

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

Special Item No. 132-51 Information Technology Professional Services

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

SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

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

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

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



**Paramount Solutions & Global Services, Inc.
1200 NW 17th Ave, Suite 13
Delray Beach, FL 33445
561-961-5111
www.psinc3.com**

Contract Number: GS35F-082AA

Period Covered by Contract: November 27, 2017 – November 26, 2022

General Services Administration
Federal Acquisition Service

Pricelist current through Modification #PO-0008 dated 10-24-17.

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsadvantage.gov>).

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

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.gsa.gov/fas) contain information on a broad array of products and services offered by small business concerns.

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

Offerors are requested to check one of the following boxes:

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

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Paramount Solutions & Global Services, Inc.
1200 NW 17th Ave, Suite 13
Delray Beach, FL 33445

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). 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:

561-961-5111

3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

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

Block 9: G. Order/Modification Under Federal Schedule Contract
Block 16: Data Universal Numbering System (DUNS) Number: 167071005
Block 30: Type of Contractor: A

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

Block 31: Woman-Owned Small Business - Yes
Block 37: Contractor's Taxpayer Identification Number (TIN): 201530342
Block 40: Veteran Owned Small Business (VOSB): No

- A: Service Disabled Veteran Owned Small Business
- B: Other Veteran Owned Small Business

- 4a. CAGE Code: 303M3
- 4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	30 Days

b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

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

- a. Prompt Payment: None days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: None

- c. Dollar Volume: None
- d. Other Special Discounts (i.e. Government Education Discounts, etc.): 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: Not Applicable

10. Small Requirements: The minimum dollar of orders to be issued is \$500.

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

- a. The Maximum Order for the following Special Item Numbers (SINs) is \$500,000:

Special Item Number 132-51 - Information Technology Professional Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

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

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and

Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

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

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

labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

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

16. GSA ADVANTAGE!

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

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

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.gsaadvantage.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. 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.
- c. The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below: None

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

23. SECTION 508 COMPLIANCE.

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant:

Yes X

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): www.psinc3.com.

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

(b) The following statement:

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

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

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

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

27. ADVANCE PAYMENTS

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

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

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

1. SCOPE

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

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

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

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

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

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

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

- a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science

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

PREAMBLE

Paramount Solutions, 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 (**Paramount Solutions & Global Services, Inc., Jacqueline Wilson, 561-961-5111, jwilson@psinc3.com, 561-508-9455**).

LABOR CATEGORY PRICING

SIN 132-51 Informational Technology Professional Services	Rate Per Hour
Technical Subject Matter Expert	
Subject Matter Expert- Sr	
Subject Matter Expert - Jr	
Senior Manager	
Program Manager	
Project Manager II	
Project Manager I	
Task Manager/Leader	
Information Assurance Manager	
Information Assurance Specialist II	
Information Assurance Specialist	
Technical Writer	
Graphics Designer	
Analyst	
Systems Analyst	
Systems Analyst II	
Systems Administrator	
Database Administrator	
Network Administrator	
Help Desk/Client Support Technician Level I	
Help Desk/Client Support Technician Level II	
Help Desk/Client Support Technician Level III	
Web Developer I	
Web Developer II	
Software Engineer I	
Software Engineer II	
Instructional Systems Designer	
Computer Based Training Specialist	
Training Specialist/Developer III	
Training Specialist/Developer II	
Training Specialist/Developer I	
Administrative Assistant	
Data Entry Clerk II	
Data Entry Clerk I	

LABOR CATEGORY DESCRIPTIONS

TECHNICAL SUBJECT MATTER EXPERT

Education/Experience: Ph.D.* and ten years subject matter experience, or Master s Degree and twelve years applicable subject matter experience, or Bachelor s Degree with fourteen years subject matter experience.

Description of Qualifications: Develops requirements for a project s inception to conclusion in a subject matter area, for simple to moderately complex programs. Provides analysis, evaluation and recommendations for improvements, optimization, development, and/or maintenance efforts for client-specific or mission-critical proficiencies. Consults with client to define need or problem, conducts studies and surveys to obtain data and analyze data to advise on or recommend solution.

SUBJECT MATTER EXPERT – SR.

Education/Experience: Masters Degree and eight years subject matter experience, or Bachelors Degree and twelve years applicable subject matter experience.

Description of Qualifications: Develops requirements for a projects inception to conclusion in a subject matter area, for simple to moderately complex programs. Provides analysis, evaluation and recommendations for improvements, optimization, development, and/or maintenance efforts for client-specific or mission-critical proficiencies. Consults with client to define need or problem, conducts studies and surveys to obtain data and analyze data to advise on or recommend solution.

SUBJECT MATTER EXPERT – JR.

Education/Experience: Bachelor s Degree with eight to ten years subject matter experience.

Description of Qualifications: Develops requirements for a project s inception to conclusion in a subject matter area, for simple to moderately complex programs. Provides analysis, evaluation and recommendations for improvements, optimization, development, and/or maintenance efforts for client-specific or mission-critical proficiencies. Consults with client to define need or problem, conducts studies and surveys to obtain data and analyze data to advise on or recommend solution.

SENIOR MANAGER

Education/Experience: Ph.D.* and eight years applicable experience, Masters Degree and ten years applicable experience or Bachelor s Degree with twelve years applicable experience with eight years of specialized experience.

Description of Qualifications: Responsible for overall management of programs from inception through completion to ensure proper and timely implementation of technical and/or business solutions, schedules, objectives, budgets and milestones. Applies domain expertise to business problems, develops and defines strategic visions, provides client representation and support. Provides guidance and expertise to program staff and monitors quality of work.

PROGRAM MANAGER

Education/Experience: Masters Degree and eight to ten years applicable experience or Bachelor s Degree with fourteen years applicable experience with eight years of specialized experience.

Description of Qualifications: Responsible for overall management of programs from inception through completion to ensure proper and timely implementation of technical and/or business solutions, schedules, objectives, budgets and milestones. Applies domain expertise to business problems, develops and defines strategic visions, provides client representation and support. Provides guidance and expertise to program staff and monitors quality of work.

PROJECT MANAGER II

Education/Experience: Masters Degree and six to eight years applicable experience, or Bachelor s Degree and five years applicable experience, which should include three years specialized experience.

Description of Qualifications: Responsible for managing and overseeing work performance on one or more projects. Holds primary responsibility for planning, managing, and overseeing work efforts of project team personnel, determining and monitoring project schedules and budgets, and/or ensuring compliance with all contract and project requirements and quality standards. Serves as primary interface with customer. Demonstrates skills in the scope of work encompassed by the project, provides technical guidance to the project team in performance of the work, and provides quality review of all work products.

PROJECT MANAGER I

Education/Experience: Bachelor s Degree and five years applicable experience, which should include three years specialized experience.

Description of Qualifications: Responsible for managing and overseeing work performance on one or more projects. Holds primary responsibility for planning, managing, and overseeing work efforts of project team personnel, determining and monitoring project schedules and budgets, and/or ensuring compliance with all contract and project requirements and quality standards. Serves as primary interface with customer. Demonstrates skills in the scope of work encompassed by the project, provides technical guidance to the project team in performance of the work, and provides quality review of all work products.

TASK MANAGER/LEADER

Education/Experience: Bachelor s Degree and five years applicable experience, which should include three years specialized experience.

Description of Qualifications: Responsible for managing and overseeing work performance on one or more projects. Holds primary responsibility for planning, managing, and overseeing work efforts of project team personnel, determining and monitoring project schedules and budgets, and/or ensuring compliance with all contract and project requirements and quality standards. Serves as primary interface with customer. Demonstrates skills in the scope of work encompassed by the project, provides technical guidance to the project team in performance of the work, and provides quality review of all work products.

INFORMATION ASSURANCE MANAGER

Education/Experience: Possess at a minimum a degree in Computer Science, Information systems, or related field with a focus in information security and minimum of four years experience OR equivalent professional experience with one (1) technical certification commensurate with the skills required i.e. Cisco Certified Security Professional or Certified Information Systems Security Professional (CCSP/CISSP), GIAC Certified Intrusion Analyst (GCIA).

Description of Qualifications: Possesses skills/knowledge of advanced security system parameters; tuning advanced system parameters to optimize attack mitigation performance; analyzing events to determine the appropriate response to network attacks; Snort, eTrust and Cisco intrusion detection sensors; Nitro Guard, RealSecure, HBSS, ArcSight, Cisco Security Monitoring, Analysis, and Response System (MARS); experience with vulnerability assessment tools; firewall administration experience; upgrading and maintaining IDS/IPS sensors; Host-based intrusion detection systems (HIDS) i.e. Verisys, Tripwire, or OSSEC; network-based intrusion detection systems (NIDS) i.e. SNORT.

INFORMATION ASSURANCE SPECIALIST II

Education/Experience: Security+, CISSP, DIACAP with five years applicable experience.

Description of Qualifications: Performs highly technical IA support functions for existing, new or emerging systems. Has thorough understanding of HW/SW Baselines, backup/restore of systems, physical security, DIACAP, STIGs, IAVAs and COOP. Interacts with other functional groups to ensure all aspects of support are addressed. Develops policies and procedures relating to IA/IT, facilitate internal management reviews and project activities, and ensures effective data flow on projects.

INFORMATION ASSURANCE SPECIALIST I

Education/Experience: Bachelor's degree or 4 years related experience, CISSP.

Description of Qualifications: Manages an organizations operational security posture. Monitors and reports on violations in security policy and recommends changes in security policy to executive management.

TECHNICAL WRITER

Education/Experience: Bachelors Degree* preferred or an equivalent combination of education and experience that provides comparable knowledge is acceptable.

Description of Qualifications: Provides direct support to consultants and other personnel engaged in consulting activities. Must have two years experience in composing and producing technical documentation with specialized experience. Specialized experience includes: demonstrated experience in editing documents, composing and finalizing technical specifications, or producing user s manuals. Must demonstrate the ability to work independently or under minimal direction from others.

GRAPHICS DESIGNER

Education/Experience: Associate Degree* and three years experience in graphics/artistic presentations and experience with desktop publishing systems.

Description of Qualifications: Provides direct support to consultants and other senior personnel conducting consulting activities including supporting the development of contract deliverables and reports by developing and updating graphics presentations to improve the quality and enhance the usability of these documents. Is responsible for integrating the graphics generated with automated tools and the deliverable documents.

ANALYST

Education/Experience: Masters Degree* and ten years applicable experience or Bachelor s Degree (or Navy C school and Military Instructor Training) with twelve years applicable experience with eight years of specialized experience.

Description of Qualifications: Responsible for analyzing business or operating procedures to devise most efficient methods of accomplishing work. Plans study of work problems and procedures such as organizational change, communications, information flow, integrated production method, inventory control or cost analysis. Gathers and organizes information on problems and procedures. Analyzes data gathered, develops information and considers available solutions or alternate methods of proceeding. Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures or organizational changes. Conducts operational management effectiveness reviews, supervises and assigns work to staff.

SYSTEMS ANALYST

Education/Experience: Undergraduate degree in Computer Science or related field preferred (may substitute 3 years of relevant experience).

Description of Qualifications: Demonstrated relevant experience and detailed knowledge of operating systems and personal computer hardware and software characteristics to include peripheral equipment, systems operating programs and control language, and available software packages/applications, including local area networks. A demonstrated working knowledge of the fundamentals of programming logic, system coding, operating system, input/output methods, software, and existing applications to program assigned modules.

SYSTEMS ANALYST II

Education/Experience: A Bachelor's degree in Information Systems, Computer Science, Engineering or other related technical discipline. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Description of Qualifications: Must have six (6) years of progressive experience as a computer systems analyst working independently or under general direction on complex application problems involving all phases of software development. Experience must include at least five (5) years of complex business or engineering systems on large scale, midtier LANbased systems; data base management systems (DBMS), Web applications; and an understanding of programming languages such as ADA, COBOL, Oracle tools (such as Designer/2000, Developer/2000, PL/SQL, and other 4GLs).

SYSTEMS ADMINISTRATOR

Education/Experience: Bachelors Degree in Computer Science or a related technical discipline is preferred. 5+ years experience in systems administration or a related field in a Professional Services/Engineering firm is preferred.

Description of Qualifications: Strong customer service and project management skills. Proficiency with Microsoft Server Operating Systems and Active Directory, Microsoft SQL, VMware, SAN and NAS storage, and Symantec Backup Exec backup software is required. Microsoft certifications are a plus. The individual is expected to possess or obtain Microsoft MCSA certification within one year of employment.

DATABASE ADMINISTRATOR

Education/Experience: Bachelor's degree in Computer Science or related field. (May be substituted by equivalent combination of education and experience). Five (5+) years of experience in SQL Server database administration.

Description of Qualifications: The Database Administrator is responsible for managing the database environment, planning and executing database backups and restores, and monitoring and tuning the performance of the database servers over time. Strong understanding of relational database design concepts. Performance analysis and query tuning experience. Knowledge of database maintenance, backup and recovery processes. Experience with SQL Server replication. Microsoft Certified Database Administrator (MCDBA) SQL Server certification preferred.

NETWORK ADMINISTRATOR

Education/Experience: An Associate of Science in Computer [Network Administration](#) or a certificate in Network Administration such as MCITP with 3-4 years experience.

Description of Qualifications: Work on a variety of networking systems for the Internet, Intranets, wide area networks (WAN) or local area networks (LAN). High degree of analytical skills required, analyzing the scope of a project to determine what hardware and software is necessary, what type of data is to be used, how the information is

to be shared across a network and how the network will ultimately be configured. Must be an excellent communicator and work well under pressure.

HELP DESK/CLIENT SUPPORT TECHNICIAN LEVEL I

Education/Experience: A high school degree with good communication skills and basic knowledge on using a computer.

Description of Qualifications: Possess a High School Diploma or GED Equivalent. Possess good communication, understanding skills. Should be able to solve any problem that is relating to the product. Should be able to adopt any situations and tolerate stress. Take in calls and reply to customers in a polite manner. Be able to operate a Personal Computer (PC) with a functional knowledge of Microsoft Office Applications (primarily Microsoft Word, PowerPoint, and Windows graphical user interface) and Data/web based systems required for task area performing work. Be able to troubleshoot common computer hardware & software problems.

HELP DESK/CLIENT SUPPORT TECHNICIAN LEVEL II

Education/Experience: Bachelors degree; job related experience may substitute for education. 2- 5 years of in depth experience in the installation, configuration and support of Microsoft Windows Operating Systems and Microsoft Office products.

Description of Qualifications: Prior experience in a centralized corporate Help Desk environment desirable. Provide professional second level help desk support through telephone or email for home office and remote users requests in accordance with our ticket SLA. Log accurate records of all support incidents to include problem description, troubleshooting methods, conversations with customer and resolution. Adds and deletes user accounts, and groups according to required forms (new hire, termination) and perform security profile changes with proper authorizations. Manage CRM queue to ensure that tickets are being handled according to our SLA and assigned to appropriate resources or escalate to third level resource or leadership. Install and configure desktop hardware and software as necessary. Installs, modifies, implements and documents Operating Systems platform images. Facilitate computer moves, adds, changes. Document the installation, and maintenance procedures for all deployed hardware, and software. Review server security event logs for errors, and perform problem correction. Maintain accurate hardware and software inventor. Increase and maintain in-depth knowledge of the PFCB desktop systems and associated applications. Recommend and/or develop process, policies and procedures that increase efficiencies and improve customer service. Advanced troubleshooting skills. Advanced knowledge of desktop hardware platforms Experience with call tracking tools. Understanding of networking fundamentals: TCP/IP. CompTIA A+, N+ and/or Microsoft MCP certification desirable. Experience with Active Directory and Exchange management tools.

HELP DESK/CLIENT SUPPORT TECHNICIAN LEVEL III

Education/Experience: Experience of 1-2 years working in a Server provisioning capacity or 3-4 years as a **3rd level Help Desk technician**. Requires general knowledge of Servers, Storage and Database, Requires extensive knowledge working with creating/managing service tickets using a Ticket Management System, Good communication and analytical skills. Overall, the candidate must be proactive, professional, an excellent communicator, detail oriented, diligent, entrepreneurial, and able to multi-task.

Description of Qualifications: Overall, the candidate must be proactive, professional, an excellent communicator, detail oriented, diligent, entrepreneurial, and able to multi-task. Expertise in Datacenter infrastructure is extremely beneficial and will speed up the candidate's ability to contribute. The Technical Coordinator is expected to maintain a high level of detail and accuracy when raising tickets and tracking progress within the tools provided to ensure consistency and on-time delivery of service. They must be able to effectively utilize all methods of communication since they will often deal with Service Providers who are not on-site and may be offshore. Quality professional communication and behavior is expected at all times when managing the project portfolio.

WEB DEVELOPER I

Education/Experience: A Bachelor's degree or other related technical discipline equivalent to three years of experience. Must have three (3) years of experience in web development.

Description of Qualifications: Requires a minimum of 3 years experience in web design, development, and implementation. Must have a significant background using HTML, JAVA, (COM/DCOM, or CORBA), and JavaScript. VB is necessary, Oracle database and C++ is desired.

WEB DEVELOPER II

Education/Experience: A Bachelor's degree or other related technical discipline equivalent to three years of experience. Must have at least five (5) years of experience in web development.

Description of Qualifications: Requires a minimum of 5-6 years experience in web design, development, and implementation. Must have a significant background using HTML, JAVA, (COM/DCOM, or CORBA), and JavaScript. VB is necessary, Oracle database and C++ is desired.

SOFTWARE ENGINEER I

Education/Experience: Bachelor's degree in Engineering, Computer Science, Information Systems or related field.

Description of Qualifications: More than 3 years of experience in providing system architecture development and software engineering design support. Establishes integrated system level requirements for an overall information, technical, and data architecture in support of multiple software applications. Performs platform capability analyses and COTS/GOTS evaluations, selects components, and develops system and LAN interfaces to ensure compliance with OSI, ISO, IEEE, DII COE, and DoD TAFIM requirements. Constructs models and simulations of computer systems to demonstrate ability to meet user requirements. Executes system stress tests to identify software performance constraints; tunes application and operating system software to enhance performance accordingly. Conducts system engineering analyses to detect hardware/firmware problems and define spectrum of alternative solutions.

SR. SOFTWARE ENGINEER II

Education/Experience: A Bachelor's degree in Information Systems, Computer Science, Engineering or other related technical discipline. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

Description of Qualifications: Senior programmer who independently performs a variety of system design and engineering tasks which are broad in nature and are concerned with design and implementation of major enterprise systems development and integration, including supporting personnel, hardware, software, and support facilities and/or equipment. Supervises team of Sr. Systems Engineers, Network Engineers, Sr. Network Engineers, and Network Engineers through project completion and is considered a Subject Matter Expert (SME) in one or more specific areas of computer system design and networking.

INSTRUCTIONAL SYSTEMS DESIGNER

Education/Experience: Bachelor's degree in Education, Instructional Design, Engineering or the equivalent experience is required. In addition, a minimum of 2 years of directly related experience is required.

Description of Qualifications: Knowledge of Principles Instructional Systems Design (ADDIE model), evaluation concepts, verification and validation, and effectiveness processes as they relate to the development of training products and/or training for the company's products and related services. Designs Level 1-4 Interactive Multimedia Instruction training products by applying the appropriate standards, specifications, processes, procedures, and tools throughout the instructional development life cycle. Performs trade studies to create functional Instructional Systems

Design and interface definition studies to translate customer requirements in accordance with specifications such as Shareable Content Object Reference Model (SCORM) or Section 508.

COMPUTER BASED TRAINING SPECIALIST

Education/Experience: Associate's degree and two years of demonstrated relevant experience.

Description of Qualifications: Associate's degree and two years of demonstrated relevant experience in development and administration of current constructive simulation federations and/or gaming technology (single person simulations); military experience as NCO or commissioned officer. Experience in development and administration of CBT courses.

TRAINING SPECIALIST/DEVELOPER III

Education/Experience: Bachelor s Degree* or fifteen years of applicable training related experience. Navy C School and Military Instructor Training may be substituted for Bachelor s Degree and three years experience.

Description of Qualifications: Ten years of directly related experience including management or leadership roles in successful efforts developing training programs, course curriculum, or training methodologies. Demonstrated the ability to lead highly qualified staffs in complex training related projects.

TRAINING SPECIALIST/DEVELOPER II

Education/Experience: Bachelor s Degree* or eight years of applicable training related experience.

Description of Qualifications: Six years of directly related experience including leadership or participant roles in successful efforts developing training programs, course curriculum, or training methodologies. Have demonstrated the ability to contribute to the design of training curricula.

TRAINING SPECIALIST/DEVELOPER I

Education/Experience: Bachelor s Degree* or four years of applicable training related experience.

Description of Qualifications: Two years of directly related training experience including classroom instruction and roles in successful efforts to develop training courses.

ADMINISTRATIVE ASSISTANT II

Education/Experience: Associate Degree* and five years experience in a word processing and administrative environment.

Description of Qualifications: Provides direct support to consultants and other senior personnel conducting consulting activities. Consultant support includes providing various word processing functions that include production of complex documents that are deliverables for the consulting engagement. Also plans the layout of complicated material requiring a high level of speed and accuracy with minimum supervision.

DATA ENTRY CLERK II

Education/Experience: High school Diploma or equivalent with three year s experience.

Description of Qualifications: Provides direct support to senior personnel conducting IT activities. Support includes data entry via on-line terminal, key-to-disk, or similar devices. Verifies data entered, where applicable. Typically required to work under close supervision and direction.

DATA ENTRY CLERK I

Education/Experience: High school Diploma or equivalent with one year s experience.

Description of Qualifications: Provides direct support to senior personnel conducting IT activities. Support includes data entry via on-line terminal, key-to-disk, or similar devices. Verifies data entered, where applicable. Typically required to work under close supervision and direction.

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

(Insert Customer Name)

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

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

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

Signatures

Ordering Activity

Date

Contractor

Date

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;

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

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

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

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

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