

**AUTHORIZED FEDERAL ACQUISITION SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST**

MAS SCHEDULE

SIN 54151S - 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 D316	IT Network Management Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

SIN 54151HEAL - Health Information Technology (IT) Professional Services

SIN 54151PIV - Homeland Security Presidential Directive 12 Products and Services



**Pro-Sphere Tek, Inc.
1101 King Street
Alexandria, VA 22314-2944
Office: (703) 810-3030
Fax: (703) 810-3031**

**<http://www.pro-spheretek.com>
GSASales@pro-spheretek.com**

Contract Number: #GS-35F-0517U

Period Covered by Contract: June 30, 2013 - June 29, 2023

Pricelist current through Mass Modification #PS-A812, dated February 5, 2020.

**General Services Administration
Federal Acquisition Service**

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

TABLE OF CONTENTS

Information for Ordering Activities 3

Terms and Conditions Applicable to Information Technology (IT) Professional Services
(Special Item Number 54151S) 8

SIN 54151S Labor Category Descriptions..... 10

Terms and Conditions Applicable to Health Information Technology (IT) Professional Services
(Special Item Number 54151HEAL) 18

SIN 54151HEAL Labor Category Descriptions..... 20

Terms and Conditions Applicable to Homeland Security Presidential Directive 12 Product and Service
Components (Special Item Number 541519PIV) 25

SIN 541519PIV Labor Category Descriptions..... 27

GSA Price List..... 31

USA Commitment to promote Small Business..... 34

Blanket Purchase Agreement..... 35

Contractor Teaming Arrangements..... 36

**INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals. For orders exceeding the micro-purchase 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 Acquisition Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns. This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination. For orders exceeding the micro-purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories. Offerors are requested to check one of the following boxes:

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

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Pro-Sphere Tek, Inc. 1101 King Street Alexandria, VA 22314-2944

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 not 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:
Office: (703) 810-3030 Fax: (703) 810-3031

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. STATICAL 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: 627796449
Block 30: Type of Contractor - B. Large Business
Block 31: Woman-Owned Small Business - No
Block 36: Contractor's Taxpayer Identification Number (TIN): 20-5579123

4a. CAGE Code: 4K VX3

4b. Contractor has registered with the System for Award Management (SAM) Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER

54151S
54151HEAL
541519PIV

DELIVERY TIME (Days ARO)

as negotiated per task order
as negotiated per task order
as negotiated per task order

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: 0% - 30 days from receipt of invoice or date of acceptance, whichever is later.

b. Quantity: None

c. Dollar Volume: None

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

e. Other: None

8. **TRADE AGREEMENTS ACT OF 1979, as amended:** All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. **STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:** N/A

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 all awarded Special Item Number(s) is \$500,000.

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

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

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

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

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

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

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

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

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

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 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.
NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.
- (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 as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f). For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below: N/A

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

26. SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324).

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S)

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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

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

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either:
 - (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

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

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

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 54151S. IT Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

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

This section presents descriptions of services offerings to labor categories. When determining the qualifications of an individual to fill one of the positions offered, substitutions for the education and experience requirements may be made as shown in Figure 1. Allowable substitutions of Education and Experience.

Figure 1. Allowable substitutions of Education and Experience.

The minimum education and experience will be met when the educational equivalencies in the tables below are considered. Additional educational achievements in excess of requirements can be substituted for experience as shown below.

Required Education	Actual Education Obtained	Additional Years Credit
MA/MS	PhD	2
BA/BS	PhD	4
BA/BS	MA/MS	2
HS/AD	BA/BS	4

Administrative Assistant

Functional Responsibilities: Interface with personnel to coordinate meetings, maintain logs, records and files, provides end-user support, and performs general administrative duties. Performs data analysis from a variety of sources, document types and formats. Have a working knowledge of the fundamental operations for the activity. Works in conjunction with the Project Manager for a task order.

Minimum Experience: 2 years of experience

Minimum Education: High School Diploma

Business Analyst

Functional Responsibilities: Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Works with the client to develop and define user requirements. Researches, gathers and defines requirements and ensures that they would be compatible and compliant with appropriate IT standards. Performs analysis and may assist in the conversion of user requirements into technical documents for development teams. Defines software design methodologies, flow charts and diagrams and verifies programs.

Minimum Experience: 3 years of experience

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

CMS/IDMS Reviewer/ Program Analyst

Functional Responsibilities: Responsible for acquisition, installation, maintenance, and usage of IT Systems. Determine the best products to meet needs and present results. Evaluate, develop, and maintain IT or telecommunications systems. Troubleshoot system problems. Establish and implement policies, procedures, and standards, and ensures their conformance to information systems objectives.

Minimum Experience: 2 years of experience

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Desktop Support Engineer

Functional Responsibilities: The Desktop Engineer provides Tier II phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, business applications running on user's PC and Laptops, and networking; troubleshoots and resolves hardware/software issues and problems with network resources (printers, scanners, etc.) impacting users.

Minimum Experience: A minimum of six years of desk top support, at least three years of which must be specialized experience working at the Tier II level. Specialized experience includes working knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and support on a help desk. General experience includes information systems development and other work in the client/server or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude, and ability to work independently

Minimum Education: Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Enterprise Engineer

Functional Responsibilities: Deploy enterprise-wide system management tools; deploy architected solutions and ability to solve unanticipated complications, deploy and document enterprise management solutions for complex heterogeneous IT environment. Integrate systems, network and help desk tools into an integrated IT solution. Provide hard/software tool selection analysis and recommendation. Lead technical teams to implement multiple software management tools sequentially or in parallel.

Minimum Experience: 5 years of experience

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Field Registrar

Functional Responsibilities: Provide support to complex systems design, development, and testing activities. Provide assistance in preparing reports and relevant deliverables. Manage data conversion, design, development, training and quality assurance. Demonstrate good oral and written communication skills. Provide technical and specialized solutions to complex IT problems. Work independently or as a member of a team.

Minimum Experience: 1 year of experience

Minimum Education: Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Financial Analyst

Functional Responsibilities: Perform analysis of each process in a business to check for improvement and optimization, make/suggest necessary changes to management to improve the productivity. Share their in-depth understanding of the business and system processes and their knowledge variety of data base level changes and various measures to migrate data from one database to another. Analyze each process in a business to check for improvement and optimization. Define various types of indexing to make the various operations in the database faster and more efficient. Research various factors affecting the migration, including data cleansing and implementation of new technologies to improve and streamline data migration.

Minimum Experience: 4 years of experience

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Hardware Specialist I

Functional Responsibilities: The Hardware Specialist reviews computer systems and desk top workstations in terms of machine capabilities and man-machine interface; prepares reports and studies concerning hardware; prepares functional requirements and specifications for hardware acquisitions; ensures that problems have been properly identified and that the solutions satisfy the user's requirements. Assist users in hardware installation, testing, and troubleshooting of computer systems and desktop workstations.

Minimum Experience: A minimum of four years of experience in IT systems hardware, at least two years of which must be specialized. Specialized experience includes system analysis and evaluation of hardware capabilities and configurations. General experience includes increasing responsibilities with ADP systems, including systems analysis and programming. Must demonstrate the ability to work independently or under general direction only.

Minimum Education: Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Help Desk Coordinator

Functional Responsibilities: Using information technology tools, is responsible for developing, drafting, writing and editing reports, briefs, proposals, and other documents in support of a client's requirements. Understands, uses, and develops advanced level automated tools (e.g. Excel macros), and other specialized applications. Supports documentation activities such as technical writing, illustrating, editing, proofreading, production, and quality control required for the preparation of technical documents, on-line help and other interactive documentation. Must be capable of working independently. Must be able to communicate orally and in writing with all levels of an organization as required.

Minimum Experience: 2 years of experience

Minimum Education: Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Help Desk Specialist

Functional Responsibilities: Provides the users with phone and in-person support on e-mail, directories, standard desktop applications as well as applications that were developed in-house. Serve as the initial point of contact for troubleshooting computer software and hardware problems. Also provides repairs and maintenance to computers and LAN peripheral equipment.

Minimum Experience: 3 years of experience

Minimum Education: Associate's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Information Assurance Specialist

Functional Responsibilities: Provide general Information Assurance support including assistance in the Certification and Accreditation Process. Develop C&A test activities and develop, maintain and administer security tests and evaluations (ST&E's). Develop and performs technical vulnerability tests. Conduct penetration tests. Prepare test reports make recommendations to mitigate findings. Possess the ability to work well with others. Possess good written and oral skills.

Minimum Experience: 4 years of experience

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

IT Analyst I

Functional Responsibilities: Under general direction, responsible for program design, coding, testing, debugging and documentation. Has full technical knowledge of all phases of web-based applications systems analysis and programming. Has a general understanding of the business or function for which applications is designed. Competent to work in most phases of web programming or development.

Minimum Experience: 1 year of experience

Minimum Education: Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

IT Analyst II

Functional Responsibilities: Supports the installation, testing, maintenance, and troubleshooting of operational systems or networks. Manage a variety of IT and telecommunications support functions, including trouble ticket management, service order entry, and/or configuration management. Direct the testing of IT, telecommunications, or RF systems in support of systems planning, assembly, installation, implementation, and maintenance using both manual and automated tools. Evaluate system problems of workflow, organization, and planning. Develop appropriate corrective action. Possess knowledge of applicable IT, telecommunications, or RF systems engineering techniques and the use of automated support tools. Perform all work in accordance with established standards.

Minimum Experience: 3 years of experience

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

IT Analyst III

Functional Responsibilities: Provide analytical ability and creativity in developing and implementing solutions in troubleshooting hardware/software. Specialized experience includes: management of help desks in a multi-server environment, comprehensive knowledge of PC operating systems, as well as networking and mail standards and supervision of help desk employees. General experience includes information systems development, network and other work in the client/server field, or related fields. Demonstrate ability to communicate orally and in writing.

Minimum Experience: 4 years of experience

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

IT Consultant

Functional Responsibility: Works directly with clients to provide advice and recommend effective solutions to complex problems related to Information Technology. Provide technical, managerial, or operational expertise in a specialized area of practice such as computer Science, Information technology, Information Management, or Project Management.

Minimum Experience: 5 years of experience

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

IV&V Consultant

Functional Responsibility: The IV&V Consultant provides independent verification and validation for software development, testing and deployment to ensure that IT applications being developed meet user requirements, and that the process adheres to sound methodologies and principles for software development and testing. Duties including the review of IT work products, for correctness, adherence to the design concept and to user standards and requirements, and for progress in accordance with schedules; coordinates with the Program and/or Project Manager to ensure IT problem solution and user satisfaction; documents reports and makes recommendations, if needed, for improvement of processes; prepares milestone status reports and delivers presentations on findings to management, colleagues, and end user representatives.

Minimum Experience: A minimum of eight years of IT experience, of which at least four years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large scale computers; database management; use of programming languages such as Java, .net, and other web-related languages; 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 a technical nature. Proven ability to work independently or under general direction only on complex application problems involving all phases of systems analysis is required.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Jr. Project Manager

Functional Responsibilities: Design, modify, develop, write, and implement software programming applications. Support and/or install software applications. Participate in the testing process through test review and analysis, test witnessing, and certification of software. Manage a team of software developers to architect, design enterprise software products. Write product requirement documents, implement and track development timelines, negotiate feature sets with the development leads and product. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks.

Minimum Experience: 4 years of experience

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Jr. Software Engineer

Functional Responsibilities: Reviews computer data systems and workstations in terms of machine capabilities and interface. Prepare reports and studies concerning hardware. Prepare functional requirements and specifications for hardware acquisitions. Ensure that problems have been properly identified and the solutions satisfy the user's requirements. Assists users in hardware installation, testing and troubleshooting of computer systems and desktop workstations.

Minimum Experience: 3 years of experience

Minimum Education: Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Logistics Coordinator

Functional Responsibility: Provide advice, assistance, and coordination to the customer to support resolution of all software and hardware problems. Shall determine the nature of a site problems troubles and attempt resolution. For calls not resolved telephonically, shall dispatch appropriate resources to site to resolve problem.

Minimum Experience: 5 years of experience

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Network Engineer

Functional Responsibility: Designs, implements, maintains, troubleshoots, and supports local and wide-area network systems. Consults with clients and analyzes and reviews their network requirements. Estimates cost and prepares schedules that outline the timetable for design and implementation of the network solution. Evaluates network hardware and software and assists in their acquisition. Research's the market for the most cost effective software and hardware. Troubleshoots and resolves software/hardware problems, configures network systems to user environments. Convert designs and specification working networks.

Minimum Experience: 3 years of experience

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Program Manager

Functional Responsibility: Ensure successful and efficient information technology services for an organization. Oversee all information technology operations and the quality of information technology services to ensure the integrity of computer systems and software. Serve as a technical expert to staff and other personnel, as well as allow system users to understand the functionality of information technology services. Technical responsibilities also include the design of technical specifications and requirements for new systems or improving existing systems, often referred to as the development life-cycle.

Minimum Experience: 4 years of experience

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Project Manager

Functional Responsibility: Provides assistance to management on major programs, following work plans, schedules, evaluation criteria and assist in utilizing resources in the most cost effective and efficient manner. Confers with personnel on feasibility studies, systems, planning, equipment scheduling and related duties. Enforce established applications programming and documentation. Plan and create work items for current and future procurement. Manage current projects through construction. Coordinate efforts with other involved personnel to populate and maintain work items in database; support development of work items and provide assistance for execution. Maintain liaison with management. Duties include planning, organization and administration of activities and services. Provide assistance to staff members relating to planning, schedules, and technical recommendations. Monitors program data and information collection methods and techniques. Provide estimating and scheduling services. Interact with management and support staff.

Minimum Experience: 4 years of experience

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Software Developer

Functional Responsibility: Works under the lead developer to assist in the process of software application development and software integration techniques that expedite software development cycles. Assist in the integration of the existing decision support software applications and conversion of existing applications to a relational database structure.

Minimum Experience: 3 years of experience

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Sr. Business Analyst

Functional Responsibilities: Performs design, programming, documentation, and implementation of applications that require knowledge of information systems and related systems concepts for effective development and deployment of software modules. Participate in all phases of software development with emphasis on the design, coding, testing, documentation, and acceptance phases. Designs and prepares technical reports and related documentation.

Minimum Experience: 6 years of experience

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Sr. Data Management Engineer

Functional Responsibilities: Perform analysis of each process in a business to check for improvement and optimization, make/suggest necessary changes to management to improve the productivity. Share their in-depth understanding of the business and system processes and their knowledge variety of data base level changes and various measures to manage data from one database to another. Analyze each process in a business to check for improvement and optimization. Define various types of indexing to make the various operations in the database faster and more efficient. Research various factors affecting the migration, including the data cleansing and implementation of new technologies to improve and streamline data management.

Minimum Experience: 6 years of experience

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Sr. Enterprise Architect

Functional Responsibilities: Maintain and govern enterprise architecture (EA) across the organization. Also responsible for refining the EA processes and for leading the integration of these processes with other related business and IT processes. Conduct research on emerging technologies in support of infrastructure development efforts and recommend technologies that will increase cost effectiveness and infrastructure flexibility. Develop, document, make recommendations, and communicate plans for investing in IT infrastructure, including analysis of cost reduction opportunities. Develop and execute test plans to check infrastructure and systems technical performance.

Minimum Experience: 6 years of experience

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Sr. IT Consultant

Functional Responsibilities: Highly specialized in leading edge information technologies and methodologies. Perform planning, engineering, prioritization, coordination with project scheduling, and system assurance activities. Provide highly technical and specialized guidance concerning automated solutions to complex information processing problems. Manage multiple tasks in a fast-paced environment with competing priorities and quick turnaround deliverables. Prepare reports and gives presentations. Manages the project as defined by the government and ensuring that the project delivers to government expectations on time and to budget.

Minimum Experience: 8 years of experience

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Sr. Program Manager

Functional Responsibility: Responsible to the coordination, defining, staffing and managing IT programs. Plans, implements and oversees requirements analysis, quality assurance, testing, systems analysis, and software integration and development. Act as the primary technical point of contact for team members and client. Develops and oversees projects schedule making adjustments as needed. Coordinate meetings with team members and management officials.

Minimum Experience: 10 years of experience

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Sr. Project Manager

Functional Responsibility: Develop the company's business strategy and defines IT systems architecture to support that strategy, according the infrastructure that supports the business and helps achieve those goals. Conduct research on emerging technologies in support of infrastructure development efforts and recommend technologies that will increase cost effectiveness and infrastructure flexibility.

Minimum Experience: 8 years of experience

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Sr. Software Developer

Functional Responsibility: Manages the process, and personnel, for software application development and software integration techniques to expedite software development cycles. Manages the integration of the existing decision support software applications or convert existing applications to a relational database structure. Has responsibility for functional code sequences to ensure new software modules are integrated into existing applications in the most effective manner.

Minimum Experience: 5 years of experience in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Minimum Education: Bachelor's degree

Sr. Software Engineer

Functional Responsibilities: Design, modify, develop, write, and implement software programming applications. Support and/or install software applications. Participate in the testing process through test review and analysis, test witnessing, and certification of software. Provide support to plan, coordinate, and implement the organization's information security. Provide support for facilitating and helping agencies identify their current security infrastructure and define future programs, design and implementation of security related to IT systems.

Minimum Experience: 5 years of experience

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Subject Matter Expert

Functional Responsibility: Has substantial expertise in a specific functional area. Direct analysis of requirements for information systems. Possesses a high level of knowledge and skills in a particular technical subject area.

Technical areas include: software development, enterprise infra-structure, security, telecom and other related fields. SME understands, articulates, and implements best practices related to their area of expertise. Provides guidance on how their area of capability can resolve an organizational need, and actively participates in all phases of the

technical life cycle. Maintains subject matter expertise in areas such as facilitation, organizational development, and change management.

Minimum Experience: 6 years of experience

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

System Administrator

Functional Responsibility: Must have specialized subject matter expertise in one or more computer systems utilized for business applications, interface between system software and other systems used, spreadsheet, database and word processing applications; hardware operating systems, computer hardware, mainframe access basics, and networks. Provide system administration and support activities. Monitor system daily to ensure availability to users. Provide application guidance, parameters and specifications to staff in developing reports necessary to meet customer requirements. Coordinates the installation of new modules, tools, etc., and provides training to users. Maintain the scheduling of reports, interfaces, project logs and records, problem logs, and progress of projects in relation to schedules. Serve as technical liaison with outside consultants and technical support staff.

Minimum Experience: 6 years of experience

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Systems Analyst

Functional Responsibility: Conducts studies and analysis to develop effective improvements to management, organization and business applications for the advancement of quality enhancements through reengineering techniques. Provides support to resolve complex systems analyses and studies. Prepares reports for presentation to management officials. May work independently or as a team member. Ability to define problems and develop system requirements as well as program specifications. Works closely with programmers to ensure proper implementation of program and system specifications.

Minimum Experience: 3 years of experience

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Systems Analyst I

Functional Responsibility: Involved in the business process cycle. Responsible for developing and maintaining numerous forms of complex applications and relational database models comprised of various languages, protocols and interfaces essentially for the purpose of data dissemination. Perform technical tasks using both standard and non-standard analysis, design, programming methods and techniques. Applies analytical and evaluative techniques to solve, design and implement software solutions to technical and implementation problems. Consistently write, translate, and code software programs and applications according to specifications to meet changing functional requirements.

Minimum Experience: 5 years of experience

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline

Test Engineer

Functional Responsibility: Designs and conducts software tests and evaluates the test results to determine and ensure compliance with regulations and conformance to design. Prepares test scripts and all necessary test documents.

Minimum Experience: 4 years of experience

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

TERMS AND CONDITIONS APPLICABLE TO HEALTH INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151HEAL)

Vendor suitability for offering services through the new Health IT SIN must be in accordance with the following laws and standards when applicable to the specific task orders, including but not limited to:

- Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH)
- The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- National Institute of Standards and Technology (NIST) Federal Information Processing Standards (FIPS) and Special Publications
- Federal Information Security Management Act (FISMA) of 2002

*****NOTE: All non-professional labor categories must be incidental to, and used solely to support Health IT services, and cannot be purchased separately.**

*****NOTE: All labor categories under the Special Item Number 54151S Information Technology Professional Services may remain under SIN 54151S unless the labor categories are specific to the Health IT SIN.**

1. SCOPE

- a. The labor categories, prices, terms and conditions stated under Special Item Number 54151HEAL Health Information Technology Services apply exclusively to Health IT Services within the scope of this Information Technology Schedule.
- b. This SIN is limited to Health IT Services only. Software and hardware products are out of scope. Hardware and software can be acquired through different Special Item Numbers on ITC.
- c. This SIN provides ordering activities with access to Health IT services.
- d. Health IT Services provided under this SIN shall comply with all Healthcare certifications and industry standards as applicable at the task order level.
- e. 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. ORDER

- a. Agencies may use written orders, Electronic Data Interchange (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.

3. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity. All Contracts will be fully funded.
- 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 Health 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. All travel will be agreed upon with the client prior to the Contractor's travel.

4. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS –COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I – OCT 2008) 26

(DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

5. RESPONSIBILITIES OF THE CONTRACTOR

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

6. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

7. INDEPENDENT CONTRACTOR

All Health 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.

8. 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.

9. INVOICES

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

10. RESUMES

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

11. INCIDENTAL SUPPORT COSTS

Incidental support costs are not considered part of 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.

12. 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.

13. DESCRIPTION OF HEALTH IT SERVICES AND PRICING

The Contractor shall provide a description of each type of Health IT Service offered under Special Item Numbers 54151HEAL Health IT Services and it should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a 27

description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

Health IT Analyst I

Functional Responsibilities: Under general direction, responsible for program design, coding, testing, debugging and documentation. Has full technical knowledge of all phases of web-based applications systems analysis and programming. Has a general understanding of the business or function for which applications is designed. Competent to work in most phases of web programming or development.

Minimum Experience: 1 year of experience

Minimum Education: Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Health IT Analyst II

Functional Responsibilities: Supports the installation, testing, maintenance, and troubleshooting of operational systems or networks. Manage a variety of Health IT and telecommunications support functions, including trouble ticket management, service order entry, and/or configuration management. Direct the testing of Health IT, telecommunications, or RF systems in support of systems planning, assembly, installation, implementation, and maintenance using both manual and automated tools. Evaluate system problems of workflow, organization, and planning. Develop appropriate corrective action. Possess knowledge of applicable Health IT, telecommunications, or RF systems engineering techniques and the use of automated support tools. Perform all work in accordance with established standards.

Minimum Experience: 3 years of experience

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Health IT Analyst III

Functional Responsibilities: Provide analytical ability and creativity in developing and implementing solutions in troubleshooting hardware/software. Specialized experience includes: management of help desks in a multi-server environment, comprehensive knowledge of PC operating systems, as well as networking and mail standards and supervision of help desk employees. General experience includes information systems development, network and other work in the client/server field, or related fields. Demonstrate ability to communicate orally and in writing.

Minimum Experience: 4 years of experience

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Health IT Consultant

Functional Responsibility: Works directly with clients to provide advice and recommend effective solutions to complex problems related to Information Technology. Provide technical, managerial, or operational expertise in a specialized area of practice such as computer Science, Information technology, Information Management, or Project Management.

Minimum Experience: 5 years of experience

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Health IT Enterprise Engineer

Functional Responsibilities: Deploy enterprise-wide system management tools; deploy architected solutions and ability to solve unanticipated complications, deploy and document enterprise management solutions for complex heterogeneous Health IT environment. Integrate systems, network and help desk tools into an integrated Health IT solution. Provide hard/software tool selection analysis and recommendation. Lead technical teams to implement multiple software management tools sequentially or in parallel.

Minimum Experience: 5 years of experience

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Health IT Information Assurance Specialist

Functional Responsibilities: Provide general Information Assurance support including assistance in the Certification and Accreditation Process. Develop C&A test activities and develop, maintain and administer security tests and evaluations (ST&E's). Develop and performs technical vulnerability tests in a Health IT environment. Conduct penetration tests. Prepare test reports make recommendations to mitigate findings. Possess the ability to work well with others. Possess good written and oral skills.

Minimum Experience: 4 years of experience

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Health IT Program Manager

Functional Responsibility: Ensure successful and efficient information technology services for an organization. Oversee all Health information technology operations and the quality of information technology services to ensure the integrity of computer systems and software. Serve as a technical expert to staff and other personnel, as well as allow system users to understand the functionality of Health information technology services. Technical responsibilities also include the design of technical specifications and requirements for new Health systems or improving existing systems, often referred to as the development life-cycle.

Minimum Experience: 4 years of experience

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Health IT Project Manager

Functional Responsibility: Provides assistance to management on major programs, following work plans, schedules, evaluation criteria and assist in utilizing resources in the most cost effective and efficient manner. Confers with personnel on Health feasibility studies, systems, planning, equipment scheduling and related duties. Enforce established applications programming and documentation. Plan and create work items for current and future procurement. Manage current Health projects through construction. Coordinate efforts with other involved personnel to populate and maintain work items in database; support development of work items and provide assistance for execution. Maintain liaison with management. Duties include planning, organization and administration of activities and services. Provide assistance to staff members relating to planning, schedules, and technical recommendations. Monitors program data and information collection methods and techniques. Provide estimating and scheduling services. Interact with management and support staff.

Minimum Experience: 4 years of experience

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Health IT Software Developer

Functional Responsibility: Works under the lead developer to assist in the process of Health software application development and software integration techniques that expedite software development cycles. Assist in the integration of the existing decision support Health software applications and conversion of existing applications to a relational database structure.

Minimum Experience: 3 years of experience

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Health IT Subject Matter Expert

Functional Responsibility: Has substantial expertise in a specific Health functional area. Direct analysis of requirements for information systems. Possesses a high level of knowledge and skills in a particular technical subject area. Technical areas include: software development, enterprise infra-structure, security, telecom and other related fields. SME understands, articulates, and implements best practices related to their area of expertise. Provides guidance on how their area of capability can resolve an organizational need, and actively participates in all phases of the technical life cycle. Maintains Health subject matter expertise in areas such as facilitation, organizational development, and change management.

Minimum Experience: 6 years of experience

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Health IT Systems Analyst I

Functional Responsibility: Conducts studies and analysis to develop effective improvements to management, organization and Health business applications for the advancement of quality enhancements through reengineering techniques. Provides support to resolve complex systems analyses and studies. Prepares reports for presentation to management officials. May work independently or as a team member. Ability to define problems and develop system requirements as well as program specifications. Works closely with programmers to ensure proper implementation of program and system specifications.

Minimum Experience: 3 years of experience

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Health IT Systems Analyst II

Functional Responsibility: Involved in the Health business process cycle. Responsible for developing and maintaining numerous forms of complex applications and relational database models comprised of various languages, protocols and interfaces essentially for the purpose of data dissemination. Perform technical tasks using both standard and non-standard analysis, design, programming methods and techniques. Applies analytical and evaluative techniques to solve, design and implement Health software solutions to technical and implementation problems. Consistently write, translate, and code software programs and applications according to specifications to meet changing functional requirements.

Minimum Experience: 5 years of experience

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline

Health IT Test Engineer

Functional Responsibility: Designs and conducts Health software tests and evaluates the test results to determine and ensure compliance with regulations and conformance to design. Prepares test scripts and all necessary test documents.

Minimum Experience: 4 years of experience

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

IV&V Health Consultant

Functional Responsibility: The IV&V Consultant provides independent verification and validation for software development, testing and deployment to ensure that Health IT applications being developed meet user requirements, and that the process adheres to sound methodologies and principles for software development and testing. Duties including the review of Health IT work products, for correctness, adherence to the design concept and to user standards and requirements, and for progress in accordance with schedules; coordinates with the Program and/or Project Manager to ensure Health IT problem solution and user satisfaction; documents reports and makes recommendations, if needed, for improvement of processes; prepares milestone status reports and delivers presentations on findings to management, colleagues, and end user representatives.

Minimum Experience: A minimum of eight years of Health IT experience, of which at least four years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large scale computers; database management; use of programming languages such as Java, .net, and other web-related languages; 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 a technical nature. Proven ability to work independently or under general direction only on complex application problems involving all phases of systems analysis is required.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Jr. Health IT Project Manager

Functional Responsibilities: Design, modify, develop, write, and implement software programming applications in a Health IT environment. Support and/or install software applications. Participate in the testing process through test review and analysis, test witnessing, and certification of software. Manage a team of software developers to

architect, design enterprise Health software products. Write product requirement documents, implement and track development timelines, negotiate feature sets with the development leads and product. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks.

Minimum Experience: 4 years of experience

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Jr. Health IT Software Engineer

Functional Responsibilities: Reviews Health computer data systems and workstations in terms of machine capabilities and interface. Prepare reports and studies concerning hardware. Prepare functional requirements and specifications for hardware acquisitions. Ensure that problems have been properly identified and the solutions satisfy the user's requirements. Assists users in hardware installation, testing and troubleshooting of computer systems and desktop workstations.

Minimum Experience: 3 years of experience

Minimum Education: Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Sr. Health IT Business Analyst

Functional Responsibilities: Performs design, programming, documentation, and implementation of applications that require knowledge of Health information systems and related systems concepts for effective development and deployment of software modules. Participate in all phases of Health software development with emphasis on the design, coding, testing, documentation, and acceptance phases. Designs and prepares technical reports and related documentation.

Minimum Experience: 6 years of experience

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Sr. Health IT Data Management Engineer

Functional Responsibilities: Perform analysis of each process in a business to check for improvement and optimization, make/suggest necessary changes to management to improve the productivity. Share their in-depth understanding of the business and system processes and their knowledge variety of data base level changes and various measures to manage data from one database to another. Analyze each process in a business to check for improvement and optimization. Define various types of indexing to make the various operations in the Health database faster and more efficient. Research various factors affecting the migration, including the data cleansing and implementation of new technologies to improve and streamline Health data management.

Minimum Experience: 6 years of experience

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Sr. Health IT Enterprise Architect

Functional Responsibilities: Maintain and govern enterprise architecture (EA) across the organization. Also responsible for refining the EA processes and for leading the integration of these processes with other related business and Health IT processes. Conduct research on emerging technologies in support of infrastructure development efforts and recommend technologies that will increase cost effectiveness and infrastructure flexibility. Develop, document, make recommendations, and communicate plans for investing in Health IT infrastructure, including analysis of cost reduction opportunities. Develop and execute test plans to check infrastructure and systems technical performance.

Minimum Experience: 6 years of experience

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Sr. Health IT Program Manager

Functional Responsibility: Responsible to the coordination, defining, staffing and managing Health IT programs. Plans, implements and oversees requirements analysis, quality assurance, testing, systems analysis, and software integration and development. Act as the primary technical point of contact for team members and client. Develops

and oversees Health IT projects schedule making adjustments as needed. Coordinate meetings with team members and management officials.

Minimum Experience: 10 years of experience

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Sr. Health IT Project Manager

Functional Responsibility: Develop the company's business strategy and defines Health IT systems architecture to support that strategy, according to the infrastructure that supports the business and helps achieve those goals. Conduct research on emerging technologies in support of infrastructure development efforts and recommend technologies that will increase cost effectiveness and infrastructure flexibility.

Minimum Experience: 8 years of experience

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Sr. Health IT Software Developer

Functional Responsibility: Manages the process, and personnel, for software application development and software integration techniques to expedite software development cycles. Manages the integration of the existing Health decision support software applications or convert existing applications to a relational database structure. Has responsibility for functional code sequences to ensure new software modules are integrated into existing applications in the most effective manner.

Minimum Experience: 5 years of experience in Computer Science, Information Systems, Engineering, Business, or other related discipline.

Minimum Education: Bachelor's degree

Sr. Health IT Software Engineer

Functional Responsibilities: Design, modify, develop, write, and implement software programming applications. Support and/or install software applications. Participate in the testing process through test review and analysis, test witnessing, and certification of software. Provide support to plan, coordinate, and implement the organization's information security. Provide support for facilitating and helping agencies identify their current security infrastructure and define future programs, design and implementation of security related to Health IT systems.

Minimum Experience: 5 years of experience

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

**TERMS AND CONDITIONS APPLICABLE TO HOMELAND SECURITY
PRESIDENTIAL DIRECTIVE 12 PRODUCT AND SERVICE COMPONENTS
(SPECIAL ITEM NUMBER 541519PIV)**

1. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering authentication products and 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.
- c. When placing an order, ordering activities may deal directly with the contractor or ordering activities may send the requirement to the Program Management Office to received assisted services for a fee.

2. 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 the Services under SINs 132-60 A-E, 132-61 and 132-62 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.

3. 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.

4. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (MAY 2001) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

5. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

6. INDEPENDENT CONTRACTOR

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

7. 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 9.50 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.

8. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for products and/or 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.

9. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract.

10. 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.

11. 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.

12. DESCRIPTION OF AUTHENTICATION PRODUCTS, SERVICES AND PRICING

a. The Contractor shall provide a description of each type of Authentication Product and Service offered under Special Item Numbers 541519PIV Authentication Products and Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers.

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

This section presents descriptions of services offerings to labor categories. When determining the qualifications of an individual to fill one of the positions offered, substitutions for the education and experience requirements may be made as shown in Figure 1. Allowable substitutions of Education and Experience.

Figure 1. Allowable substitutions of Education and Experience.

The minimum education and experience will be met when the educational equivalencies in the tables below are considered. Additional educational achievements in excess of requirements can be substituted for experience as shown below.

Required Education	Actual Education Obtained	Additional Years Credit
MA/MS	PhD	2
BA/BS	PhD	4
BA/BS	MA/MS	2
HS/AD	BA/BS	4

PIV Administrative Assistant

Functional Responsibilities: Interface with personnel to coordinate meetings, maintain logs, records and files, provides end-user support, and performs general administrative duties. Performs data analysis from a variety of sources, document types and formats. Have a working knowledge of the fundamental operations for the activity. Works in conjunction with the Project Manager for each task order.

Minimum Experience: 2 years of experience.

Minimum Education: High School Diploma

PIV CMS/IDMS Reviewer

Functional Responsibilities: Manages, operates, and updates the CMS in support of the PIV program. Works on replacement, lost, stolen and damaged cards. Ensures that all applicants have completed the process. Initiates requested reports. Analyzes reports, and performs system updates based on analysis and/or assists other in performing updates. May research deficiencies and problems. May request enhancements to PIV processing software. May perform user testing of PIV processing software.

Minimum Experience: 2 years of experience. Knowledge of Security and PIV operations.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

PIV Enterprise Engineer

Functional Responsibilities: Deploys enterprise-wide based system management tools. Performs ongoing operational issue and has the capability to manage systems. Deploy architected solution and ability to solve unanticipated complication in the field. Deploy and document enterprise management solutions for complex heterogeneous IT environment. Integrate systems, network and help desk tools into an integrated IT solution. Provide hardware and software tool section analysis and recommendation. Lead technical teams with diverse areas of specialization to implement multiple software management tools either sequentially or in parallel.

Minimum Experience: 5 years of experience in complex multi-platform IT infrastructure operations, processes and tools. Possess experience in the specific administrative, mission support and NAS system hardware and/or software in logical access procedural requirements, and in satisfying the requirements in the areas of functional performance, facilities, electromagnetic interference, regression impact analysis, reliability, maintainability, human factors, standardization and other engineering consideration regarding administrative mission support and NAS systems.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

PIV Field Registrar

Functional Responsibilities: Performs PIV registrar activities, including conducting identity proofing by verifying and documenting the two forms of acceptable identity source documents provided by the applicant. Reviewing for accuracy and ensuring that only an authorized sponsor has signed the form. Taking biometric fingerprints and photographs of applicant. Entering information into the CMS identification media systems. Validating that the registrar has authorized the issuance of the identification card. Notifying for pickup and verifying the applicant receiving the ID is who they say they are by using a biometric fingerprint and delivering the ID card. Providing applicants with information on safeguarding and reporting lost/stolen IDs. Filing and/or scanning the application. Provides other basic administrative and clerical support.

Minimum Experience: 1 year of work experience desirable but not required. Knowledge of security and/or PIV operations desirable.

Minimum Education: Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

PIV Financial Analyst

Functional Responsibilities: Manages and performs the budgeting and financial management functions for the office to include budget formulation, justification and execution; financial management; and financial reporting for the HSPD-12 program. Develops and/or prepares various narrative and statistical material (computer spreadsheets, progress reports, correspondence and briefing materials for management's use) relating to a variety of security areas for the HSPD-12 program. Conducts budget briefings and presentations for senior managers customers stakeholders. Uses various word processing and computer software packages and necessary printing equipment to create, edit, and copy various documents. Also uses special software functions such as electronic mail and other software enhancements to efficiently manage and implement office procedures.

Minimum Experience: 4 years of experience

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

PIV Help Desk Coordinator

Responsible for purchasing and ordering required equipment and supplies for PIV supplies. Controls inventory of equipment. and supplies. Communicates inventory information with facilities. Packages and ships equipment and supplies to facilities. May be cross-trained to serve as backup to PIV registrar/issuer staff.

Minimum Experience: 3 years of work experience desirable but required. Knowledge of security and/or PIV operations desirable but not required.

Minimum Education: Associate's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

PIV IT Analyst I

Functional Responsibilities: Performs IT support tasks, assessing if software/systems can be added to existing desktops and/or laptops. Loading required hardware and software on computers. Setting up equipment to support fixed and mobile deployment. Testing systems to ensure proper operation. Installing PC and laptops on local domain and testing connectivity to PIV systems. Test Internet Explorer and folder permissions. Works with helpdesk, applications/infrastructure to resolve technical issues. PIV systems. including software updates and integration issues and configuration/change/release management. Coordinates resolution of technical issues for DOT PIV systems. May request enhancements to PIV processing software.

Minimum Experience: 1 years of technical experience. Knowledge of security and/or PIV badging operations desirable but not required. Knowledge of deployments, CMS software, and Windows desirable.

Minimum Education: Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

PIV IT Analyst II

Functional Responsibilities: Provides analytical ability and creativity in developing and implementing solution deliverables for a HSPD-12 PIV implementation. Provides technical advice to project managers and team leaders,

and gives technical direction to team members. Delivers new and complex high quality solutions to clients in response to varying business requirements.

Minimum Experience: 3 years of experience

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

PIV IT Analyst III

Functional Responsibilities: Provides analytical ability and creativity in developing and implementing solution deliverables for a HSPD-12 PIV implementation. Provides technical advice to project managers and team leaders, and gives technical direction to team members. Delivers new and complex high quality solutions to clients in response to varying business requirements.

Minimum Experience: 4 years of experience

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

PIV Logistics Coordinator

Functional Responsibility: Interfaces with facilities for site identification, surveys, coordination, and IT support for PIV deployment. Plans and schedules deployments with facilities and contractor personnel. Coordinates with contractor inventory/equipment staff to ensure equipment and supplies are acquired and shipped as needed. Act as a TA to perform PIV enrollment/issuance. Trains Registrars/Issuers at facilities, ensuring Registrars/Issuers understand their duties and questions are answered regarding the PIV process. May travel to facilities to register/issue PIV cards. Troubleshoots PIV issues/problems.

Minimum Experience: 5 year of work experience desirable but not required. Knowledge of security and/or PIV operations desirable but not required.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

PIV Program Manager

Functional Responsibility: Ensures responsiveness and negotiates submitted proposals with the COTR. Responsible for all phases of program management, work flow and resource management: and for the quality of the program and deliverables, timeliness, minimization of problems, risk assessment and program performance.

Minimum Experience: 4 years of experience in Project Management for large technical programs, with demonstrated experience in acquisition and implementation of HSPD-12 solutions including Logical Access and related areas. Required specialized experience includes: substantial integration project development and management from inception to deployment, proven expertise in the management and control of funds and resources, demonstrated capability in managing multiple tasks in information technology support.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

PIV Sr. Enterprise Architect

Functional Responsibilities: Must develop technical solutions for large-scale enterprise system hardware, software and complex system interfaces. The contractor must identify technical standards. Develop system requirements and program specifications for complex technology solutions. Identifies and supports opportunities for enhancing existing applications. Also, develops new applications and system architectures that are in line with the business goals and objectives of the organization. The contractor must integrate state of the art technology for specialized functions with functional requirements to optimize solution for the customer.

Minimum Experience: 6 years of experience in areas of functional responsibility with demonstrated experience in acquisition and implementation of HSPD-12 solutions, including Logical Access and related areas described under functional responsibility. The experience must demonstrate successfully performing software and systems engineering, network services, application conversion and implementation support, client/server migration, database planning and design, studies and analysis, independent verification and validation, systems analysis and design, test evaluation design support, and systems integration in a large-scale enterprise.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

PIV Sr. IT Consultant

Functional Responsibilities: Provides consulting and advisory services to project teams, operations and engineering teams, to ensure data solutions are aligned with the business direction. Defines the enterprise IT requirements, translates business requirements into corresponding IT requirements, analyzes the current state of the enterprise IT infrastructure from the strategic perspective, develops an IT vision for the enterprise, analyze and define the best practices, initiatives and drives or IT use in the client's industry. Perform "Strategic Needs and Requirements Analysis" of the enterprise IT infrastructure along with "Critical Success Factors" of the strategic IT planning. Adapts and applies applicable technical, administrative, financial and business processes and procedures. Develop strategic plan for program/project Budgets, standards and schedules and present to client. Evaluates products available in the market and industry and develops strategic IT plans for large-scale enterprises and aligns the IT strategy with the enterprise business strategy.

Minimum Experience: 8 years of experience of IT and/or strategic management consulting experience with demonstrated experience in acquisition and implementation of HSPD-12 solutions, including Logical Access and related described under functional responsibility. Demonstrates highly technical and managerial expertise, and its knowledgeable and experienced in all aspects of NAS programs, systems and related functional areas. Experience includes analyzing the technical and business trends in IT and technical areas such as air traffic and flight operations data analysis, pilot and air traffic, controller information processing, platforms, networking, communications, Internet, E-Business, software technologies, hardware technologies, integration technologies, data storage systems, security solutions, IT Governance etc. Experience in systems and network engineering, modeling, software design and programming, communications, system safety, quality assurance and testing and evaluation.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

PIV Sr. Project Manager

Functional Responsibilities: Overall responsibility for performance on specific programs or projects. Will function as the lead manager and coordinator of all contributing disciplines and resources in the completion of projects or management of the program. Engages in such activities as assigning tasks; establishing and maintaining task schedules; maintaining liaison between appropriate engineering personnel and the customer to ensure effective coordination of all projects or program efforts; prepares and adheres to project cost and staffing plans; prepares plans, proposals and briefings.

Minimum Experience: 8 years of direct experience in the areas of functional responsibility and business experience in the computer systems, communications or systems integration fields. The experience must demonstrate knowledge of all technical and management requirements within logical access and one or more FAA specific administrative, mission support and NAS systems.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

PIV Subject Matter Expert

Functional Responsibility: Provides expert judgment and analysis for the design, development and implementation of HSPD-12 products and systems. Resolves highly complex technical issues and conducts advanced research. Recommends alterations to development and design to improve quality of products and/or procedures. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.

Minimum Experience: 6 years of experience in acquisition and implementation of HSPD-12 solutions, including logical Access and related areas. Has extensive experience in the design and development of PIV systems. Familiar with a variety of the field's concepts, practices and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

**PRO-SPHERE TEK, INC.
GSA PRICELIST**

Labor Category	6/30/19 - 6/29/20 GSA Rate	6/30/20 - 6/29/21 GSA Rate	6/30/21 - 6/29/22 GSA Rate	6/30/22 - 6/29/23 GSA Rate
SIN 54151S IT Professional Services				
Administrative Assistant	\$29.30	\$29.89	\$30.49	\$31.10
Business Analyst	\$89.96	\$91.76	\$93.60	\$95.47
CMS/IDMS Reviewer/Program Analyst	\$77.16	\$78.71	\$80.28	\$81.89
Desktop Support Engineer	\$50.80	\$51.81	\$52.85	\$53.91
Enterprise Engineer	\$84.61	\$86.30	\$88.03	\$89.79
Field Registrar	\$67.02	\$68.36	\$69.73	\$71.13
Financial Analyst	\$88.93	\$90.71	\$92.53	\$94.38
Hardware Specialist I	\$45.71	\$46.62	\$47.55	\$48.50
Help Desk Coordinator	\$73.10	\$74.57	\$76.06	\$77.58
Help Desk Specialist	\$45.71	\$46.62	\$47.55	\$48.50
Information Assurance Specialist	\$75.80	\$77.31	\$78.86	\$80.44
IT Analyst I	\$55.90	\$57.01	\$58.15	\$59.32
IT Analyst II	\$77.67	\$79.23	\$80.81	\$82.43
IT Analyst III	\$81.82	\$83.46	\$85.13	\$86.83
IT Consultant	\$106.93	\$109.07	\$111.25	\$113.47
IV&V Consultant	\$78.05	\$79.61	\$81.20	\$82.83
Jr. Project Manager	\$100.38	\$102.39	\$104.43	\$106.52
Jr. Software Engineer	\$54.38	\$55.46	\$56.57	\$57.70
Logistics Coordinator	\$86.76	\$88.50	\$90.27	\$92.07
Network Engineer	\$50.79	\$51.80	\$52.84	\$53.89
Program Manager	\$102.35	\$104.39	\$106.48	\$108.61
Project Manager	\$106.12	\$108.24	\$110.41	\$112.62
Software Developer	\$76.46	\$77.99	\$79.55	\$81.14
Sr. Business Analyst	\$133.05	\$135.71	\$138.42	\$141.19
Sr. Data Management Engineer	\$122.82	\$125.27	\$127.78	\$130.34
Sr. Enterprise Architect	\$132.75	\$135.41	\$138.12	\$140.88
Sr. IT Consultant	\$196.47	\$200.40	\$204.41	\$208.50
Sr. Program Manager	\$132.65	\$135.30	\$138.01	\$140.77
Sr. Project Manager	\$126.64	\$129.18	\$131.76	\$134.39
Sr. Software Developer	\$98.95	\$100.93	\$102.95	\$105.01
Sr. Software Engineer	\$122.82	\$125.27	\$127.78	\$130.34
Subject Matter Expert	\$119.04	\$121.43	\$123.85	\$126.33
System Administrator	\$50.79	\$51.80	\$52.84	\$53.89
Systems Analyst	\$80.96	\$82.58	\$84.23	\$85.91
Systems Analyst I	\$92.01	\$93.85	\$95.73	\$97.65
Test Engineer	\$69.49	\$70.88	\$72.30	\$73.75
SIN 132-56 Health IT Professional Services				
Health IT Analyst I	\$63.53	\$64.80	\$66.09	\$67.41
Health IT Analyst II	\$81.52	\$83.15	\$84.81	\$86.51

Health IT Analyst III	\$93.45	\$95.32	\$97.23	\$99.17
Health IT Consultant	\$113.86	\$116.14	\$118.46	\$120.83
Health IT Enterprise Engineer	\$91.96	\$93.80	\$95.68	\$97.59
Health IT Information Assurance Specialist	\$78.48	\$80.05	\$81.65	\$83.28
Health IT Program Manager	\$111.99	\$114.23	\$116.51	\$118.84
Health IT Project Manager	\$112.01	\$114.25	\$116.53	\$118.86
Health IT Software Developer	\$83.68	\$85.35	\$87.06	\$88.80
Health IT Subject Matter Expert	\$128.39	\$130.96	\$133.57	\$136.25
Health IT Systems Analyst I	\$88.39	\$90.16	\$91.96	\$93.80
Health IT Systems Analyst II	\$102.32	\$104.36	\$106.45	\$108.58
Health IT Test Engineer	\$71.18	\$72.60	\$74.05	\$75.53
IV&V Health Consultant	\$80.34	\$81.94	\$83.58	\$85.25
Jr. Health IT Project Manager	\$102.26	\$104.30	\$106.39	\$108.51
Jr. Health IT Software Engineer	\$54.53	\$55.62	\$56.73	\$57.87
Sr. Health IT Business Analyst	\$137.41	\$140.16	\$142.97	\$145.83
Sr. Health IT Data Management Engineer	\$130.60	\$133.21	\$135.88	\$138.59
Sr. Health IT Enterprise Architect	\$137.41	\$140.16	\$142.97	\$145.83
Sr. Health IT Program Manager	\$137.39	\$140.14	\$142.94	\$145.80
Sr. Health IT Project Manager	\$139.93	\$142.73	\$145.59	\$148.50
Sr. Health IT Software Developer	\$101.95	\$103.99	\$106.07	\$108.19
Sr. Health IT Software Engineer	\$121.22	\$123.64	\$126.11	\$128.64
SIN 541519PIV HSPD-12 Professional Services				
PIV Administrative Assistant	\$30.31	\$30.92	\$31.54	\$32.17
PIV CMS/IDMS Reviewer	\$77.16	\$78.71	\$80.28	\$81.89
PIV Enterprise Engineer	\$87.58	\$89.33	\$91.12	\$92.94
PIV Field Registrar	\$68.71	\$70.08	\$71.48	\$72.91
PIV Financial Analyst	\$88.93	\$90.71	\$92.53	\$94.38
PIV Help Desk Coordinator	\$74.94	\$76.44	\$77.97	\$79.53
PIV IT Analyst I	\$80.04	\$81.64	\$83.27	\$84.94
PIV IT Analyst II	\$87.58	\$89.33	\$91.12	\$92.94
PIV IT Analyst III	\$92.27	\$94.11	\$96.00	\$97.92
PIV Logistics Coordinator	\$88.93	\$90.71	\$92.53	\$94.38
PIV Program Manager	\$104.91	\$107.01	\$109.15	\$111.33
PIV Sr. Enterprise Architect	\$137.40	\$140.15	\$142.96	\$145.81
PIV Sr. IT Consultant	\$196.47	\$200.40	\$204.41	\$208.50
PIV Sr. Project Manager	\$131.07	\$133.69	\$136.37	\$139.09
PIV Subject Matter Expert	\$123.21	\$125.67	\$128.18	\$130.75

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

PREAMBLE

PRO-SPHERE TEK, 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: [Angie Gibson](mailto:AngieGibson@prospHEREtek.com), GSASales@prospHEREtek.com, Office: (703) 810-3030

Fax: (703) 810-3031

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

(Insert Customer Name)

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

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6. This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

Ordering Activity

Date

Contractor

Date

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

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

(2) Delivery:	DELIVERY SCHEDULES / DATES
DESTINATION	

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

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

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

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to an ordering activity requirements.

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

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

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

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

Here is a general outline on how it works:

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