and Development or related discipline with continuing education in information systems training and participating in technical seminars.

2.17.18 Position Title: Senior Programmer/Analyst

Responsibilities: Performs systems analysis, design, integration, programming, documentation, and implementation of applications that are administrative or business oriented in nature. Participates in all phases of software development with emphasis on the analysis, integration, programming, testing, documentation, and acceptance phases. Applies business and data manipulation principles and methods to technical problems to arrive at automated solutions. Responsible for ensuring the quality and services delivered on particular tasks for which this skill is performing the Task Leader position.

Experience: Minimum of four years experience in application software development. Knowledge of multiple programming languages.

Education: Associates Degree with some vendor certifications. Undergraduate degree is equal to two years experience.

2.17.19 Position Title: Programmer/Analyst

Responsibilities: Performs systems analysis, design, integration, programming, documentation, and implementation of applications that are administrative or business oriented in nature and which do not require a

thorough knowledge of higher mathematics for effective implementation. Participates in all phases of software development with emphasis on the integration, programming, testing, documentation, and acceptance phases. Applies standard business and data manipulation principles and methods to technical problems to arrive at automated solutions.

Experience: Minimum of two years experience in application software development. Knowledge of multiple programming languages.

Education: Associates Degree with some vendor certifications. Undergraduate degree is equal to two years experience.

2.17.20 Position Title: Junior Programmer Analyst

Responsibilities: Performs assigned portions of systems analysis, design, integration, programming, documentation, and implementation of applications that are administrative or business oriented in nature and which do not require a thorough knowledge of higher mathematics for effective implementation. Participates in all phases of software development with emphasis on the integration, programming, testing, documentation, and acceptance phases. Applies standard business and data manipulation principles and methods to technical problems to arrive at automated solutions.

Experience: Entry level position with two years or less experience in programming.

Education: Associates Degree with some vendor certifications. Undergraduate degree is equal to two years experience.

2.17.21 Position Title: Subject Matter Expert

Responsibilities: May augment task order project teams. Provides technical knowledge and analysis of highly specialized applications and operational environments. Provides high-level functional FIP systems analysis, design, integration, documentation, and implementation advice on exceptionally complex problems that require graduate level knowledge of the subject matter for effective implementation. Applies principles, methods, and knowledge of the functional area of expertise to specific task order requirements. Employs advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions. Provides high level ADP analysis, design, integration, documentation, and implementation assistance on problems that require a thorough knowledge of the related technical subject matter for effective implementation. Applies principles and methods of the functional area to difficult problems in technical areas to arrive at automated solutions.

Experience: Ten to fifteen years experience in functional analysis, design, integration and documentation fo very complex applications across mainframe and open client server hardware and software platforms. Experience in performing funtional allocation to identify required task and their interrelationships

Education: Bachelors Degree in Computer Science fo related discipline. Masters degree in Computer Science is equal to three years experience

2.17.22 Position Title: Technical Writer

Responsibilities: Develops, writes, and edits materials for ADP related reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, and software and hardware documentation. Interfaces with users, specialists, analysts, programmers, and operations personnel to obtain background information on ADP technologies, methods, and standards. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews technical material and recommends revisions or changes in scope, format, and content.

Experience: Two years experience in planning, developing, maintaining, rewriting, and producing computer related software documents.

Education: Bachelor's degree in a writing related field or five years of work experience in same field

2.17.23 Position Title: Graphics Specialist

Responsibilities: Prepares formal technical drawings, graphics, and illustrations. Examples include: graphics for facility security profiles, AIS training aids and materials, presentation view-graphs and slides, flow charts, floor plans, and other related material.

Experience: Four to Six years experience in graphics design, operation, setup of computer graphic systems for business communications

Education: Bachelor's Degree in related disciplines. Associates degree in related disciplines with eight years experience

2.17.24 Position Title: Security Manager

Responsibilities: Independently performs or leads one or more project teams in performing risk analysis and security audit services for computer center operations, contingency planning, telecommunications, application, and/or computer security. Independently develops or supervises the development of analytical reports and other products, as required by the task order list of deliverables.

Experience: Six to Eight years of ADP Security Management experience pertaining to operations, contingency planning, telecom, Web Access and facilities.

Education: Bachelor's Degree in related disciplines. Continued management training courses pertaining to all aspects of current technology in ADP Security.

2.17.25 Position Title: Senior Security Analyst

Responsibilities: Independently performs or leads a team in performing risk analysis and security audit services for computer center operations, contingency planning, telecommunications, application, and/or computer security. Independently develops or supervises the development of analytical reports and other products, as required by the task order.

Experience: Four to six years experience in performing risk analysis, security audits, contingency planning, and computer security.

Education: Bachelor's Degree in related disciplines and continuing courses in new security technology and obtaining ring Security Certifications.

2.17.26 Position Title: Security Analyst

Responsibilities: Independently performs performing risk analysis and security audit services for computer center operations, contingency planning, telecommunications, application, and/or computer security. Independently develops analytical reports and other products, as required.

Experience: Two to four years experience in performing risk analysis, security audits, contingency planning and computer security.

Education: Bachelor's Degree in related disciplines and continuing course work in obtaining Security Certifications and technology enhancements.

2.17.27 Position Title: Senior System Development Consultant

Responsibilities: Performs as the project technical expert and provides unique assistance in a specialty field that could involve leading edge or emerging technologies. Can provide assistance and expertise in leadership, education, organizational structure, and mentoring. May provide project level management and facilitate and chair customer, partner, and subcontractor meetings involving project issues. Frequently an expert in managing or advising multi-site or enterprise level projects or systems

Fifteen years experience as a technical expert in all types mainframe and mini computer System's and new technology enhancements.

Experience: Expert in ADP organization structures and enhancements pertaining to new technologies.

Education: Bachelor's Degree in Computer Sciences or related discipline. Master's Degree in Computer Science is equivalent to three years experience.

2.17.28 Position Title: System Development Consultant

Responsibilities: Provides unique technical assistance on problems that require in-depth, state-of-the-art knowledge of a specialized discipline. Area of specialization could involve leading edge or emerging technologies and may be technical or scientific in nature. Will frequently be responsible for the planning, development, implementation, and maintenance of a major initiative, selecting and directing subordinate personnel for this purpose. May be required to design, implement, and analyze models and simulations of complex systems.

Experience: Eight to twelve years expertise Fifteen years in mainframe and client server systems with strong knowledge in new and emerging technologies.

Education: B. S. Degree in computer Sciences or related disciplines. Continued seminar and educational courses in new technologies.

2.17.29 Position Title: Junior System Development Consultant

Responsibilities: To augment high level systems design and analysis, may formulate system scope and objectives, devise or modify procedures to solve problems using information systems design tools, and prepare detailed specifications from which systems will be developed. In addition to providing highly specialized analysis and technical knowledge, may provide mentoring and functional guidance to the project staff in the development of systems. May provide unique knowledge in a highly specialized technical or scientific field as an advisor or direct contributor to the project.

Experience: Six to eight years experience and expertise in systems design, analysis, development and problem solving. Expertise and knowledge of new State of the Art technologies.

Education: B.S. in Computer Sciences or related disciplines with continuing course work and seminars in new technologies.

2.17.30 Position Title: Data Architect

Responsibilities: Works in a data warehouse environment which includes data design, database architecture, metadata and repository creation. Translates business needs into long-term architecture solutions.

Defines, designs, and builds dimensional databases. Responsible for developing data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Evaluates reusability of current data for additional analyses. Conducts data cleaning to rid the system of old, unused or duplicate data. Reviews object and data models and the metadata repository to structure the data for better management and quicker access. Typically requires 2-4 years of experience.

Experience: Two to four years experience in data warehouse environment for mainframe and client server environments. design,

Education: Bachelor's Degree in related disciplines.

2.17.31 Position Title: Data Warehouse Analyst

Responsibilities: Works in a data warehouse environment which includes data design, database architecture, metadata and repository creation. Performs as an analyst, developer, and evaluator of data mining and related projects using data mining and data analysis tools. Designs, develops and maintains databases. Reviews data loaded into the data warehouse for accuracy. Responsible for preparation of system requirements, analysis and design throughout the data warehouse implementation. Interacts with user community to produce reporting requirements. Typically requires 1+ year's experience including knowledge of database technologies.

Experience: Two plus years experience including knowledge of database technologies in a data warehouse environment for both mainframe and client server environments.

Education: Bachelor's Degree in related disciplines.

2.17.32 Position Title: Quality Assurance Analyst

Responsibilities: Under limited supervision, carries out procedures to ensure that all information systems products and services meet minimum company standards and end-user requirements. Thoroughly test software to ensure proper operation and freedom from defects. Documents all problems and work to resolve them, reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations. Performs work flow analysis and recommends quality improvements. Typically reports to Quality Assurance Manager.

Experience: Three to five years experience in understanding functional and system applications requirements, testing software applications, and documenting and solving problems.

Education: Bachelor's degree in related disciplines.

2.17.33 Position Title: Groupware Specialist

Responsibilities: Responsible for the implementation, maintenance, and support of company messaging systems. May work closely with first tier support staff to solve system problems. Ensures smooth integration of all groupware systems in a particular environment. Provides technical support on local groupware replication and client dial-up access issues. Prepares documentation that will assist in the maintenance of the groupware system. May serve as an internal consultant to developers, assisting them in the area of server supports, security, ID files, and other development issues that will aid the process. Has solid working knowledge of WANs, LANs, and telecommunication concepts as they relate to the groupware system and database replication.

Experience: Four to six years experience in LANs and WANs, and telecommunication concepts pertaining to groupware and replication of databases.

Education: Bachelor's Degree in related disciplines.

2.17.34 Position Title: Client/Server Operations Analyst

Responsibilities: Working under general direction has full technical knowledge of computer operations in a client/server environment. Has duties of instructing, directing, and checking the work of other computer operators. Assists in operations scheduling. May assume shift responsibilities in the supervisor's absence. May work with software systems engineers to resolve problems. Assists less experienced analysts in problem resolution.

Experience: Two to four years experience and knowledge in computer operations and problem solving in a client server environment.

Education: Bachelor's Degree in related disciplines. Continued courses toward Vendor Certifications.

2.17.35 Position Title: Senior Client/Server Operations Analyst

Responsibilities: Under general direction insures continued uninterrupted service through identification and problem resolution in a client/server environment. Possesses strong knowledge of server and desktop processing/operating systems that enables them to work at the highest level of all computer operations phases. Competent to handle complex problems concerning systems operations. Confers with software systems engineers in the even error require a change of instructions or sequence of operations.

Experience: Four to six years experience in open client server environment, with knowledge and expertise in operations systems problem solving.

Education: Bachelor's Degree in related discipline. Continued courses toward Vendor Certifications

2.17.36 Position Title: LAN/WAN Integrator

Responsibilities: Responsible for the overall integration of the enterprise-wide network including the planning, design, installation, maintenance, management and coordination of the corporate LAN/WAN (may include local, metropolitan, and wide area networks). Has responsibility for technical architecture and recommendations related to LAN/WAN. Is typically a top level technical contributor with advanced knowledge and experience in the area of local and wide area networking, communications and related hardware/software. Maintains high level of technical expertise and studies vendor products to determine those that best meet company needs. Presents information to management which may result in the purchase and installation of hardware, software and telecommunication equipment. Recommends network security procedures and policies. Knowledgeable in a multi-platform operating environment. May work with Voice and/or Data Communications Analysts.

Experience: Five to seven years experience, knowledge and expertise in local, metropolitan, and wide area networks. Expertise required on hardware and software vendor products.

Education: Bachelor's Degree in related disciplines. Eight years experience is equal to degree with continued course work towards Vendor Certifications.

2.17.37 Position Title: Electronic Data Interchange (EDI) Manager

Responsibilities: Responsible for daily electronic data interchange (EDI) operations of an organization. Develops and executes strategies for Internet-based data interchange capabilities. Implements new EDI methods and systems, and enhances and upgrades the existing systems. Finds EDI solutions of business operations and coordinates and implements new EDI systems. Establishes and maintains communications and trading partner routings. Audits the quality of data provided provides security and backup and ensures system disaster recovery processes are in place. Resolves trading partner's technical problems involving EDI. Develops technical design

documentation. Ensures customer vendor/agreements meet legal requirements. Responsible for internal training of inventory staff.

Experience: Six to eight years experience in managing electronic data interchange(EDI) operations that include trading partner routings, data audits, legal requirements and security. Experience in developing strategies for Internet-based data interchange capabilities.

Education: B. S. Degree in computer Sciences or related disciplines. Continued seminar and educational courses in new technologies.

2.17.38 Position Title: Electronic Data Interchange (EDI) Specialist

Responsibilities: Provides support for EDI database analysis, design and operations. Establishes and maintains communications within organization and with partners. Conducts and manages product evaluations. Provides product installation, configuration, and training. Performs systems maintenance to update records, specifications and operating procedures of partner systems. Maintains EDI account transaction activities. Typically reports to Electronic Data Interchange Manager.

Experience: Three to five years experience in EDI database analysis, design, and operations. Experience required in conducting product analysis and evaluations.

Education: Bachelor's Degree in related disciplines.

2.17.39 Position Title: Software Systems Engineer

Responsibilities: Top level technical expert in one or more highly specialized phases of software systems programming. Acts independently under general direction. Provides technical consulting on complex projects. Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Responsible for program design, coding, testing, debugging and documentation, Usually responsible for applications dealing with the overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting and advanced mathematical/scientific software packages. Has full technical knowledge of all phases of software systems programming applications. May have duties instructing, directing and check the work of other software systems programming personnel. May have quality assurance review and or new and existing software product evaluation responsibilities.

Experience: Ten years experience in software programming complex applications providing design, coding, testing debugging and documentation.

Education: B.S Computer Science or related discipline.

2.17.40 Position Title: Technical Editor

Responsibilities: Responsible for content of technical documentation. Checks author's document for spelling, grammar and content problems (e.g., missing instructions or sections, redundant or unnecessary sections). Accuracy of content may fall under this job, or may fall under the programmer, depending on the expertise of the editor. Ensures that documents follow the style laid out in the company's style guide. May also be responsible for maintaining the style guide, suggests revisions to the style guide as appropriate. Editor is often a technical writer who has moved to this position. Note: this description is for a technical editor in a large software house or an editor in a technical lab which produces paper for publication. Newsletter, newspaper or magazine editors would not be matched to this job.

Experience: One to two years experience in editing technical documents with knowledge and ability to edit spelling, grammar, content errors, and problems.

Education: High School Graduate.

2.17.41 Position Title: Senior Help-Desk Coordinator

Responsibilities: Under general direction of the Help Desk Manager, is responsible for ensuring the timely process through which problems are controlled. Includes problem recognition, research, isolation, resolution and follow-up steps. Requires experience and understanding of MIS environment. Is able to resolve less complex problems immediately, while more complex problems are assigned to second level support or supervisor. Typically involves use of problem management database and help desk system. May provide guidance/training for less experienced personnel.

Experience: Two to four years experience in responding to and diagnosing problems through discussions with users. To include problem recognition, research, isolation and resolution steps.

Education: Associates degree in related discipline with continued courses in latest software and hardware technology.

2.17.42 Position Title: Senior LAN Support Technical

Responsibilities: Monitors and responds to complex technical control facility hardware and software problems utilizing a variety of hardware and software testing tools and techniques. Provides primary interface with vendor support service groups or provides internal analysis and support to ensure proper escalation during outages or periods of degraded system performance. May provide LAN server support. Requires extensive knowledge of PC/LAN communications hardware/software in a multi-protocol environment, and network management software. May function as lead job providing guidance and training for less experienced technicians.

Experience: Requires a minimum of four years experience in data communications troubleshooting. Experience in monitoring and responding to complex technical control facility hardware and software problems utilizing a variety of hardware and software tools.

Education: Bachelor's Degree in related disciplines.

2.17.43 Position Title: Project Manager

Responsibilities: Oversees various systems projects of a highly complex nature. Responsible for assembling project team, assigning individual responsibilities identifying appropriate resources needed, and developing schedule to ensure timely completion of project and meeting deadlines of project. Must be familiar with the systems scope and project objectives, as well as the role and function of each team member in order to effectively coordinate the activities of the team. Communicates with top Information Systems Executive, functional area manager **and/or Consultant regarding status of specific projects.**

Experience: Twelve years experience in extensive depth and knowledge in major field of computer systems and broad knowledge in a number of areas of specialization.

Education: Bachelor's degree in appropriate technical disciplines. Certification by professional society or professional engineers license may be substituted for Bachelor's and Master's degrees.

2.17.44 Position Title: Database Administrator

Responsibilities: At least 7 years of experience in database design, development and/or operations, or related fields. Has a demonstrated knowledge of the databases provided by major vendors, formats, indexing, performance and optimization techniques, performance monitoring, and reorganization. Leads the effort to analyze

and document business and technical requirements to be met with the relational database system. Designs the structure to meet the requirements. Builds the database based on approved design and industry standards. Assures appropriate documentation is prepared and end users are trained. Monitors, operates, administers and troubleshoots all aspects of the database. Develops back-up and disaster recovery plans

Experience: Seven to ten years experience in all activities related to the administration of computerized databases across mainframe and open client server platforms. Consults with and advises users of the various databases. Projects long-range requirements for database administration and function.

Education: Bachelor's degree in related disciplines.

2.17.45 Position Title: Database Developer

Responsibilities: Normally has at least three years of experience in database design, development and maintenance. Analyzes and documents business and technical requirements to be met with relational database management systems. Designs the physical database structure to meet the defined requirements. Documents the functional and technical elements of the database design.

Experience: Four to six years experience in the design, development, implementation, and maintenance of complex databases. Experience and knowledge of JCL, access methods, access time, device allocation, validation checks, organization, protection and security required.

Education: B.S Degree in Computer Science or related disciplines.

2.17.46 Position Title: Database Analyst

Responsibilities: Related experience in data analysis, software development, systems development or similar fields. Provides enterprise, strategic, tactical and project level requirements analysis and data modeling. Proficient in construction logical and physical data models, relational and object-oriented methodologies and techniques, data repositories and warehousing concepts. Knowledgeable of various database engines.

Experience: Two to four years experience in requirements analysis, design, development, implementation, and maintenance of databases across multiple hardware and software platforms. Experience in statistical methods and maintenance of data dictionaries.

Education: Bachelor's Degree in related disciplines.

2.17.47 Position Title: Senior ERP Consultant

Responsibilities: Expert Understanding of management systems at an enterprise level. Must possess detailed knowledge in several specialized areas. Installs and configures the software and hardware products in accordance with agreed upon procedures and specifications. Provides end-user training. Understands the applications data model and the technical product architecture. Assists customer with business process changes that may be required

Experience: Eight to six years experience and expertise in software design, development, implementation of management systems at the enterprise level. Must possess detailed knowledge in several specialized areas. Expertise in installation configuration of software and hardware products. Requires complete understanding of technical product architecture and business process engineering.

Education: B.S. Degree in Computer Sciences or related discipline.

2.17.48 Position Title: Senior Systems Administrator

Responsibilities: Responsible for activities related to system administration. Assigns personnel to various projects, directs their activities, and evaluates their work. Ensures long term requirements of systems operations and administration are included in the overall information systems planning of the organization. Responsible for the installation, maintenance, configuration, and integrity of computer software. Implements operating system enhancements that will improve the reliability and performance of the system.

Experience: A minimum of eight years experience in managing multiple UNIX or open system-compliant systems.

Education: Bachelor's degree in Computer Science or related discipline; Masters degree in Computer Science or related discipline with six years experience.

2.17.49 Position Title: Systems Administrator

Responsibilities: Manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization, and performs systems capacity analysis and planning. Provides technical assistance to end-users in accessing and using business systems.

Experience: A minimum of four years experience in administrating UNIX or open-compliant systems.

Education: Bachelor's degree in Computer Science or related discipline; Masters Degree in Computer Sciences or related discipline with three years experience; or eight years of experience, degree is not required.

2.17.50 Position Title: Junior Systems Administrator

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

Experience: A minimum of two years experience in administrating UNIX or open systems-compliant systems.

Education: B S degree in Computer Science or related discipline. Three years experience a degree is not required.

2.17.51 Position Title: Disaster Recovery Administrator

Responsibilities: Provides for the overall security and integrity of organizational electronic data, data systems, and data networks. Designs and administers programs to include policies, standards, guidelines, training programs, and a viable quality assurance process for disaster recovery. Oversees and reviews the testing and implementation of software, data systems, and data networks to insure that integrity and security of all electronic data and data systems are adequately protected. Oversees and facilitates the preparation of an organization-wide business resumption plan. Responsible for insuring the business resumption plan adequately addresses the organization's requirements and established time frames. Responsible for day to day security administration of system and networks.

Experience: Six years experience in disaster recovery/business resumption planning. Experience in overall security and integrity of organizational electronic data, data systems, and data networks. Experience in

designing programs to include policies, standards, guidelines, training programs, and quality assurance process for disaster recovery.

Education: B.S, Degree in Computer Science with continued participation in seminars relating to Disaster Recovery and new technologies.

2.17.52 Position Title: Disaster Recovery Analyst

Responsibilities: Assist in the coordination and establishment of disaster recovery programs and business resumption planning across mainframe and client server platforms. Coordinates and monitors simulation testing across all platforms. Aids in investigation, planning, documentation, implementation, and maintenance of disaster recovery plans.

Experience: One to three years experience in assisting in coordination and establishment of disaster recovery programs and business resumption across mainframe and client server platforms.

Education: B S degree in Computer Science or related discipline.

2.17.53 Position Title: Help Desk Specialist

Responsibilities: Responsible for responding to and diagnoses problems through discussions with end-users. Includes problem recognition, research, isolation and resolution steps. Resolve less complex problems immediately, while more complex problems are analyzed in great detail with a plan developed for resolution and testing. Ability to use problem management database and help desk systems.

Experience: One to two years experience in problem recognition, research, isolation and resolution in supporting end-users

Education: Associates Degree in related discipline and continuing courses in the latest software and hardware technology.

2.17.54 Position Title: Senior Data Modeler

Responsibilities: Responsible for creating and integrated logical data model for user requirements. Communicate the logical modeling techniques to task personnel for the ongoing model maintenance. Must have expert level proficiency in logical data modeling techniques, business analysis, systems analysis, data analysis and hardware environment. Required communication, interview, negotiation and leadership skills. Experienced in physical database modeling with various hardware and software platforms.

Experience: Eight to ten years experience in the creation of logical data models from functional requirements across mainframe and client server software and hardware platforms. Experience in physical database modeling is required.

Education: Bachelor's degree in related disciplines.

2.17.55 Position Title: Data Modeler

Responsibilities: Responsible for data modeling and database design, logical, and physical. Experienced in identifying entities, attributes and referential relationships for data models using information engineering approach. Facilitate sessions with business and development communities to derive data requirements. Must have strong analysis skills and a working knowledge of enterprise modeling, model reconciliation, model management

strategies and full understanding of system development life cycle. Heavy experience in logical data modeling, development of new applications, support of the enterprise data model, and data dictionary.

Experience: Five to seven years experience in data base design and data modeling. Knowledge and expertise in the understanding of entities, attributes and relationships for data models. Experience in the development of data dictionary and application development.

Education: Bachelor's Degree in related disciplines.

2.17.56 Position Title: ERP Consultant

Responsibilities: Understanding of management systems at the enterprise level. May possess detailed knowledge in several specialized areas. Knowledge of installation and configuration of software and hardware products. Performs end-user training. Knowledge of the applications data model and technical product architecture. Provide customer support with business process changes that may be required.

Experience: Six years experience in software development, implementation or related fields at the enterprise level. Detail knowledge in several specialized areas.

Education: B.S. Degree in Computer Sciences or related discipline.

2.17.57 Position Title: Internet/Intranet Designer

Responsibilities: Designs and builds Internet web pages 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 groups' efforts to enhance the look and feel of the organization's online offerings. Designs the website to support the organization's strategies and goals relative to external communications. Requires understanding of web-based technologies and thorough knowledge of HTML and design-related applications.

Experience: Three to five years experience in web-based technologies and thorough knowledge of HTML, PhotoShop, Illustrator, and/or other design-related applications.

Education: Bachelor's Degree in Fine Arts or Graphics Design.

2.17.58 Position Title: Internet/Intranet Security Specialist

Responsibilities: Performs all procedures necessary to ensure the safety the organization's website and transactions across the Internet. Applies Internet Firewall technologies to maintain security. Ensure that the user community understands and adheres to necessary procedures to maintain security.

Experience: Two to four years experience in applying firewall technologies to the organizations website and instituting procedures for website access and administration.

Education: Bachelor's Degree in related disciplines.

2.17.59 Position Title: Internet/Intranet Specialist

Responsibilities: Responsible for achieving overall technical integrity of organization's website. Maintains and upgrades hardware and software including website technical architecture related to hardware and telecommunication connectivity. Administers e-mail, chat, and FTP services. Communicates router configuration changes and troubleshoots system errors and bugs. Maintains servers, creates monitoring reports and logs, and ensures functionality of links. Monitors site for acceptable performance and user accessibility. Establishes backups and monitors site security.

Experience: Three to five years experience in systems technologies pertaining to hardware, software, communications, in a mainframe or server environment that has Internet/Intranet capabilities.

Education: B.S. Degree in Computer Sciences or related disciplines.

2.17.60 Position Title: Internet/Intranet Software Specialist

Responsibilities: Designs, develops, troubleshoots, debugs and implements software code (HTML, CGI, and JavaScript for component of the Internet 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. Experienced in web-based languages.

Experience: Three to five years experience in development of applications in web-based languages with strong background in site concept, interface design, and architecture of website.

Education: B.S. Degree in Computer Science or in related disciplines.

2.17.61 Position Title: Network Architect Engineer

Responsibilities: Responsible for the overall integration of the enterprise-wide network including the hardware and software architecture, planning, design, installation, maintenance, management and coordination of the corporate LAN/WAN/MAN networks. Has responsibility for technical architecture and recommendations related to LAN/WAN. Develops and evaluates complex to moderately complex new and existing network systems and makes recommendations for resources required to maintain and/or expand service levels.

Experience: Eight to ten years experience and expertise in hardware and software LAN/WAN/MAN architectures and integration for complex networks..

Education: B.S. Degree in Computer Science or Engineering.

2.17.62 Position Title: ITIL Specialist

Responsibilities: Knowledge of and experience working with all entities of IT Infrastructure Library (ITIL) to include service support, service delivery, planning to implement service management, ICT infrastructure management, applications management, and business perspective. Knowledge and experienced in performing the functions of configuration management, incident management, problem management, change management service/help desk and release management. Performs service level management, capacity management, continuity management, availability management and IT financial management. Knowledge of and experienced in all aspects of IT security and disaster recovery.

Experience: Six to eight years experience working in IT infrastructure.

Education: Bachelor's degree in related disciplines

2.17.63 Position Title: Senior Telecommunications Engineer

Responsibilities: Responsible for the completion of assigned engineering projects. Leads a group of engineers, analyst and technicians assigned for the duration of a project. Responsible for complex engineering and /or analytical task and activities associated with one or more technical areas within the telecom function (such as network design, engineering, implementation, operations and user support). Interfaces with top level user management **personnel**.

Experience: Six to eight years technical expertise experience in complex engineering associated with technical telecom.

Education: Bachelor's Degree in related disciplines with continuing education in networking and participation in seminars.

2.17.64 Position Title: Telecommunications Engineer

Responsibilities: Responsible for complex engineering or analytical task and activities associated with one or more technical areas within the telecom functions, network design, engineering, implementation, operations and user support. Interfaces with technical personnel on the project and with end-users.

Experience: Two to four years experience in technical telecom pertaining to moderately complex engineering and/or analytical activities.

Education: Bachelor's Degree in related disciplines with continuing course work in networking.

2.17.65 Position Title: Junior Telecommunications Engineer

Responsibilities: Responsible for providing support to more experienced engineers in one or more technical areas within the telecom function. Requires some network experience and telecom knowledge and telecom applications. Assist technicians, engineers and end-user on telecom projects.

Experience: Trainee level providing support in one or more technical areas of telecom. Obtains telecom knowledge primarily from on-the-job (in-house and Vendor) training.

Education: Obtains telecom knowledge primarily from on-the-job (in-house and Vendor) training.

2.17.66 Position Title: Telecommunications Manager

Responsibilities: Management responsibilities for all areas of telecommunications functions to include planning, engineering, implementation, and operations. Manages/coordinates day-to-day planning, design, operations, maintenance and resource allocation including client server support; strategic and tactical planning; coordinates with customers, vendors, and high level management. May have responsibility for billing systems. Interfaces with Senior/Executive Management to coordinate telecommunication plans with overall business plan

Experience: Fifteen years general experience, of which at least five years must be specialized in telecommunications Management and management expertise in resources, funds and reporting.

Education: B.S. Degree in Computer Sciences or related discipline.

2.17.67 Position Title: Senior Telecommunications Systems Designer

Responsibilities: Directs all telecommunications activities for the design of voice, data, video and image telecommunications systems corporate-wide. Interfaces with other information systems management staff to coordinate telecommunications software, hardware and system capabilities including client server architectures. Plans and recommends long and short range design changes to the telecommunication systems. Prepares cost estimates for current and proposed telecommunications design changes. Confers with and advises subordinates on administrative policies and procedures, technical problems, priorities and methods. Consults with and advises other personnel in the design of telecommunication systems.

Experience: Six to eight years telecom experience in complex engineering and /or analytical tasks and activities pertaining to telecom design and implementation.

Education: Bachelor's Degree in related discipline with continuing education in network/telecom courses/technical seminars.

2.17.68 Position Title: Telecommunications Systems Designer

Responsibilities: Designs voice, data, video, and image telecommunications systems for various hardware and software environments and architectures. Works with information systems management staff to coordinate telecommunications software, hardware and system capabilities including client server architectures. Designs telecommunications changes for short and long range requirements. Provides input for cost estimates for current and proposed telecommunication design changes. Provides technical expertise in problem solving , procedures and methods pertaining to telecommunication system design.

Experience: Three to four years experience in network design, engineering, implementation, operations/user support.

Education: Associates Degree in related discipline with continuing education courses/technical seminars within telecom.

2.17.69 Position Title: Junior Telecommunications Systems Designer

Responsibilities: Assist in the design of voice, data, video, and image telecommunications systems. Assist information management staff to coordinate telecommunications software, hardware and system capabilities. Assist in design of telecommunications changes to support customer requirements. Assist and support staff designers with technical issues and problem resolutions. Provide support to end-user community using newly designed telecommunication systems and changes.

Experience: Two years assisting in network design, engineering, implementation, operations/user support.

Education: Associates Degree in related discipline with continuing education courses/technical seminars within telecom.

2.17.70 Position Title: Senior Telecommunications Technician

Responsibilities: Responsible, on an ongoing basis for guiding and directing a team of technicians involved in tasks and activities relating to network monitoring, operations, installation, and /or maintenance for local, off-site and/or remote locations. May serve as technical lead on a functional basis, providing a resource of strong expertise for resolution of complex network problems.

Experience: Eight years network experience. Ability to guide and direct a team of technicians involved in task and activities relating to networks.

Education: Bachelor's degree in related disciplines with continuing with continuing education in network/telecom courses/technical seminars.

2.17.71 Position Title: Telecommunications Technician

Responsibilities: Responsible for complex task relating to network monitoring, operations, installation, and maintenance for local, off-site and/or remote locations. Responsible for the most complex testing of all elements of the network facilities to include power, software, communications devices, lines, modems and terminals. Monitors and controls the performance and network resources.

Experience: Four years experience in a recognized technical, or other related discipline.

Education: High school graduate with continuing education in network/telecom courses/technical seminars

2.17.72	Position Title: Junior Telecommunications Technician
----------------	---

Responsibilities: Assist in network monitoring, operations, installations, and maintenance for local, off-site and remote locations. Assist in complex testing of all elements of the network facilities to include power, software, communications devices, lines, modems and terminals. Assist in monitoring and controlling the performance and network resources.

Experience: Two years experience in network monitoring, operations, installation, and maintenance.

Education: High school graduate with continuing education in network/telecom courses/technical seminars

2.18 PRICE LIST

Line Number	Position Title	On-Site Rate
1	Facilities Planning Manager	\$95.00
2	Senior Operating Systems Software Analyst Programmer	\$92.00
3	Operating System Software Analyst Programmer	\$85.00
4	Senior Network Operations Analyst Technician	\$98.00
5	Network Operations Analyst Technician	\$82.00
6	Senior LAN Analyst	\$98.00
7	LAN Analyst	\$81.00
8	LAN Manager	\$120.00
9	Senior LAN Maintenance Technician	\$90.00
10	LAN Maintenance Technician	\$75.00
11	Computer Operator	\$59.00
12	Junior Computer Operator	\$50.00
13	Senior Data Entry Clerk	\$42.00
14	Data Entry Clerk	\$35.00
15	Computer Operator Administrator	\$45.00
16	Senior Information Systems Training Specialist	\$90.00
17	Training Specialist	\$75.00
18	Senior Programmer/Analyst	\$96.00
19	Programmer/Analyst	\$81.00
20	Junior Programmer Analyst	\$75.00
21	Subject Matter Expert	\$125.00
22	Technical Writer	\$52.00
23	Graphics Specialist	\$55.00
24	Security Manager	\$105.00
25	Senior Security Analyst	\$90.00
26	Security Analyst	\$81.90
27	Senior System Development Consultant	\$98.00
28	System Development Consultant	\$84.00
29	Junior System Development Consultant	\$80.00
30	Data Architect	\$90.00

Line Number	Position Title	On-Site Rate
31	Data Warehouse Analyst	\$75.00

Line Number	Position Title	On-Site Rate
32	Quality Assurance Analyst	\$80.00
33	Groupware Specialist	\$80.00
34	Client/Server Operations Analyst	\$69.00
35	Senior Client/Server Operations Analyst	\$75.00
36	LAN/WAN Integrator	\$82.00
37	Electronic Data Interchange (EDI) Manager	\$76.59
38	Electronic Data Interchange (EDI) Specialist	\$71.00
39	Software Systems Engineer	\$90.00
40	Technical Editor	\$60.00
41	Senior Help-Desk Coordinator	\$60.00
42	Senior LAN Support Technical	\$75.00
43	Project Manager	\$88.00
44	Database Administrator	\$80.00
45	Database Developer	\$72.00
46	Database Analyst	\$65.00
47	Senior ERP Consultant	\$111.00
48	Senior Systems Administrator	\$78.25
49	Systems Administrator	\$74.00
50	Junior Systems Administrator	\$69.00
51	Disaster Recovery Administrator	\$88.12
52	Disaster Recovery Analyst	\$75.00
53	Help Desk Specialist	\$52.00
54	Senior Data Modeler	\$90.00
55	Data Modeler	\$79.50
56	ERP Consultant	\$95.00
57	Internet/Intranet Designer	\$65.00
58	Internet/Intranet Security Specialist	\$88.00
59	Internet/Intranet Specialist	\$125.00

Line Number	Position Title	On-Site Rate
60	Internet/Intranet Software Specialist	\$84.87
61	Network Architect Engineer	\$126.00
62	ITIL Specialist	\$115.00
63	Senior Telecommunications Engineer	\$88.00
64	Telecommunications Engineer	\$75.00
65	Junior Telecommunications Engineer	\$70.00
66	Telecommunications Manager	\$78.00
67	Senior Telecommunications Systems Designer	\$80.00
68	Telecommunications Systems Designer	\$76.80
69	Junior Telecommunications Systems Designer	\$70.00
70	Senior Telecommunications Technician	\$85.00
71	Telecommunications Technician	\$75.00
72	Junior Telecommunications Technician	\$70.00

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

PREAMBLE

Net Effects, 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: NetEffects, Inc. attn: Claire Nottingham 636-237-1000, [claire @neteffects.com](mailto:claire@neteffects.com); 636-237-1010 fax

5.0. BLANKET PURCHASE AGREEMENT

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.

**6.0. 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 of the Federal Supply Schedule Contract.

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

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

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the 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.