



AUTHORIZED FEDERAL SUPPLY SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY

Special Item No. 132-51 Information Technology Professional Services

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

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Automated News Services, Data Services, or Other Information Services

- 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.

Glotech, Inc.
1803 Research Blvd. Suite 601B
Rockville, MD 20850

1(301)251-4411

www.glotech.net

Contract Number: GS-35F-0268P
Period Covered by Contract: 10 February 2004 through 09 February 2009

General Services Administration
Federal Supply Service

Pricelist current through Modification #12, dated October 01, 2002.

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

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

**SPECIAL NOTICE TO AGENCIES: Small
Business Participation**

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

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

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

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

1. **Geographic Scope of Contract:** Services available Worldwide

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

Glotech, Inc.
1803 Research Blvd., Suite 601B
Rockville MD 20850

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/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:

Phone: (301) 251-4411

3. **LIABILITY FOR INJURY OR DAMAGE**

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

4. **Statistical Data for Government Ordering Office Completion of Standard Form 279:**

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: 042135348

Block 30: Type of Contractor – Small Disadvantaged Business

Block 31: Woman-Owned Small Business - No

Block 36: Contractor's Taxpayer Identification Number (TIN): 52-2028664

4a. CAGE Code: 1RD76

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

132-51

DELIVERY TIME

N/A

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

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

- a. Prompt Payment: None
- b. Quantity: None
- c. Dollar Volume: None
- d. Government Educational Institutions: 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.

11. **Maximum Order** (All dollar amounts are exclusive of any discount for prompt payment.) The Maximum Order amount for this schedule is \$500,000

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

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

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering activities need not seek further competition, synopses the

requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering activity has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the ordering activity's needs.

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

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

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

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

Review additional Schedule Contractors'

- (1) catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;
- (2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
- (3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering activity determines that it is appropriate.

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

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

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

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

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

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

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

13.1 **FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):** Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of

Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS

PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL

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

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

15. **CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:** Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

16. **GSA Advantage!**

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

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

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is

authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows:

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

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

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

23. SECTION 508 COMPLIANCE.

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

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.

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

1. SCOPE

a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT 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. When using a performance based statement of work, performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, 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. 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.

d. The above procedures do not apply to Time and Material or labor hour orders.

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

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

GSA has determined that the prices for services contained in the contractor's price list applicable to

this Schedule are fair and reasonable. However, the ordering activity using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(a) When ordering services, ordering activities shall—

(1) Prepare a Request (Request for Quote or other communication tool):

(i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

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

A ceiling price must be established for labor-hour and time-and-materials orders.

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

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

(2) Transmit the Request to Contractors:

(i) Based upon an initial evaluation of catalogs and price lists, the ordering activity should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132—51 ONLY, the ordering activity, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINS as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the ordering activity's needs are available, if the order is estimated to exceed the micro-purchase threshold.

(ii) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the ordering activity's needs. Ordering activities should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

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

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

(b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering activity the opportunity to secure volume discounts. When establishing BPAs, ordering activities shall—

(1) Inform contractors in the request (based on the ordering activity's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

(i) SINGLE BPA: Generally, a single BPA should be established when the ordering activity can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered.

When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

(ii) **MULTIPLE BPAs:** When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value.

(2) **Review BPAs Periodically:** Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

(c) The ordering activity should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

(d) When the ordering activity's requirement involves both products as well as executive, administrative and/or professional, services, the ordering activity should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

The ordering activity, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For ordering activity requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

ordering procedures for other services available on schedule at fixed prices for specifically defined services or tasks should use the procedures in FAR 8.404. These procedures are listed in the pricelist,

under "Information for ordering activities," paragraph #12.

4. **ORDER**

a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

5. **PERFORMANCE OF SERVICES**

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering 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/EC Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

6. **INSPECTION OF SERVICES**

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

7. **RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or

otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 Rights in Data – General, may apply.

8. **RESPONSIBILITIES OF THE ORDERING ACTIVITY**

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

9. **INDEPENDENT CONTRACTOR**

All IT/EC 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/EC 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 (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 2002) (Alternate II (FEB 2002)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

13. **RESUMES**

Resumes shall be provided to the GSA Contracting Officer or the user 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

GSA Government Site Rates***

Title	2/10/04 - 2/09/05	2/09/05 - 2/10/06	2/09/06 - 2/10/07	2/09/07 - 2/10/08	2/09/08 - 02/10/09
Principle Systems Engineer	\$ 125.37	\$ 129.13	\$ 133.00	\$ 136.99	\$ 141.10
Senior Consultant	\$ 106.06	\$ 109.24	\$ 112.52	\$ 115.90	\$ 119.38
Program Manager	\$ 99.70	\$ 102.69	\$ 105.77	\$ 108.94	\$ 112.21
Senior Information Engineer	\$ 91.23	\$ 93.97	\$ 96.79	\$ 99.69	\$ 102.68
Senior Software Architect	\$ 89.16	\$ 91.83	\$ 94.58	\$ 97.42	\$ 100.34
Telecommunications Specialist	\$ 85.97	\$ 88.55	\$ 91.21	\$ 93.95	\$ 96.77
Data Information Engineer	\$ 77.35	\$ 79.67	\$ 82.06	\$ 84.52	\$ 87.06
Senior Contract Analyst	\$ 72.50	\$ 74.68	\$ 76.92	\$ 79.23	\$ 81.61
Senior Systems Engineer	\$ 69.56	\$ 71.65	\$ 73.80	\$ 76.01	\$ 78.29
Systems Architect Specialist	\$ 66.30	\$ 68.29	\$ 70.34	\$ 72.45	\$ 74.62
Applications Engineer	\$ 62.03	\$ 63.89	\$ 65.81	\$ 67.78	\$ 69.81
Business Process and Resource Analyst	\$ 60.24	\$ 62.05	\$ 63.91	\$ 65.83	\$ 67.80
Systems Administrator	\$ 59.63	\$ 61.42	\$ 63.26	\$ 65.16	\$ 67.11
Staff Systems Engineer	\$ 57.47	\$ 59.19	\$ 60.97	\$ 62.80	\$ 64.68
Staff Hardware Engineer	\$ 54.66	\$ 56.30	\$ 57.99	\$ 59.73	\$ 61.52
Staff Software Engineer	\$ 53.99	\$ 55.61	\$ 57.28	\$ 59.00	\$ 60.77
Network Administrator	\$ 51.04	\$ 52.57	\$ 54.15	\$ 55.77	\$ 57.44
Associate System Engineer	\$ 45.62	\$ 46.99	\$ 48.40	\$ 49.85	\$ 51.35
Technical Writer	\$ 44.45	\$ 45.78	\$ 47.15	\$ 48.56	\$ 50.02
Technical Specialist - Drafting	\$ 43.84	\$ 45.16	\$ 46.51	\$ 47.91	\$ 49.35
Staff Technician Logisitics	\$ 43.80	\$ 45.11	\$ 46.46	\$ 47.85	\$ 49.29
Associate Hardware Engineer	\$ 43.10	\$ 44.39	\$ 45.72	\$ 47.09	\$ 48.50
Associate Software Engineer	\$ 41.40	\$ 42.64	\$ 43.92	\$ 45.24	\$ 46.60
Help Desk Specialist	\$ 41.36	\$ 42.60	\$ 43.88	\$ 45.20	\$ 46.56
Junior Computer Sytems Analyst	\$ 37.63	\$ 38.76	\$ 39.92	\$ 41.12	\$ 42.35
Administrative Assistant	\$ 36.30	\$ 37.39	\$ 38.51	\$ 39.67	\$ 40.86
Associate Technician - Logistics	\$ 31.66	\$ 32.61	\$ 33.59	\$ 34.60	\$ 35.64
Program Administration Specialist	\$ 26.50	\$ 27.30	\$ 28.12	\$ 28.96	\$ 29.83
Clerk Typist	\$ 23.61	\$ 24.32	\$ 25.05	\$ 25.80	\$ 26.57

***Our labor rates do not include Cost of Living Allowances or Site Differentials; nor do they include Relocation Costs. These costs, in addition to overtime pay and shift differentials, will be negotiated separately on a case-by-case basis with the ordering agencies. Additionally, the rates do not include Hazardous Duty Pay or Sea Duty/Isolated Duty. Sea Duty is defined as duty aboard a naval vessel under way (actually away from the pier). Isolated locations are those where the employee is effectively confined on-site for both lodging and subsistence. Again, these types of costs will be negotiated separately for a particular order. The rates do include the Industrial Funding Fee.

GLOTECH SITE RATES

Title	2/10/04 -	2/09/05 -	2/09/06 -	2/09/07 -	2/09/08 -
	2/09/05	2/10/06	2/10/07	2/10/08	02/10/09
Principle Systems Engineer	\$ 130.01	\$ 133.91	\$ 137.93	\$ 142.07	\$ 146.33
Senior Consultant	\$ 119.12	\$ 122.69	\$ 126.37	\$ 130.16	\$ 134.06
Program Manager	\$ 113.51	\$ 116.92	\$ 120.43	\$ 124.04	\$ 127.76
Senior Information Engineer	\$ 101.98	\$ 105.04	\$ 108.19	\$ 111.44	\$ 114.78
Senior Software Architect	\$ 100.31	\$ 103.32	\$ 106.42	\$ 109.61	\$ 112.90
Telecommunications Specialist	\$ 87.48	\$ 90.10	\$ 92.80	\$ 95.58	\$ 98.45
Data Information Engineer	\$ 87.22	\$ 89.84	\$ 92.54	\$ 95.32	\$ 98.18
Senior Contract Analyst	\$ 83.31	\$ 85.81	\$ 88.38	\$ 91.03	\$ 93.76
Senior Systems Engineer	\$ 74.46	\$ 76.69	\$ 78.99	\$ 81.36	\$ 83.80
Systems Architect Specialist	\$ 73.94	\$ 76.16	\$ 78.44	\$ 80.79	\$ 83.21
Applications Engineer	\$ 72.12	\$ 74.28	\$ 76.51	\$ 78.81	\$ 81.17
Business Process and Resource Analyst	\$ 70.38	\$ 72.49	\$ 74.66	\$ 76.90	\$ 79.21
Systems Administrator	\$ 69.66	\$ 71.75	\$ 73.90	\$ 76.12	\$ 78.40
Staff Systems Engineer	\$ 68.73	\$ 70.79	\$ 72.91	\$ 75.10	\$ 77.35
Staff Hardware Engineer	\$ 59.89	\$ 61.69	\$ 63.54	\$ 65.45	\$ 67.41
Staff Software Engineer	\$ 56.69	\$ 58.39	\$ 60.14	\$ 61.94	\$ 63.80
Network Administrator	\$ 56.00	\$ 57.68	\$ 59.41	\$ 61.19	\$ 63.03
Associate System Engineer	\$ 51.08	\$ 52.61	\$ 54.19	\$ 55.82	\$ 57.49
Technical Writer	\$ 47.97	\$ 49.41	\$ 50.89	\$ 52.42	\$ 53.99
Technical Specialist - Drafting	\$ 46.11	\$ 47.49	\$ 48.91	\$ 50.38	\$ 51.89
Staff Technician Logistics	\$ 46.07	\$ 47.45	\$ 48.87	\$ 50.34	\$ 51.85
Associate Hardware Engineer	\$ 45.90	\$ 47.28	\$ 48.70	\$ 50.16	\$ 51.66
Associate Software Engineer	\$ 45.34	\$ 46.70	\$ 48.10	\$ 49.54	\$ 51.03
Help Desk Specialist	\$ 43.53	\$ 44.84	\$ 46.19	\$ 47.58	\$ 49.01
Junior Computer Systems Analyst	\$ 42.89	\$ 44.18	\$ 45.51	\$ 46.88	\$ 48.29
Administrative Assistant	\$ 40.53	\$ 41.75	\$ 43.00	\$ 44.29	\$ 45.62
Associate Technician - Logistics	\$ 33.29	\$ 34.29	\$ 35.32	\$ 36.38	\$ 37.47
Program Administration Specialist	\$ 29.79	\$ 30.68	\$ 31.60	\$ 32.55	\$ 33.53
Clerk Typist	\$ 27.51	\$ 28.34	\$ 29.19	\$ 30.07	\$ 30.97

***Our labor rates do not include Cost of Living Allowances or Site Differentials; nor do they include Relocation Costs. These costs, in addition to overtime pay and shift differentials, will be negotiated separately on a case-by-case basis with the ordering agencies. Additionally, the rates do not include Hazardous Duty Pay or Sea Duty/Isolated Duty. Sea Duty is defined as duty aboard a naval vessel under way (actually away from the pier). Isolated locations are those where the employee is effectively confined on-site for both lodging and subsistence. Again, these types of costs will be negotiated separately for a particular order. The rates do include the Industrial Funding Fee.

Principal Systems Engineer

Duties: Develops and applies advanced methods, theories and research techniques in the investigation and solution of complex and difficult system design requirements and problems requiring the expert application of advanced knowledge. Develops and refines new engineering techniques to enhance quality and productivity. Establishes performance and technical standards. Generates and approves project and testing specifications. May lead or coordinate complex task/project teams. Plans, conducts and technically directs projects or major phases of significant projects, coordinating the efforts of engineers and technical support personnel in the performance of assigned duties. Conducts investigations of considerable complexity. Reviews literature, patents and current practices relevant to the solution of assigned projects. Reviews completion and implementation of system additions and/or enhancements and recommends corrections in technical application and analysis to management. Evaluates vendor capabilities to provide required products or services. Provides technical consultation to other organizations. May provide work leadership to lower level employees. Performs other duties, as assigned.

Education: Masters Degree or Ph.D. in Computer Science or a related field, or equivalent experience. Fifteen or more years of applicable progressively complex system design experience including hardware/software integration of complex systems.

Senior Consultant

Duties: Senior Consultants shall be responsible for the design, implementation and analysis of discrete elements of a program. The senior Consultant will provide leadership and guidance to policy development, authorship of final reports, presentations to high level managers and Congress, and other program elements that require expertise.

Education: The Senior Consultant must be a recognized leader in his or her field, with a minimum of 10 years of directly related experience or publications, three (3) of which shall be within the last five (5) years. The Senior Consultant will have a professional degree in a field related to his or her expertise or equivalent experience.

Program Manager

Duties: The Program Manager serves as the contractor's single contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the Contracting Officer's Technical Representative (COTR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance and shall not serve in any other capacity under this contract. The Program Manager shall establish and maintain technical and financial reports in order to show progress to corporate management and clients. Maintain client contacts to ensure conformity to all contractual obligations. Ensure the development, maintenance, and implementation of work order management plans, a document which guides the performance of all functional activities performed on the individual task orders.

Education: The Program Manager must have a minimum of 14 years of successful program management experience on large government technical contracts, three (3) of which shall be within the last five (5) years. In addition, the Program Manager must have demonstrated experience or a Bachelors degree in Computer Sciences, Information Systems, Business, Communications or related field. An advanced degree in Business, Law, Economics, Communication, Computer Science, or related discipline may be substituted for four years experience.

Senior Information Engineer (IE)

Duties: The Senior IE mentors client task leaders and acts as project manager directing the efforts of other IE categories. Has full life-cycle experience and expertise in all areas of the IE Methodology. Performs instruction in information engineering and engineering process reengineering, and hands-on training in the use of Computer Aided Software Engineering (CASE) tools. Plans and manages projects schedules, directs the work of other contractors, provides quality assurance reviews, and provides consulting services during the planning, analysis, and design phases of information engineering. Facilitates the clients' workshops, Joint Requirement Planning (JRP) sessions, Joint Application Development (JAD) sessions, and Rapid Application Development (RAD) sessions. Responsibilities will include preparation and

presentation of client briefings to the senior leadership.

Education: The Senior IE must have a minimum of 10 years of demonstrated experience, three (3) of which shall be within the last five (5) years in Software engineering and program management all of the areas outlined above. A Bachelors degree in Software Engineering or related field, or experience is required.

Senior Software Architect

Duties: Establishes system information requirements using analysis of the information engineers in the development of enterprise-wide or large scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of Information Management solution of the application platform, across the application program interface (API), and the external environment/software application. Evaluates analytically and systematically problems of work flows, organization, and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.

Education: The Senior Systems Architect must have a bachelor's degree in an appropriate discipline and a minimum of 10 years experience three (3) of which shall be within the last five (5) years in supervision of system architects, use of structured analysis, design methodologies and design tools, and other design techniques, object oriented principles, and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems. A Bachelors or advanced degree in Computer Science, Information Systems, Engineering, or other related discipline may be substituted for six years of experience.

Telecommunications Specialist

Duties: The Telecommunications Specialist must be technically current in telecommunications systems

design functions and project planning relating to large scale distributed computer systems and equivalent design work related to medium and smaller scale "stand-alone" systems. Provides senior level technical staff functions regarding new systems design efforts . Provides high-level expertise in design decisions relating to hardware systems configurations, software design and database, user interface design, and display features for operational display systems. Serves as a senior level manager of large multi-disciplined department of telecommunication engineers, human factors, and specialty technical personnel involved in the design and development of the advanced automation systems.

Education: The Telecommunications Specialist must have a minimum of eight years, three (3) of which shall be within the last five (5) years of direct experience in telecommunications system design and management. The Telecommunications Specialist must have demonstrated experience in program and staff management, business practice, and system evaluation. A Bachelors degree in a related field may be substituted for two years of experience.

Information Engineer

Duties: The IE is an active participant in planning, analysis, design, and construction phases of information engineering. Has hands-on experience using Information engineering, developing and implementing large systems, is considered to be an expert in several phases of Information Engineering Methodology including engineering process reengineering. Develops deliverables and presents result for client review. Additional responsibilities may include, but not limited to: leading or assisting in the preparation of presentation of client briefings and workshops; performing as instructor educating in information engineering.

Education: The IE must have a minimum of eight years of direct experience, three (3) of which shall be within the last five (5) years in the areas outlined above, including working with upper-level management. A Bachelors degree in a related field or equivalent experience is required.

Senior Contract Analyst

Duties: The Senior Contracts Analyst provides professional services in market and trend analysis, and contract business and technical evaluation in support of Government agencies. Specific

responsibilities shall include conducting technical reviews of contracts and modifications, and comparisons with similar products and services, collection and evaluation of, and reporting on market surveys and trends, and analysis of alternate vehicles in terms of office automation, hardware, software, and technical support requirements.

Education: The Senior Contracts Analyst shall have a minimum of 12 years experience in management and analysis of government requirements and contracts, five of which must have been within the past eight years, and shall have eight years direct experience in market analysis and Market Surveys. The Senior Contracts Analyst shall have in-depth knowledge of government contracting and acquisition procedures and policies. This position requires a Masters degree in Business, Communications, or related field or equivalent experience.

Senior Systems Engineer

Duties: Develops and applies advanced methods, theories and research techniques in the solution of advanced system requirements and problems. Provides comprehensive definition of all aspects of systems development from analysis of mission needs to verification of system performance. Performs evaluation of alternatives and assessment of risks and costs. Plans, conducts and technically directs projects or major phases of significant projects, coordinating the efforts of technical and support staff in the performance of assigned duties. Documents the results of complex analysis and design tasks. Develops test planning documentation, including test plans, test specifications, and test procedures for integrated systems. Conducts investigations and tests of considerable complexity. Possesses experience with simulations, data extraction, reduction, and analysis methodologies, modern techniques for system integration, and systems and software configuration management policy and guidelines. Reviews literature, patents and current practices relevant to the solution of assigned projects. Reviews completion and implementation of system additions and/or enhancements and makes recommendations to management. Evaluates vendor capabilities to provide required products or services. Conducts hardware and software trade-off studies and prepares technical reports on the assessments. Supports system test to include EMI/RFI and shock vibration testing, as well as system interoperability testing. Reviews and evaluates proposed system interoperability from both data exchange and communications support capabilities. Assists the Government in the conduct of Reliability,

Availability, and Maintainability analyses and submits appropriate test reports. Assists the client in the establishment and conduct of quality assurance analysis and engineering to include periodic reviews and audits. Participates in site testing, security accreditation, and formal acceptance testing. May provide work leadership to lower level employees.

Education: Masters Degree in Computer Science or a related field, or equivalent experience. Eight or more years of applicable progressively complex systems design experience, including hardware/software integration of complex systems.

Systems Architect Specialist

Duties: The Systems Architect Specialist establishes system information requirements using analysis of the information engineers in the development of enterprise-wide or large scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of Information Management (IM) solution of the application platform, across the application program interface (API), and the external environment/software application. Evaluates analytically and systematically problems of work flows, organization, and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.

Education: This position requires a bachelor's degree in an appropriate discipline and a minimum of eight years, three (3) of which shall be within the last five (5) years in the use of structured analysis, design methodologies and design tools, object oriented principles, and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems. A Masters degree in Computer Science, Information Systems, Engineering, Business, or other related discipline, may be substituted for three years experience.

Applications Engineer

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

Education: This position requires a minimum of Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of six years experience, three (3) of which shall be within the last five (5) years and at least four years must be specialized. Specialized experience includes: experience as an applications programmer on large scale data base management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Demonstrated ability to work independently or under only general direction.

Business Processes and Resource Analyst

Duties: The Business Process and Resource Analyst is responsible for manpower resource planning and allocation, analysis of buying trends, research, analysis and presentation of contract status and resource reports, and market analysis. Supports the Contract Management Team in developing implementing, and documenting best business practices related to manpower resource planning, allocation and compensation. Provides professional support to Contract and Business Managers in meeting and maintaining manpower resource requirements. Evaluates internal manpower requirements for the execution of IT strategies and procedures and performs analysis of external market factors affecting compensation for IT professionals and supporting technical personnel. Develops compensation strategies for achieving and maintaining the optimum levels of technical capability with available financial resources.

Education: The Business Application/Compensation and Resource Analyst must have a minimum of 10 years of experience in business systems analysis, five of which must have been within the past eight years, and with six years direct experience in contract negotiations and market analysis. Must have the

capability to monitor industry and public policy development for impact on market for IT personnel.

System Administrator

Duties: The System Administrator supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.

Education: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline, or equivalent experience is required for this position. This position requires a minimum of four years experience, of which at least three years must be specialized and three (3) of which shall be within the last five (5) years; experience in administrating UNIX or open systems-compliant systems. General experience includes operations experience on a large-scale computer system or a multi-server local area network.

Staff Systems Engineer

Duties: Defines, designs and develops system requirements. Assesses architecture and current hardware limitations, defines and designs complex system specifications, input/output processes and working parameters for hardware/software compatibility. Coordinates design of subsystems and integration of total system. Analyzes and resolves difficult and complicated program support deficiencies. Conducts independent technical investigation in systems design. Coordinates and consolidates design efforts on major projects. May provide work leadership to lower level employees. Performs other duties, as assigned.

Education: Bachelors Degree (Masters preferred) in Computer Science or a related field, or equivalent experience. Five years of system design experience, including hardware/software integration.

Staff Hardware Engineer

Duties: Designs, develops, modifies and evaluates complicated and difficult hardware devices and/or systems. Diagnoses malfunctions in existing products and makes improvements or modifications to produce desired results. Compiles and evaluates

design and test data and prepares technical specifications. Analyzes, develops and recommends design approaches to meet production requirements for new or improved products and/or processes. Interfaces with technical support personnel, drafters, technical writers and engineering technicians as required. Performs other duties, as assigned.

Education: Bachelors Degree in Electrical Engineering or equivalent experience. Two years applicable hardware design experience.

Staff Software Engineer

Duties: Designs, develops, troubleshoots and analyzes software programs for computer based systems. Performs system modeling, simulation and analysis. Designs and develops compilers, assemblers, utility programs and operating systems. Advises hardware design engineers on machine characteristics that affect software systems such as storage capacity, processing speed and input/output requirements. As required, provides input for documentation of new or existing programs. Provides technical expertise on information system architectures, implementation methodologies, and test strategies. Evaluates COTS and GOTS products. Evaluates Software Implementation plans. Participates in periodic requirements and design reviews. Assists in defining the evolving product baseline. Supports the Government test and evaluation.

Education: Bachelors Degree in Computer Science or a related field, or equivalent experience. Two years applicable software design experience.

Network Administrator - Local/Wide Area Networks (LAN/WAN)

Duties: Assists other administrators in maintaining large LAN systems; helps support a Wide-Area Network system using TCP/IP, which includes connectivity to mainframes. Coordinates and performs installation of workstations. Other duties included providing technical and software support to end users. Responsible for installing, maintaining, and upgrading computer workstations and software. Provides technical assistance and training. Performs evaluations of computer hardware and software. Serves as liaison with vendors for new hardware/software purchases. Assists clients in solving their computer related and networking problems. Provides maintenance and repairs of computers and peripheral.

Education: The Network Administrator must have a minimum of four years of LAN/WAN experience, three (3) of which shall be within the last five (5) years in the areas outlined above. An Associate degree in a related field or equivalent experience is required.

Associate Systems Engineer

Duties: Provides basic technical assistance in engineering functions under the supervision of more senior personnel. Analyzes existing systems and defines, designs and develops new system requirements. Determines systems specifications, input/output processes and working parameters for software/hardware compatibility. Coordinates design of subsystems and integration of total system. Identifies, analyzes and resolves program support deficiencies. Performs other duties, as assigned.

Education: Bachelors Degree in Computer Science, or a related field, or equivalent experience. Two years of system design experience including hardware/software integration experience.

Technical Writer

Duties: The Technical Writer provides research and writes professional documents, including program reports and procedures, documentation, training materials, including analysis and compilation of diverse policy, technical, statistical, demographic, and financial information. Leads documentation production team.

Education: The Technical Writer must have a minimum of five years direct experience, three (3) of which shall be within the last five (5) years in the area outlined above, including creation of documents, from research and analysis through publishing. A Bachelors degree in English, Communications, or related discipline, or equivalent experience is required

Technical Specialist – Drafting

Duties: Directs and coordinates the activities of designers/drafters and other assigned staff. Schedules work and reviews and checks completed work assignments. May work on more complex assignments and has working knowledge of applicable equipment including CAD/CAM. Defines and clarifies work requirements with clients and other users. Selects, trains and evaluates work of assigned

staff. Develops estimates based on scope of effort. Performs other, related duties as assigned.

Education: Normally requires two years of college or an associate degree and six to ten years of related experience.

Staff Technician – Logistics

Duties: Must be able to determine supply requirements from authorization documents or other media. Maintains manual and automated records for requisitioning, receiving and storing supplies, repair parts and equipment. Must be able to determine sources of supply and shipping modes. Inspects and reports on supply and shipping shortages. Interprets and prepares supply and transportation documentation. Must be able to determine equipment serviceability using condition codes. Performs other, related duties as assigned.

Responsibilities may include: receipt, accountability, stocking and inventory of electronic equipment and components; data entry to query and enter information for supply, acquisition and inventory purposes; research and identification of parts and materials from electronic equipment and component vendors and entering information into purchasing database; and recording, maintaining and initiating purchase request documentation for acquisition of component items from vendors.

Education: High school or equivalent vocational training and three to four years related experience required. May substitute one year military technical training in logistics and two years experience. Requires familiarity with the Federal Supply System.

Associate Hardware Engineer

Duties: Assists in the design, development, modification and analysis of hardware devices and/or systems. Diagnoses malfunctions in existing products and makes improvements or modifications to produce desired results. Acquires current information and conducts analyses or tests of a routine degree of complexity pertaining to the development of new designs, methods or processes and provides recommendations accordingly. Performs other duties, as assigned.

Education: Bachelors Degree in Electrical Engineering or equivalent experience. Entry level position.

Associate Software Engineer

Duties: Assists in the design, development, troubleshooting and analysis of software programs for computer based systems. May perform systems modeling, simulation and analysis. Designs and develops basic compilers, assemblers, utility programs and operating systems. Advises hardware design engineers on machine characteristics that affect software systems, such as storage capacity, processing speed and input/output requirements. As required, provides input for documentation of new or existing programs. Performs other duties, as assigned.

Education: Bachelors Degree in Computer Science, a related field, or equivalent experience. Entry level position.

Help Desk Specialist

Duties: The Help Desk Specialist provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.

Education: This position requires an Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required. This position requires a minimum of five years experience, three (3) of which shall be within the last five (5) years and at least three years must be specialized. Specialized experience includes: knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and work on a help desk. General experience includes information systems development and other work in the client/server field, or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

Junior Computer Systems Analyst

Duties: The Junior Computer Systems Analyst analyzes information requirements. Evaluates analytically and systematically problems of workflows, organization, and planning and assists Senior Computer Systems Analyst and Computer Systems Analyst develop appropriate corrective action. Helps develop plans for automated information systems from project inception to

conclusion. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Under the supervision of a Senior Computer Systems Analyst or a Computer Systems Analyst coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative

Education: This position requires a Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position is for recent college graduates and requires no experience or 6 years of relevant experience in lieu of degree.

Administrative Assistant

Duties: The Administrative Assistant is responsible for administrative and management support for a wide range of office functions. Provides administrative support in the management of personnel, financial, operations, and technical program. Ensures that programs are monitored, that goals and objectives are set, program responsibility assigned and results documented. Requires frequent application of techniques peculiar to several unrelated functions, such as statistical charting, organizational structure, budget and fiscal control, personnel recruitment and placement, incentive awards, data systems, staffing standards development and office management. Requires substantial coordination and interface with other offices.

Education: The Administrative Assistant must have within the last five years, three years demonstrated experience in program support, including preparation of presentation materials, program documentation, basic analysis, and development of program materials. Skill in Microsoft Windows software, including Word, PowerPoint, and Excel. A Bachelors degree may be substituted for one year of experience. The Administrative Assistant must have the ability to work independently or as part of a team.

Associate Technician - Logistics

Duties: Must be able to follow technical written procedures for requisitioning, receiving and storing supplies, repair parts and equipment. Must be familiar with inspection, accountability, and reporting of supply and shipping shortages. Must be familiar

with and be able to provide data entry for manual and automated supply systems. Performs other, related duties as assigned. Issuance of parts. Cable fabrication and equipment rehabilitation. Verify materials against receiving documents. Evaluate suitability of parts.

Education: High school or equivalent vocational training preferred. One to two years related experience required.

Program Administration Specialist

Duties: The Program Administration Specialist assists in the preparation of management plans and reports. Coordinates schedules to facilitate completion of proposals, contract deliverables, delivery order review, and briefings/presentations. Performs analysis, development, and review of program administrative operating procedures.

Education: This position requires a high school diploma with a minimum of four years experience, three (3) of which shall be within the last five (5) years and at least two years must be specialized. Specialized experience in general contract administration. Works with limited supervision and direction. Required to use judgment and initiative in problem solving.

Clerk Typist

Duties: The Clerk Typist prepares periodic or special reports of workload and information from records and files using PC-based word processing software, such as Microsoft WORD or WordPerfect. Performs related clerical duties such as answering telephone, referring callers or furnishing information, maintaining files, operating copying machine and distributing or preparing documents to be mailed.

Education: The Clerk Typist must have a minimum one year of experience within the last three years of direct experience in the area outlined above.

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

PREAMBLE

(Name of Company) 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 Ronald LaRocca, Phone: (301)251-4411, Fax: (301)251-4475, or e-mail laroccar@glotech.net.

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.