



**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**

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|--|----------------|
| - IT Facility Operation and Maintenance                                    | FPDS Code D301 |
| - IT Systems Development Services  | FPDS Code D302 |
| - IT Systems Analysis Services   | FPDS Code D306 |
| - Automated Information Systems Design and Integration Services            | FPDS Code D307 |
| - Programming Services   | FPDS Code D308 |
| - IT Backup and Security Services  | FPDS Code D310 |
| - IT Data Conversion Services  | FPDS Code D311 |
| - Computer Aided Design/Computer Aided Manufacturing<br>(CAD/CAM) Services | FPDS Code D313 |
| - IT Network Management Services   | FPDS Code D316 |
| - Automated News Services, Data Services, or Other Information Services    | FPDS Code D317 |
| - Other Information Technology Services, Not Elsewhere Classified          | FPDS Code D399 |

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Contract Number: GS-35F-0077N  
Period Covered by Contract: October 30, 2002 - October 29, 2007

**General Services Administration  
Federal Supply Service**

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelists 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/](http://www.fss.gsa.gov/)



## **CORPORATE OVERVIEW**

PREMIER INCORPORATED was established in 1992, is an 8(a) woman-owned small disadvantaged business, and headquartered in Springfield Virginia. PREMIER holds a DSS Top Secret Facility Clearance and a DOE FOCI. PREMIER Clients base consist of the Federal Government, State Government, Educational Institutions and Commercial Industry.

PREMIER is dedicated to providing quality, personalized solutions to optimize our clients business processes by equipping them with the tools needed to succeed and advance in today s highly competitive market.

Our strength is primarily based upon our exceptionally bright and experienced technical engineers and software developers who combine state-of-the-art information technology and engineering services with proven methodologies that advance our clients mission and business goals.

### **Our Four-Phased Approach includes:**

- **Assessment**
- **Planning & Design**
- **Testing & Analysis**
- **Implementation**

The end result is an optimal solution, revitalized business processes with improved efficiency, and a dynamic performance.

PREMIER has experience in providing the following services:

- Large-Scale Software Application Development,
- Network Engineering and Support,
- Help Desk Management and Support,
- Business Process Reengineering (BPR),
- Document Management and Imaging Solutions,
- Internet Application Development,
- Web Page Development,
- Legacy System Migration,
- Large Mainframe and Server System Maintenance and Support,
- Software Evaluation and COTS,
- System Integration and Testing,
- System Engineering and Technical Assistance (SETA),
- Information Assurance/Security,
- Independent Verification and Validation (IV&V),
- Statistical Analysis and Data Modeling,
- Configuration Management,
- Training and
- Acquisition Support.



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## INFORMATION FOR ORDERING OFFICES

### SPECIAL NOTICE TO AGENCIES

#### Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal 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!<sup>™</sup> on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!<sup>™</sup> and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business concerns.

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

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

#### 1. Geographic Scope of Contract:

The Geographic scope of the contract will be within the 48 contiguous states and the District of Columbia.

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

ORDERING ADDRESS:

PREMIER ANALYSIS  
ATTN: LINDA F. JACKSON  
P.O. Box 6165  
6715 Backlick Road  
Suite 201/204  
Springfield, VA 22150

PAYMENT ADDRESS:

PREMIER ANALYSIS  
ATTN: Account Payable  
P.O. Box 6165  
6715 Backlick Road  
Suite 201/204  
Springfield, VA 22150

Government Commercial Credit Cards will be acceptable for payment. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering agencies to obtain technical and/or ordering assistance:

Linda F. Jackson, President (703) 569-5002, ext. 14; FAX (703) 569-4881



**3. LIABILITY FOR INJURY OR DAMAGE**

The Contractor shall not be liable for any injury to Government personnel or damage to Government 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: **78-828-2929**

Block 30: Type of Contractor - **Small Disadvantaged Business**

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

Block 36: Contractor's Taxpayer Identification Number (TIN): **54-1617669**

**4a. CAGE Code: 0WAX1**

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

**5. FOB Destination: 48 contiguous states and the District of Columbia.**

**6. DELIVERY SCHEDULE**

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

SPECIAL ITEM NUMBER

DELIVERY TIME (Days ARO)

**132-51**

**Delivery will be based upon an agreement between  
PREMIER and the ordering agency.**

**\*\*NOTE:** The Time of Delivery stated should be identical to that shown under paragraph B.2, PRODUCTS AND SERVICES OFFERED/SCHEDULE OF ITEMS. If Expedited Delivery and/or Overnight and 2-Day Delivery are offered under paragraph C.12, COMMERCIAL DELIVERY SCHEDULE (MULTIPLE AWARD SCHEDULE), provide information in this section of the pricelist.\*\*

**132-51 Delivery will be based upon an agreement between PREMIER and the ordering agency.**

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

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**7. Discounts:** Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: **Net 30 Days**
- b. Quantity **NONE**
- c. Dollar Volume **NONE**
- d. Government Educational Institutions **YES**

**8. Trade Agreements Act of 1979, as amended: Not Applicable**

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 \$100.00.**

**11. Maximum Order**

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

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:  
Special Item Number 132-51 - Information Technology (IT) Professional Services

**12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS:**

In accordance with FAR 8.404:

**[NOTE: Special ordering procedures have been established for Special Item Numbers (SIN) 132-51 IT Professional Services**

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 offices 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 office 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 Government's needs.

**a. Orders placed at or below the micro-purchase threshold.** Ordering offices 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 offices 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 agency's needs. In selecting the supply or service representing the best value, the ordering office 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 office 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 offices 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 office 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 offices 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 offices will find it advantageous to request a price reduction. For example, when the ordering office 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 office 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 agency for a specific order.

**f. Small business.** For orders exceeding the micro-purchase threshold, ordering offices 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 agency 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 office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

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

**STANDARDS REQUIREMENTS:** Federal departments and agencies 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 offices, 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. SECURITY REQUIREMENTS:** In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is less.

**15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES:** Any ordering office, 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 Government'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 INCIDENTAL, NON-SCHEDULE ITEMS**

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

**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

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

## **20. BLANKET PURCHASE AGREEMENTS (BPAs)**

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

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

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

## **21. CONTRACTOR TEAM ARRANGEMENTS**

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

## **22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

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



requisitioning 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, de-installation, 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.PREMIERI.COM](http://WWW.PREMIERI.COM)

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



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

**1. SCOPE**

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

**2. PERFORMANCE INCENTIVES**

- a. When using a performance based statement of work, performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.
- b. The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.
- d. The above procedures do not apply to Time and Material or labor hour orders.

**3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)**

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).

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 office 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 offices 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 office 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
  - (iii) 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)(i) below, the request shall notify the contractors that will be the case.
- (2) Transmit the Request to Contractors:
- (i) Based upon an initial evaluation of catalogs and price lists, the ordering office 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). When buying IT professional services under SIN<sup>o</sup> 132 51<sup>o</sup> 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.
  - (ii) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency s needs. Ordering offices 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.
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(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 office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall

(1) Inform contractors in the request (based on the agency'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 office 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 office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2)(ii) above 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 office 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 office's requirement involves both products as well as executive, administrative and/or professional, services, the ordering office 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)

The ordering office, 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 agency 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.

Ordering procedures for other services available on schedule at fixed prices for specifically defined services or tasks should use the procedures in FAR 8.404. These procedures are listed in the pricelist, under Information for Ordering Offices, paragraph #12.



#### **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 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.

#### **5. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.
- c. The Agency 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.

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

The Inspection of Services—Fixed Price (AUG 1996) 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) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

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

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

#### **8. RESPONSIBILITIES OF THE GOVERNMENT**

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

#### **9. INDEPENDENT CONTRACTOR**

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



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

### **a. Definitions.**

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

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

An Organizational conflict of interest exists when the nature of the work to be performed under a proposed Government contract, without some restriction on 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 Government, ordering offices may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## **11 INVOICES**

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

## **12. PAYMENTS**

For firm-fixed price orders the Government 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 (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

## **13. RESUMES**

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

## **14. INCIDENTAL SUPPORT COSTS**

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



**15. APPROVAL OF SUBCONTRACTS**

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

**16. DESCRIPTION OF IT SERVICE AND PRICING**

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

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



## LABOR CATEGORY DESCRIPTIONS

### 1. Job Title: **Program Manager**

**Education and General Experience:** A Bachelor's degree in Computer Science, Information Systems Engineering, Business, Physical Science, or other technically related discipline. This position requires twelve years experience. Above required years of experience, education can be substitute for direct experience. Two years experience equivalent to one year of undergraduate college. Specialized experience includes: project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in information systems design and/or management.

**Functional Responsibility:** Serves as the contractor's single contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance and shall not serve in any other capacity under this contract.

### 2. Job Title: **Project Manager**

**Education and General Experience:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Physical Science, or other technically related discipline. This position requires a minimum of eight years experience, of which at least five years must be specialized. Above required years of experience, education can be substitute for direct experience. Two years experience equivalent to one year of undergraduate college. Specialized experience includes: project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types, and complexity. General experience includes increasing responsibilities in information systems design and/or management. Technical proficient in various software (Oracle, or Peoplesoft, or Lotus Notes, or Imaging COTS Solutions, and/or others).

**Functional Responsibility:** Serves as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system). Assists the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order level COR(s), government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

### 3. Job Title: **Consultant**

**Education and General Experience:** A Bachelor s degree with eight years within the last twelve years of intensive and progressive experience in the individual's field of study and specialization.

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Above required years of experience, education can be substitute for direct experience. Two years experience equivalent to one year of undergraduate college.

**Functional Responsibility:** Provides consulting to director and senior managers in various Document Imaging COTS Solutions, Peoplesoft products, and/or others. Develop, lead, and conduct quality workshops, benchmarking, and surveys. Facilitates process improvement efforts. Manages a project team. Technical proficient in various software (Oracle, or Peoplesoft, or Lotus Notes, or Imaging COTS Solutions, and/or others).

#### 4. Job Title: **Quality Assurance Analyst**

**Education and General Experience:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Physical Science, or other technically related discipline. This position requires a minimum of eight years experience, of which at least three years must be specialized. Above required years of experience, education can be substitute for direct experience. Two years experience equivalent to one year of undergraduate college. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, data base management, utilization Oracle, ADABAS, Natural SYBASE, and/or RDBMS. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in assignments of technical nature. Proven understanding and applications of government documentation standards. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required. Also has experience with large COTS Solution such as Peoplesoft, SAP and/or large Imaging Solutions.

**Functional Responsibility:** Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure government standards/requirements are adhered to, and for progress in accordance with schedules. Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the software life cycle. Provides daily supervision and direction to support staff. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provide daily supervision and direction to staff, and has the ability to serve as a project manager.

#### 5. Job Title: **Senior Configuration Engineer**

**Education and General Experience:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Physical Science, or other technically related discipline. This position requires a minimum of eight years experience, of which at least five years must be specialized. Above required years of experience, education can be substitute for direct experience. Two years experience equivalent to one year of undergraduate college. Specialized experience includes: developing, preparing, and modifying configuration management polices and procedures to ensure compliance with detailed customer specifications. Shall be an expert in defining and refining CM procedures and developing the procedures in accordance with a life cycle methodology such as ISO9000 or SEI/CMM.



**Functional Responsibility:** Establish or modification of the Configuration Management Plan to ensure that the configuration items are in compliance with customer specifications. Coordinates, conducts, and documents system and application configuration audits during development, test, and integration phases prior to formal witnessed testing. Assists in the analyses of test data obtained during system and formal witnessed testing to ascertain that the configuration items accurately meet the customer's requirements baseline. Documents the results of all configuration management activities.

6. Job Title: **Senior Computer System Analyst**

**Education and General Experience:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of eight years experience, of which at least six years must be specialized. Above required years of experience, education can be substitute for direct experience. Two years experience equivalent to one year of undergraduate college. Specialized experience includes: systems requirements or developing functional requirements for complex integrated information, document management imaging systems business processes and/or programs. Must demonstrate the ability to work independently. At least three years experience working with large COTS such as PeopleSoft, SAP or others. Also at least three years experience with RDBMS such as Oracle, ADABAS or others.

**Functional Responsibility:** Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff

7. Job Title: **Program Specialist**

**Education and General Experience:** A High School diploma with a minimum of four years experience, of which at least two years must be specialized. Specialized experience in general contract administration. Works with limited supervision and direction. Required to use judgment and initiative in problem solving.

**Functional Responsibility:** Assists in the preparation of management plans and reports. Coordinates schedules to facilitate completion of proposals, contract deliverables, task order review, briefing/presentations, and IPR preparation. Performs analysis, development, and review of program administrative operating procedures.

8. Job Title: **Director of Operation**

**Education and General Experience:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Physical Science, or other technically related discipline. This position requires a minimum of seven years experience, of which at least five years must be specialized. Above required years of experience, education can be substitute for direct experience. Two years experience equivalent to one year of undergraduate college. Specialized experience includes: supervision and operations experience on a large-scale computer system,

knowledge of hardware, software and operating systems. General experience includes operations experience on a large-scale computer system or a multi-server local area network.



**Functional Responsibility:** Manages contract programs. Ensures project schedules are met. Ensures computer system resources are used effectively. Coordinates the resolution of production-related problems. Ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of information technology services. Provides users with computer output. Supervises staff operations.

9. Job Title: **Configuration Manager**

**Education and General Experience:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Physical Science, or other technically related discipline. This position requires a minimum of eight years experience, of which at least three years must be in management of the specific area. Above required years of experience, education can be substitute for direct experience. Two years experience equivalent to one year of undergraduate college. Specialized experience includes: Managing a team in the imp developing, preparing, and modifying configuration management polices and procedures to ensure compliance with detailed customer specifications. Shall be an expert in defining and refining CM procedures and developing the procedures in accordance with a life cycle methodology such as ISO9000 or SEI/CMM.

**Functional Responsibility:** Establish or modification of the Configuration Management Plan to ensure that the configuration items are in compliance with customer specifications. Coordinates, conducts, and documents system and application configuration audits during development, test, and integration phases prior to formal witnessed testing. Assists in the analyses of test data obtained during system and formal witnessed testing to ascertain that the configuration items accurately meet the customer s requirements s baseline. Documents the results of all configuration management activities.

Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle. Provides daily supervision and direction to support staff.

10. Job Title: **Network Engineer**

**Education and General Experience:** A Bachelor s degree and technical training/certification desired. This position requires a minimum of four years experience of which at least two years must be specialized. Above required years of experience, education can be substitute for direct experience. Two years experience equivalent to one year of undergraduate college. Specialized experience includes: supervision of installation technicians, analysis, design, and installation of computer based systems; analysis, and installation of local area networks; and analysis and installation of communication systems. Familiar with engineering documentation, network configurations and topologies, X.25, TCP/IP, Frame Relay, bridges, hubs, and routers. General experience includes increasing responsibilities in technical management. Proven ability to work independently or under only general direction.

**Functional Responsibility:** Organizes and directs hardware installations on site surveys. Assesses and documents current site network configuration and user requirements. Analyzes

and develops new hardware requirements and prepares specifications for hardware acquisitions. Coordinates post installation operations and maintenance support.



11. Job Title: **Programmer Analyst**

**Education and General Experience:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other technically related discipline. This position requires a minimum of Six years experience, of which at least four years must be in related field. Four years intensive and progressive experience in performing systems analysis in broad-based ADP settings including contemporary computer hardware and programming languages and at least three years in Application Development. Above required years of experience, education can be substitute for direct experience. Two years experience equivalent to one year of undergraduate college.

**Functional Responsibility:** Performs systems analysis, design, integration, programming, documentation and implementation of applications for the PC/Server, Web and Mainframe. Participates in all phases of software development with emphasis on the testing and acceptance phases. Applies S/E/ and data manipulation principles/methods to technical problems to arrive at automated solutions. Designs and prepares technical reports and related documentation and makes charts and graphs to record results. Here is responsibility for customer assistance support.

12. Job Title: **Imaging Support Technician**

**Education and General Experience:** A high school diploma and one year experience in Configuration and installation of imaging software on the PC Workstations.

**Functional Responsibility:** Set up the imaging folders on the workstations and the routing routines.

13. Job Title: **Database Analyst**

**Education and General Experience:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Science or other technically related discipline. This position requires a minimum of five years experience, of which at least three years must be specialized. Above required years of experience, education can be substitute for direct experience. Two years experience equivalent to one year of undergraduate college. Specialized experience includes: demonstrated experience using current DBMS technologies, application design utilizing various DBMS and experience with DBMS internal functions. General experience includes increasing responsibilities in DBMS systems analysis and programming. Demonstrated ability to work independently or under only general direction.

**Functional Responsibility:** Provided highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

14. Job Title: **Computer Analyst**

**Education and General Experience:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of five years experience, of which at least three years must be specialized. Above required years of



experience, education can be substitute for direct experience. Two years experience equivalent to one year of undergraduate college. Analyzes and develops computer software possessing a

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

**Functional Responsibility:** Specialized experience includes: analysis and design of business applications on complex systems for large scale computers, including three years experience in data base management concepts, use of programming languages such as Ada, COBOL, 4GL, and/or DBMS. Knowledge of current storage and retrieval methods, one year of systems analysis experience designing technical applications on computer systems and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in information systems design and management. Must demonstrate the ability to work independently or under only general direction on requirements that are moderately complex to analyze, plan, program, and implement.

15. Job Title: **Staff System Analyst**

**Education and General Experience:** An Associate's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required. This position requires a minimum of four years general experience and two years must be specialized. Above required years of experience, education can be substitute for direct experience. Two years experience equivalent to one year of undergraduate college. Specialized experience includes: in-depth knowledge of Internet/Intranet architecture and applications; electric commerce, EDI, routers, servers, domains, DNS, network capabilities and configurations. General experience includes increasing responsibilities with Information Technology network systems, including systems analysis and programming. Must demonstrate the ability to work independently or under only general direction.

**Functional Responsibility:** Designs, implements and reviews network systems in terms of machine capabilities and man-machine interface. Prepares reports and studies concerning hardware systems and Internet/Intranet applications. Prepares functional requirements and specifications for hardware acquisitions

16. Job Title: **Senior Network/LAN Engineer**

**Education and General Experience:** a Bachelor's degree and technical training/certification desired. This position requires a minimum of six years experience of which at least three years must be specialized. Above required years of experience, education can be substitute for direct experience. Two years experience equivalent to one year of undergraduate college. Specialized experience includes: supervision of installation technicians, analysis, design, and installation of computer based systems; analysis, and installation of local area networks; and analysis and



installation of communication systems. Familiar with engineering documentation, network configurations and topologies, X.25, TCP/IP, Frame Relay, bridges, hubs, and routers. General experience includes increasing responsibilities in technical management. Proven ability to work independently or under only general direction.

**Functional Responsibility:** Organizes and directs hardware installations on site surveys. Assesses and documents current site network configuration and user requirements. Analyzes and develops new hardware requirements and prepares specifications for hardware acquisitions. Coordinates post installation operations and maintenance support.

17. Job Title: **Senior Documentation Analyst**

**Education and General Experience:** A Bachelor's degree is required. This position requires a minimum of five years experience, of which at least two years must be specialized. Above required years of experience, education can be substitute for direct experience. Two years experience equivalent to one year of undergraduate college. Specialized experience includes: preparing technical documentation, which is to include researching for applicable Government and industry documentation standards. General expertise pertaining to all aspects of ADP. Demonstrated ability to work independently or under only general direction.

**Functional Responsibility:** Gathers, analyzes, and composes technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.

18. Job Title: **Data Entry**

**Education and General Experience:** A high school diploma and one-year experience in data entry and verification, or technician assistant. Familiar with basic LAN operation procedures. Typically required to work under close supervision and direction.

**Functional Responsibility:** Performs data entry via on-line data terminal, key-to-tape, key-to-disk, or similar device. Verifies data entered, where applicable, and ability to assist with the system LAN operation.

19. Job Title: **Scan Operator**

**Education and General Experience:** An associate degree and two year experience in back file / archival scanning of documents. Should be able to work independently. Above required years of experience, education can be substitute for direct experience. Two years experience equivalent to one year of undergraduate college.

**Functional Responsibility:** Performs document scanning utilizing large commercial Scanners, or similar device. Experience indexing documents entered utilizing the data capture software installed.

20. Job Title: **Senior System Engineer**

**Education and General Experience:** A Bachelor's degree in Electrical Engineering, Information Science, Information Systems, Computer Science, Physics, Math, or other related discipline.

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This position requires a minimum of eight years experience, of which at least six years must be specialized experience in defining computer security requirements for high level applications,

evaluation of approved security product capabilities, and developing solutions to MLS problems. Above required years of experience, education can be substitute for direct experience. Two years experience equivalent to one year of undergraduate college.

**Functional Responsibility:** Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Responsible for the implementation and development of the MLS. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs daily supervision and direction to staff.

21. Job Title: **Application Programmer**

**Education and General Experience:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position is for recent college graduates and requires no experience.

**Functional Responsibility:** Participates in the design of software tools and subsystems to support reuse and domain analysis. Assists Applications Engineer and Applications Programmer to interpret software Requirements and design specifications to code, and integrate and test software components.

22. Job Title: **Senior Applications Programmer**

**Education and General Experience:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of six years experience, of which at least three years must be specialized. Above required years of experience, education can be substitute for direct experience. Two years experience equivalent to one year of undergraduate college. Specialized experience includes: experience as an applications programmer on large-scale database management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Demonstrated ability to work independently or under only general direction.

**Functional Responsibility:** Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

23. Job Title: **Lotus Notes Developer**

**Education and General Experience:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Science or other technically related discipline. Eight years within the last twelve years of intensive and progressive experience in the individual's field of study and specialization. Above required years of experience, education can be substitute for direct experience. Two years experience equivalent to one year of undergraduate college. This experience is expected to include a broad spectrum of expertise in a variety of aspects of the field



(i.e., a Senior Logistics Specialist should have experience in support analysis, supply, distribution, maintenance, and transportation, or a Senior Information Engineer should have experience in systems analysis, design, and programming using manual and automated tools and methods,

such as Lotus Notes and tools.) Four years of specialized experience within the last six calendar years of intensive and progressive experience in functional and information technology analysis/programming of subject matter closely related to the work to be automated.

**Functional Responsibility:** May augment or direct project teams. Provides high level functional and FIP systems analysis, design integration, documentation, and implementation advice on exceptionally complex studies, which require an expert knowledge of the subject matter for effective problem solution. Participates in all phases of study development with emphasis on the planning, analysis, documentation, and presentation phases. Applies higher-level mathematical principles and methods to engineering and other physical sciences to arrive at automated solutions. Oversees the design and preparation of technical reports and related documentation. Prepares and delivers senior management presentations and briefings as required by the task order.

#### 24. Job Title: **Senior Lotus Notes Developer**

**Education and General Experience:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Science or other technically related discipline. This position requires a minimum of ten years experience, of which at least eight years must be specialized. Above required years of experience, education can be substitute for direct experience. Two years experience equivalent to one year of undergraduate college. Specialized experience, in information systems development, functional and data requirements analysis, systems analysis and design programming, program design and documentation preparation. The following experience is also required: demonstrated experience in the implementation of information engineering projects; systems analysis, design and programming using Lotus Notes and various tools and methods, systems planning, business information planning, and business analysis. Must demonstrate the ability to work independently or under only general direction.

**Functional Responsibility:** Applies business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open systems architecture objectives. Provides daily supervision and direction to staff.

#### 25. Job Title: **Database Management System Specialist**

**Education and General Experience:** A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum eight years experience, of which at least six years must be specialized. Above required years of experience, education can be substitute for direct experience. Two years experience equivalent to one year of undergraduate college. Specialized experience includes: demonstrated experience with DBMS design and system analysis, current operating systems software internals and data



manipulation languages. General experience includes increasing responsibilities in the development and maintenance of data base systems.

**Functional Responsibility:** Manages the development of data base projects. Plans and budgets staff and data base resources. When necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on data base management systems (DBMS) concepts. Provides daily supervision and direction to support staff.

26. Job Title: **Senior Technical Writer**

**Education and General Experience:** A Bachelor's degree in English and/or literature or a technical field is required. Requires three years of general experience and one year of specialized experience. Above required years of experience, education can be substitute for direct experience. Two years experience equivalent to one year of undergraduate college. Position requires analyses and excellent writing skills of various degrees related to information technology and resources. Possesses and applies comprehensive knowledge to provide technical review and expertise when required. Must possess and apply comprehensive knowledge of information system management. Able to plan and carryout complex written projects to completion. Excellent communication and writing skills. Works within broad objectives to obtain unique solutions. Responsible direct a staff and ability to interface closely with client.

**Functional Responsibility:** This position develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related administrative publications concerned with work methods and procedures, and installation, operations and enhancement of equipment. Interviews production and other personnel and reads journals, reports and other material to become familiar with product technologies and production methods. Reviews manufacturer's and trade catalogs, drawings and other data relative to operation and enhancement of equipment. Organizes material and completes writing assignments with regard to order, clarity, conciseness, style, and terminology.

27. Job Title: **Technical Writer**

**Education and General Experience:** A Bachelor's degree in English, Literature, or other related discipline. This position requires a minimum of six years experience, of which at least two years must be specialized. Above required years of experience, education can be substitute for direct experience. Two years experience equivalent to one year of undergraduate college. Specialized experience includes: demonstrated experience in editing documents, including technical documents. Demonstrated ability to work independently or under only general direction.

**Functional Responsibility:** Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

28. Job Title: **Administrative Project Assistance**

**Education and General Experience:** A high school diploma is a minimum requirement. Must possess word processing and general office skills. This position requires a minimum of one year of office experience in an information technology environment.



**Functional Responsibility:** Performs high level of secretarial work under the general supervision of manager. Types and proofreads correspondence, reports, and documentation. Maintains filing system for department. Answers telephones, responds to routine

questions/requests, greets visitors, schedules meetings, mail distribution, and makes travel arrangements.



**GSA IT-70 PRICING SCHEDULE**

LABOR CATEGORY	-----IFF 1% -----		-----IFF .75% -----			
	10/30/02- 10/29/03	10/30/03- 12/31/03	01/01/04- 10/29/04	10/30/04- 10/29/05	10/30/05- 10/29/06	10/30/06- 10/29/07
Program Manager	\$90.17	\$93.33	\$93.09	\$96.35	\$99.72	\$103.21
Project Manager	\$109.03	\$112.85	\$112.56	\$116.50	\$120.58	\$124.80
Consultant	\$145.44	\$150.53	\$150.15	\$155.41	\$160.85	\$166.48
Quality Assurance Analyst	\$102.50	\$106.09	\$105.82	\$109.53	\$113.36	\$117.33
Senior Configuration Engineer	\$99.87	\$103.37	\$103.11	\$106.72	\$110.45	\$114.32
Senior Computer System Analyst	\$102.78	\$106.38	\$106.11	\$109.83	\$113.67	\$117.65
Program Specialist	\$68.11	\$70.49	\$70.32	\$72.78	\$75.33	\$77.90
Director of Operation	\$85.41	\$88.40	\$88.18	\$91.26	\$94.46	\$97.70
Configuration Manager	\$66.66	\$68.99	\$68.82	\$71.23	\$73.72	\$76.30
Network Engineer	\$68.11	\$70.49	\$70.32	\$72.78	\$75.33	\$77.90
Programmer Analyst	\$70.93	\$73.41	\$73.23	\$75.79	\$78.44	\$81.10
Imaging Support Technician	\$36.92	\$38.21	\$38.12	\$39.45	\$40.83	\$42.20
Database Analyst	\$96.58	\$99.96	\$99.71	\$103.20	\$106.81	\$110.55
Computer Analyst	\$96.58	\$99.96	\$99.71	\$103.20	\$106.81	\$110.55
Staff System Analyst	\$75.63	\$78.28	\$78.08	\$80.81	\$83.64	\$86.57
Senior Network/LAN Engineer	\$81.45	\$84.30	\$84.09	\$87.03	\$90.08	\$93.23
Senior Documentation Analyst	\$67.67	\$70.04	\$69.86	\$72.31	\$74.84	\$77.40
Data Entry	\$43.43	\$44.95	\$44.84	\$46.41	\$48.03	\$49.71
Scan Operator	\$41.77	\$43.23	\$43.12	\$44.63	\$46.20	\$47.81
Senior System Engineer	\$65.65	\$67.95	\$67.78	\$70.15	\$72.61	\$75.15
Application Programmer	\$58.58	\$60.63	\$60.48	\$62.60	\$64.79	\$67.05
Senior Applications Programmer	\$65.65	\$67.95	\$67.78	\$70.15	\$72.61	\$75.15
Lotus Notes Developer	\$57.60	\$59.62	\$59.47	\$61.55	\$63.70	\$65.93
Senior Lotus Notes Developer	\$82.29	\$85.17	\$84.96	\$87.93	\$91.01	\$94.19
Database Mgt System Specialist (DMBS)	\$79.18	\$81.95	\$81.75	\$84.61	\$87.57	\$90.63
Senior Technical Writer	\$65.65	\$67.95	\$67.78	\$70.15	\$72.61	\$75.15
Technical Writer	\$52.52	\$54.36	\$54.22	\$56.12	\$58.08	\$60.12
Administrative Project Assistance	\$35.35	\$36.59	\$36.50	\$37.77	\$39.10	\$40.40



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

**PREAMBLE**

(Name of Company) provides commercial products and services to the Federal Government. 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-prot g 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 Federal Government contracts. To accelerate potential opportunities please contact **(Linda Jackson, (703) 569-5002 ext.14, [L.Jackson@premieri.com](mailto:L.Jackson@premieri.com), (703) 569-4881)**.



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

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

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

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

Signatures

-----  
AGENCY                      DATE

-----  
CONTRACTOR                      DATE



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

**(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT**

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

(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 Government estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

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



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



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

Federal Supply Schedule Contractors may use Contractor Team Arrangements (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

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

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

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

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

Here is a general outline on how it works:

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