



Systems Engineering, Inc.

***Authorized Information Technology
Schedule Pricelist***



This Schedule Contract Pricelist includes Modifications through Number FX-32, effective July 2006



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

General Description

SEI is an aggressive, Small Business Administration Certified Small, Disadvantaged 8(a), as well as a Certified Historically Underutilized Business Zone (HUBZone) business providing custom software, system, and telecommunications network design, and planning and training products and services. As a small business, our strength is in our ability to masterfully discern our customer’s needs, integrate that understanding with our technical expertise, and then craft responsive, cost effective solutions that meet our customer’s challenges.

Our primary goal is to assist companies and organizations in their command, understanding, and application of information technology within our corporate specialty. We accomplish this by assisting customers in defining their needs, translating needs into requirements, matching requirements with technology, and providing the necessary design, planning, and or training to achieve the desired results in a timely and cost effective manner.

SEI offers a number of services to assist us in keeping our commitment to our customers. Our service offerings include business process definition and improvement; online training; enterprise and application modeling and metadata management; instructor-lead training; and consulting services. SEI’s commitment to our customers is quantified through our commitment to service, quality, and innovation.

Applicable Special Item Numbers, FSC Classes, and FPDS Codes

Special Item Numbers	FSC Class/FPDS Code	Products/Services
132-50	FDPS Code U012	Training
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 D316	IT Network Management Services
	FPDS Code D399	Other IT 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.



Systems Engineering, Inc.
7686 Richmond Highway, Suite 120
Alexandria, VA 22306
Phone: 703-660-6592/Fax: 703-660-6594
E-mail: dwatkins@seiofva.com

Contract Number: GS-35F-0672P

Period Covered by Contract: July 14, 2004 through July 13, 2009

**General Services Administration
Federal Supply Service**

Pricelist current through Modification Number FX32, dated June 5, 2006. Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA *Advantage!* System. Agencies can browse GSA *Advantage!* by accessing the Federal Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov>



TABLE OF CONTENTS

1	INFORMATION FOR ORDERING ACTIVITIES	5
2	TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF TRAINING COURSES FOR GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT AND SOFTWARE (SPECIAL ITEM NUMBER 132-50)	15
3	TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)	18
4	INFORMATION TECHNOLOGY PROFESSIONAL SERVICES PRICELIST	33
5	USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS.....	36
6	SUGGESTED FORMAT FOR BLANKET PURCHASE AGREEMENTS (BPAS)	37
7	CONTRACTOR TEAM ARRANGEMENTS	40
8	SERVICE AND DISTRIBUTION POINTS	41
9	PARTICIPATING DEALERS	42



1 INFORMATION FOR ORDERING ACTIVITIES

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:

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

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

Offerors are requested to check one of the following boxes:

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



2. CONTRACTOR’S ORDERING ADDRESS AND PAYMENT INFORMATION:

Agencies should address all orders to the following address:

Systems Engineering, Inc.
7686 Richmond Highway, Ste. 120
Alexandria, Virginia 22306

Agencies should address all payments to the following address:

Systems Engineering, Inc.
7686 Richmond Highway, Ste. 120
Alexandria, Virginia 22306

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

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

Ordering Assistance
Telephone: 703-660-6592

Technical Assistance
Telephone: 703-660-6592

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: 167902311
Block 30: Type of Contractor - A. Small Disadvantaged Business
Block 31: Woman-Owned Small Business - No
Block 36: Contractor’s Taxpayer Identification Number (TIN) 52-1947532



4a. **CAGE Code:** 1QPD9

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:

<u>SPECIAL ITEM NUMBER</u>	<u>DELIVERY TIME (DAYS ARO)</u>
132-50	TBD by SEI and Ordering Activity
132-51	TBD by SEI and Ordering Activity

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 Institution – Government Educational Institutions are offered the same discount as all other Government customers.
- e. Other -- None

8. **TRADE AGREEMENTS ACT OF 1979, AS AMENDED:**

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

Not Applicable

10. SMALL REQUIREMENTS:

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

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

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

Special Item Number 132-51 - Information Technology (IT) Professional Services

- b. The Maximum Order value for the following Special Item Numbers (SINs) is \$25,000.

Special Item Number 132-50 - Training

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

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

- a. Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- b. Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

Note: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

- c. As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such

certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

- d. Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- e. Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- f. Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- g. Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- h. Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- i. Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- j. Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:

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

16. **GSAAdvantage!**

GSAAdvantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSAAdvantage! 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 GSAAdvantage! by accessing the Internet World Wide Web utilizing a browser (ex.: Netscape). The Internet address is <http://www.fss.gsa.gov>.

17. **PURCHASE OF OPEN MARKET ITEMS**

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

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

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

18. **CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

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

- (1) Time of delivery/installation quotations for individual orders;
 - (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract
 - (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

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

Not applicable

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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.

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:

Not applicable.

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).

2. TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF TRAINING COURSES FOR GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT AND SOFTWARE (SPECIAL ITEM NUMBER 132-50)

1. SCOPE

- a. The Contractor shall provide training courses normally available to commercial customers, which will permit ordering activity users to make full, efficient use of general purpose commercial IT products. Training is restricted to training courses for those products within the scope of this solicitation.
- b. The Contractor shall provide training at the Contractor's facility and/or at the ordering activity's location, as agreed to by the Contractor and the ordering activity.

2. ORDER

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPAs) shall be the basis for the purchase of training courses in accordance with the terms of this contract. Orders shall include the student's name, course title, course date and time, and contracted dollar amount of the course.

3. TIME OF DELIVERY

The Contractor shall conduct training on the date (time, day, month, and year) agreed to by the Contractor and the ordering activity.

4. CANCELLATION AND RESCHEDULING

- a. The ordering activity will notify the Contractor at least seventy-two (72) hours before the scheduled training date, if a student will be unable to attend. The Contractor will then permit the ordering activity to either cancel the order or reschedule the training at no additional charge. In the event the training class is rescheduled, the ordering activity will modify its original training order to specify the time and date of the rescheduled training class.
- b. In the event the ordering activity fails to cancel or reschedule a training course within the time frame specified in paragraph a, above, the ordering activity will be liable for the contracted dollar amount of the training course. The Contractor agrees to permit the ordering activity to reschedule a student who fails to attend a training class within ninety (90) days from the original course date, at no additional charge.
- c. The ordering activity reserves the right to substitute one student for another up to the first day of class.
- d. In the event the Contractor is unable to conduct training on the date agreed to by



the Contractor and the ordering activity, the Contractor must notify the ordering activity at least seventy-two (72) hours before the scheduled training date.

5. FOLLOW-UP SUPPORT

The Contractor agrees to provide each student with unlimited telephone support for a period of one (1) year from the completion of the training course. During this period, the student may contact the Contractor's instructors for refresher assistance and answers to related course curriculum questions.

6. PRICE FOR TRAINING

The price that the ordering activity will be charged will be the ordering activity training price in effect at the time of order placement, or the ordering activity price in effect at the time the training course is conducted, whichever is less.

7. INVOICES AND PAYMENT

Invoices for training shall be submitted by the Contractor after ordering activity completion of the training course. Charges for training must be paid in arrears (31 U.S.C. 3324). **PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.**

8. FORMAT AND CONTENT OF TRAINING

- a. The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.
- b. For hands-on training courses, there must be a one-to-one assignment of IT equipment to students.
- c. The Contractor shall provide each student with a Certificate of Training at the completion of each training course.
- d. The Contractor shall provide the following information for each training course offered:
 - (1) The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);
 - (2) The length of the course;
 - (3) Mandatory and desirable prerequisites for student enrollment;
 - (4) The minimum and maximum number of students per class;
 - (5) The locations where the course is offered;
 - (6) Class schedules; and

- (7) Price (per student, per class (if applicable)).
- e. For those courses conducted at the ordering activity's location, instructor travel charges (if applicable), including mileage and daily living expenses, must comply with the Federal Travel Regulations or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA city pair contracts.

9. "NO CHARGE" TRAINING

The Contractor shall describe any training provided with equipment and/or software provided under this contract, free of charge, in the space provided below.

None

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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

5. STOP-WORK ORDER (FAR 42-242-15) (AUG 1989)

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

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

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

- a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

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



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

JOB TITLE	REQUIREMENTS AND RESPONSIBILITIES
PROGRAM MANAGER	<p>Responsibilities: Responsible for managing the day-to-day operations of the program and overall coordination, status reporting, and stability of complex and cross-functional project-oriented work efforts. Develops the program strategy, supporting business case, and various program plans. Ensures integration of project and adjusts scope, timing, and budget as needed. Establishes and implements program management processes and methodologies to ensure projects are delivered on time, within budget, adhere to high quality standards, and meet customer expectations. Responsible for tracking key project milestones and adjusting program plans and/or resources. Delivers presentations and leads client meetings.</p> <p>Education and Experience: Bachelor's Degree in Business Administration or related field, a minimum of 8-10 years experience in management of large programs. Three (3) years experience supervising, three (3) years managing projects of at least 10 personnel.</p>
SENIOR PROJECT MANAGER	<p>Responsibilities: Responsible for technical performance, cost, and schedule of projects and subtasks. Organizes, directs, and coordinates planning, execution, and evaluation of all project/technical support activities. Interfaces with customer representatives and management. Provides direction, establishes project management structure, develops work breakdown structures, allocates resources, and develops and maintains project schedules.</p> <p>Education and Experience: Bachelor's Degree or equivalent in related field plus 10 years related experience.</p>
PROJECT MANAGER	<p>Responsibilities: Oversees various projects or project subtasks of a moderate complex nature. Responsible for assembling project teams, assigning individual responsibilities, identifying appropriate resources, and developing schedules. Must be familiar with the contract scope and project objectives, as well as the role and function of each team member in order to effectively coordinate the activities of the project team.</p> <p>Education and Experience: Bachelor's Degree or equivalent in related field plus 5 years related experience.</p>

JOB TITLE	REQUIREMENTS AND RESPONSIBILITIES
SENIOR SUBJECT MATTER EXPERT	<p>Responsibilities: Provides extremely high-level subject matter expertise for work described in the program/task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and/or implementation advice on complex problems, which require doctorate level knowledge of the subject matter for effective implementation. From computer systems standpoint, participates as needed in all phases of software and hardware development with emphasis on the planning, analysis, testing, integration, documentation, training, and presentation phases. From a business process standpoint, provides technical advice, guidance and direction for the improvement, modification, and re-engineering of business processes, policies and procedures for any functional area under consideration or review. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order/program. Is able to work independently at the highest level. Directs the composition or composes and finalizes documentation.</p> <p>Education and Experience: Ph.D. in a related field of effort and 12-15 years related experience.</p>
SUBJECT MATTER EXPERT	<p>Responsibilities: Provides high-level subject matter expertise for work described in the program/task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and/or implementation advice on complex problems which require a high level knowledge of the subject matter for effective implementation. From computer systems standpoint, participates as needed in all phases of software and hardware development with emphasis on the planning, analysis, testing, integration, documentation, training, and presentation phases. From a business process standpoint, provides technical advice, guidance and direction for the improvement modification, and re-engineering of business processes, policies and procedures for any functional area under consideration or review. Applies principles, methods, and knowledge of specific areas of expertise to specific task order/program. Is able to work independently at the highest level. Directs the composition or composes and finalizes documentation.</p> <p>Education and Experience: Master's Degree in a related field of effort and 8-10 years related experience.</p>
SECURITY SPECIALIST III	<p>Responsibilities: Analyze and design mid to complex security requirements for Multilevel Security (MLS) issues. Design, develops, engineers, and implements solutions to MLS requirements. Gather and organize technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Perform risk analysis and risk assessments as required.</p> <p>Education and Experience: Bachelor's degree (or equivalent experience) in related field and 8-10 years experience, of which at least 3 years must be specialized experience in computer security.</p>
DATA MODELING SPECIALIST	<p>Responsibilities: Must have experience with database management systems, including experience with automated systems analysis and design, data dictionary, database design tools, and distributed database design methods and techniques.</p> <p>Education and Experience: Bachelor's Degree and 5 years experience.</p>



JOB TITLE	REQUIREMENTS AND RESPONSIBILITIES
QUALITY ASSURANCE CONTROL SPECIALIST IV	Responsibilities: Develops and implements quality control methodologies to ensure compliance with quality assurance standards, guidelines and procedures in a mid-sized to large logistical computer-based organization. Develops and defines major and minor characteristics of quality including quality metrics and scoring parameters and determines requisite quality control resources for an actual effort. Establishes and maintains a process for evaluating hardware, software, and associated documentation and/or assists in the evaluation. Conducts and/or participates in formal and informal reviews at pre-determined points throughout the development cycle. Supports training efforts for lower-level quality assurance/control specialist. May be a task leader. Education and Experience: Bachelor's Degree and 4-6 years experience with 2 years related/specialized experience.
QUALITY ASSURANCE CONTROL SPECIALIST III	Responsibilities Supports the development and implementation of quality control methodologies to ensure compliance with quality assurance standards, guidelines and procedures in a mid-sized logistical computer-based organization. Supports the development and definition efforts of major and minor characteristics of quality including quality metrics and scoring parameters and determines requisite quality control resources for an actual effort. Maintains a process for evaluating hardware, software, and associated documentation and/or assists in the evaluation. Conducts and/or participates in formal and informal reviews at pre-determined points throughout the development cycle. Education and Experience: Associate's Degree and 4-6 years experience with 2 years related/specialized experience.
QUALITY ASSURANCE CONTROL SPECIALIST II	Responsibilities: Supports the development and implementation of quality control methodologies to ensure compliance with quality assurance standards, guidelines and procedures in a small to mid-sized logistical computer-based organization. Supports the development and definition efforts of major and minor characteristics of quality including quality metrics and scoring parameters and determines requisite quality control resources for an actual effort. Maintains a process for evaluating hardware, software, and associated documentation and/or assists in the evaluation. Conducts and/or participates in formal and informal reviews at pre-determined points throughout the development cycle. Education and Experience: Associate's Degree and 2-4 years experience with 1 year related/specialized experience.
QUALITY ASSURANCE CONTROL SPECIALIST I	Responsibilities: Supports the development and implementation of quality control methodologies to ensure compliance with quality assurance standards, guidelines and procedures in a small to mid-sized logistical computer-based organization. Supports the development and definition efforts of major and minor characteristics of quality including quality metrics and scoring parameters and determines requisite quality control resources for an actual effort. Maintains a process for evaluating hardware, software, and associated documentation and/or assists in the evaluation. Conducts and/or participates in formal and informal reviews at pre-determined points throughout the development cycle. Education and Experience: Associate's Degree and 0-6 months experience.

JOB TITLE	REQUIREMENTS AND RESPONSIBILITIES
PROGRAMMER ANALYST IV	<p>Responsibilities: Works independently, with management review of end results or acts as lead programmer. Has prime accountability for the maintenance and operating efficiency of a major subsystem, such as the teleprocessing network, database management system, etc. Continually assesses the performance of appropriate software systems to identify and correct problems that impact operation efficiency and work quality. Maintains active liaison with user personnel to ensure continuing responsiveness of applicable system software user requirements; analyzes performance indicators such as system's response time and number of programs being processed to ensure operational efficiency. Designs, codes, installs, and maintains appropriate systems software program; identifies, evaluates, tailors, and directs the implementation of vendor-supplied software packages. Performs special systems re-generations where applicable to reflect changes in peripheral configuration; ensures the maintenance of adequate software systems documentation; recommends to management the purchase or lease of systems software personnel in the resolution of complex systems-related problems. Trains users in applications programming and other user personnel in the use of systems software and related hardware.</p> <p>Education and Experience: Bachelor's Degree in a related field or equivalent experience and 5-7 years of related work experience.</p>
PROGRAMMER ANALYST III	<p>Responsibilities: Interprets, implements, and maintains complex operating systems and subsystems from specifications prepared by vendors and engineers. Directs or fine-tunes applications to maximize throughput on various computing platforms and equipment configurations. Responsible for integrating equipment and systems from multiple vendors into the overall organizational configuration to maximize data communications and resource sharing. Designs, codes, installs, and maintains appropriate systems software program; identifies, evaluates, tailors, and directs the implementation of vendor-supplied software packages. Performs special systems re-generations where applicable to reflect changes in peripheral configuration; ensures the maintenance of adequate software systems documentation; recommends to management the purchase or lease of systems software personnel in the resolution of complex systems-related problems.</p> <p>Education and Experience: Bachelor's Degree in a related field or equivalent experience and 3-5 years of related work experience.</p>
PROGRAMMER ANALYST II	<p>Responsibilities: Interprets, implements, and maintains simple operating systems and subsystems from specifications prepared by vendors and engineers. May fine-tune simple applications to maximize throughput on various computing platforms and equipment configurations. Support efforts for integrating equipment and systems from multiple vendors into the overall organizational configuration to maximize data communications and resource sharing. Supports design, code, installation, and maintenance of appropriate systems software program. Identifies, evaluates, tailors, and directs the implementation of vendor-supplied software packages. Performs simplistic systems regenerations where applicable to reflect changes in peripheral configuration; ensures the maintenance of adequate software systems documentation; prepares alterations to manage the purchase or lease of systems software personnel in the resolution of complex systems-related problems.</p> <p>Education and Experience: Bachelor's Degree in a related field or equivalent experience and 1-3 years of related work experience.</p>

JOB TITLE	REQUIREMENTS AND RESPONSIBILITIES
PROGRAMMER ANALYST I	<p>Responsibilities: Interprets, implements, and maintains simple operating systems and subsystems from specifications prepared by vendors and engineers. May fine-tune simple applications to maximize throughput on various computing platforms and equipment configurations. Support efforts for integrating equipment and systems from multiple vendors into the overall organizational configuration to maximize data communications and resource sharing. Supports design, code, installation, and maintenance of appropriate systems software program. Performs simplistic systems re-generations where applicable to reflect changes in peripheral configuration; ensures the maintenance of adequate software systems documentation; supports gathering of information to management the purchase or lease of systems software personnel in the resolution of complex systems-related problems.</p> <p>Education and Experience: Bachelor's Degree in a related field or equivalent experience and 0-6 months of related work experience.</p>
SENIOR NETWORK ENGINEER	<p>Responsibilities: Responsible for the direct supervision of the Network Engineering tasks. Reviews and prioritizes network needs and analyzes project costs and feasibility. Develops network systems analysis standards and methodology consistent with technical requirements. Schedules staff to obtain proper response in a timely manner. Reviews recommendations for database improvement. Responsible for the employment, training, and discipline of assigned employees. This is the first level of supervision of the Network Engineering function.</p> <p>Education and Experience: Bachelors/Masters degree in Computer Science, Management Information Systems, a related field, or technical certifications. A minimum of three years of network engineering experience, including supervision/management experience.</p>
NETWORK ENGINEER	<p>Responsibilities: Analyzes complex local and wide area network systems, including planning, designing, evaluation, selecting operating systems and protocol suites and configuring communication media with concentrators, bridges, and other devices. Resolves difficult interoperability problems to obtain operations across all platforms including e-mail, files transfer, multimedia, teleconferencing, and the like. Configures systems to user environments. Supports acquisition of hardware and software as well as subcontractor services as needed. May act as a technical project leader or provide work leadership for lower level employees.</p> <p>Education and Experience: Bachelors/Masters degree in Computer Science, a related field, or technical certification. Two years progressively responsible network systems engineering experience.</p>
SENIOR NETWORK ADMINISTRATOR	<p>Responsibilities: Responsible for the integration, installation, upgrade and maintenance of complex system hardware and operating and application software. Duties also include ensuring connectivity to a variety of communications systems via numerous networking options. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems. This position may be a supervisor or project lead.</p> <p>Education and Experience: Bachelor's Degree in Computer Science or related discipline and 5-7 years experience. May require certification.</p>

JOB TITLE	REQUIREMENTS AND RESPONSIBILITIES
NETWORK ADMINISTRATOR	<p>Responsibilities: Performs the integration, installation, upgrade and maintenance of system hardware and operating and application software. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.</p> <p>Education and Experience: Bachelor's Degree in Computer Science or related discipline and 3-5 years experience. May require certification.</p>
SENIOR DATABASE ADMINISTRATOR	<p>Responsibilities: Designs, develops, and implements highly complex database applications to accommodate a wide variety of user needs. Analyzes and determines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements, and data output and reporting capabilities. Defines logical attributes and inter-relationships and designs data structures to accommodate database production, storage, maintenance, and accessibility. Responsible for system security and data integrity. Assigns passwords and monitors use of resources. May act as a technical project leader or provide work leadership for lower level employees.</p> <p>Education and Experience: Bachelor's Degree or equivalent, and 3-5 years related experience.</p>
DATABASE ADMINISTRATOR	<p>Responsibilities: Designs, develops, and implements mid to complex database applications to accommodate a wide variety of user needs. Analyzes and determines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements, and data output and reporting capabilities. Defines logical attributes and inter-relationships and designs data structures to accommodate database production, storage, maintenance, and accessibility. Backs up files as required. May produce complex periodic business reports, generate output such as labels, letters, and forms. Responds to frequent management requests for information. May require knowledge of database languages that support major business applications.</p> <p>Education and Experience: Bachelor's Degree or equivalent, and 1-2 years related experience.</p>
HELP DESK MANAGER	<p>Responsibilities: Supervises the Help Desk coordinators and specialists. Develops procedures for finding and resolving problems with IS products and services. Coordinates referrals to appropriate technical or service personnel for follow-up. Has the knowledge to resolve computer software and hardware problems of users. Trains lower level Help Desk Technicians. Knowledge of software and working knowledge of hardware and hardware configurations is required. Maintains contact with server client representatives to ensure that appropriate service is provided.</p> <p>Education and Experience: Associate's Degree in Computer Science or related field or equivalent. 3-5 years experience with 2 years of Help Desk experience.</p>
SENIOR HELP DESK COORDINATOR	<p>Responsibilities: Supports the development of procedures for the Help Desk function. Resolves user software and hardware problems. Receives telephone calls and/or e-mails from users having specific needs. Discusses symptoms with users to determine the source of a specific problem or error and recommends a solution. Discusses issues with programmers to explain problems or to recommend solution(s) to problems. Knowledge of software and working knowledge of hardware and hardware configurations is required. Maintains records of service calls, time to respond, and any problem areas outside technical help.</p> <p>Education and Experience: Associate's Degree in Computer Science or related field or equivalent. 2-4 years experience with 1 year of Help Desk experience.</p>

JOB TITLE	REQUIREMENTS AND RESPONSIBILITIES
SENIOR HELP DESK SUPPORT SERVICES SPECIALIST	<p>Responsibilities: Acts as senior member of the customer service center and possesses in depth knowledge of microcomputer hardware and software systems. Demonstrates advanced office automation trouble shooting and end user problem resolution skills. Applies advanced experience during the operation, monitoring and maintenance of various office automation and network components. Demonstrates excellent oral and interpersonal skills.</p> <p>Education and Experience: Associates degree in Computer Science, a related field, or technical certification. Three years progressively responsible customer service based technical experience.</p>
HELP DESK SUPPORT SERVICES SPECIALIST	<p>Responsibilities: Acts as member of the customer service center and possesses in depth knowledge of microcomputer hardware and software systems. Demonstrates office automation trouble shooting and end user problem resolution skills. Performs the operation, monitoring and maintenance of various office automation and network components. Demonstrates excellent oral and interpersonal skills.</p> <p>Education and Experience: Associates degree in Computer Science, a related field, or technical certification. One year progressively responsible customer service based technical experience.</p>
SITE MANAGER	<p>Responsibilities: Possesses knowledge of the policies and regulations governing the client site. Provides logistics support maintenance and supply management, quality control and material handling operations to support site operations. Provides functional expertise in client-automated systems, including supply, maintenance and transportation system(s). Must be able to communicate ideas comprehensively and effectively through written and oral presentation. Supervises facilities maintenance and administrative staff as required.</p> <p>Education and Experience: Bachelor's Degree or equivalent and 6-8 years experience, including three years of facilities management supervision.</p>
CABLE TECHNICIAN II	<p>Responsibilities: Advanced knowledge of various cable types and must understand how to install, terminate, and test each. Possesses an understanding of the industry standards of installation as well as the National Electric Code. Responsible for installing modular connectors, inner duct and fiber strands, as well as termination of connectors; installs distribution terminals and housings and terminates cables in interface equipment. Must have a good knowledge of using hand tools, as well as a basic understanding of wiring systems for buildings, and must also understand communications cable/wiring color codes. Must have knowledge of locating and diagnosing problems in telecommunication network system and terminating and connecting telecommunications cables.</p> <p>Education and Experience: HS Diploma, and one year related experience.</p>
SENIOR TECHNICAL WRITER	<p>Responsibilities: Performs technical writing, editing or descriptive copy of manuals, contracts, and other related documents according to industry and government standards. Experience in writing scientific, technical, engineering or other professional materials. Must be capable of completing specific writing assignments in a clear and concise manner. Must work with engineering, logistics, and design/drafting personnel to gather data for various manuals and publications.</p> <p>Education and Experience: Associates degree in English, communications, or a related field and five years general work experience.</p>



JOB TITLE	REQUIREMENTS AND RESPONSIBILITIES
WEB SPECIALIST	<p>Responsibilities: Experience in Web pages design, development, and implementation projects. Must possess highly developed system analysis skills and be able to coordinate and direct the effort of other system analysts of Government and other contracting projects. Will have demonstrated XML experience. Will have knowledge and understanding of information management practices and system operations. Will have experience with Oracle 8i WEBDB, Data Dictionary / Datacom / Dataquery management systems, Cold Fusion, or Microsoft Active Server Pages. Experience with internet accessing and application development, data communication, network tracking skill is a must.</p> <p>Education and Experience: Bachelor's/Associate's Degree in Computer Science or related discipline, and two years related experience.</p>
DOCUMENTATION SPECIALIST	<p>Responsibilities: Supports the preparation and/or maintenance of systems, programming and operations documentation, procedures and methods, including user reference manuals. Supports the maintenance of the internal documentation library. Provides or coordinates documentation services as required. Knowledge and basic understanding of all aspects of proofreading, including grammar and spelling. Works under minimal supervision for all levels of documentation. Supports the composition and finalization of IT documentation, including specifications and user manuals, in the style and format required by the task. Trains and establishes work schedules for subordinates. This position requires minimal supervision. Education and Experience: Associates' Degree or equivalent and 2-4 years experience with one year of specialized experience.</p>
GRAPHICS SPECIALIST I	<p>Responsibilities: Demonstrated experience in use of computers for graphics design, including forms, tables, and charts. Has knowledge and understanding of the use of design and graphic software. Works with customers and technical staff to define and develop graphic material in support of related tasks and projects. Designs and prepares graphical illustrations for web based illustrations. Provides assistance to internet designers and developers. Assists in the preparation of presentation graphics and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents.</p> <p>Education and Experience: Associate's Degree (or three years additional experience in lieu of a degree) and 1-3 years related experience.</p>
GENERAL LABORER I	<p>Responsibilities: Category provides qualified individuals to support the engineers and technicians in the operation, installation, maintenance, and/or repair of information technology equipment. Demonstrated proficiency on a specific labor task or work in conjunction with other laborers or under the direction of supervisors proficient in the labor task.</p> <p>Education and Experience: High School Diploma/GED and 0-6 months experience.</p>
DATA ENTRY CLERK I	<p>Responsibilities: Has full knowledge of data entry devices and under general supervision operates data entry devices such as keypunch and terminals in recording a variety of data; verifies data entered; and performs related clerical duties. Experience using automated word processing equipment, personal computers, or workstations. Uses one or more word processing, spreadsheet, and/or graphics software packages. Work requires skill in keypunch entry, typing; a knowledge of grammar, punctuation and spelling.</p> <p>Education and Experience: High School Diploma/GED and 0-6 months experience.</p>

JOB TITLE	REQUIREMENTS AND RESPONSIBILITIES
SENIOR INSTRUCTOR	<p>Responsibilities: Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Develops all instructor materials (course outline, background material, and training aids). Develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training. Provides daily supervision and direction to staff. Demonstrated ability to communicate orally and in writing. Demonstrated ability to work independently or under only general direction.</p> <p>Education and Experience: Bachelor's Degree and 3 years experience.</p>
INSTRUCTOR	<p>Responsibilities: Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops and seminars.</p> <p>Education and Experience: Associates Degree and 2 years experience.</p>
GRAPHICS IMAGING SPECIALIST IV	<p>Responsibilities: Performs complex graphics projects and assists in coordination of graphic/imaging production scheduling, coordinates production support with outside vendors, as needed. Ensures that graphic/imaging projects are completed on time, within budget and to user's satisfaction. Interfaces with users to determine scope of project and best graphic medium. Works on complex projects independently and has thorough knowledge of graphics systems and graphics application packages including: desktop publishing, CAD, GIS, design packages, HTML, multimedia and other graphics applications. Trains lower-level graphics-imaging specialist in graphics and imaging execution.</p> <p>Education and Experience: Bachelor's Degree or equivalent and 1-3 years experience with 2 years specialized experience.</p>
GRAPHICS IMAGING SPECIALIST III	<p>Responsibilities: Performs graphics projects and assists in coordination of graphic/imaging production scheduling, coordinates production support with outside vendors, as needed. Ensures that graphic/imaging projects are completed on time and to user's satisfaction. Interfaces with users to determine scope of project and best graphic medium. Works on projects supervised by graphics manager or higher level graphics specialist and has knowledge of graphics systems and graphics application packages including: desktop publishing, CAD, GIS, design packages, HTML, multimedia and other graphics applications.</p> <p>Education and Experience: Associate's Degree or equivalent and 1-3 years experience.</p>
GRAPHICS IMAGING SPECIALIST II	<p>Responsibilities: Performs graphics projects and performs production support as needed. Ensures that graphic/imaging projects are completed on time and to user's satisfaction. Interfaces with users to determine scope of project and best graphic medium. Works on projects supervised by graphics manager or higher level graphics specialist and has knowledge of graphics systems and graphics application packages including: desktop publishing, CAD, GIS, design packages, HTML, multimedia and other graphics applications.</p> <p>Education and Experience: High School Diploma/GED and 1-3 years experience.</p>

JOB TITLE	REQUIREMENTS AND RESPONSIBILITIES
GRAPHICS IMAGING SPECIALIST I	<p>Responsibilities: Supports graphics projects and performs production support as needed. Ensures that graphic/imaging projects are completed on time and to user's satisfaction. This person interfaces with users to determine scope of project and best graphic medium. Works on projects supervised by graphics manager or higher level graphics specialist and has knowledge of graphics systems and graphics application packages including: CAD, GIS, design packages, HTML, multimedia and other graphics applications.</p> <p>Education and Experience: High School Diploma/GED and 0-6 months experience.</p>
MULTIMEDIA TRAINING MANAGER	<p>Responsibilities: Manages and is responsible for all operations within the training organization. Supervises, schedules, plans, develops and performs training courses that are up to date and applicable. Ensures that all training courses are appropriate and effective. Responsible for major training projects with training data of a higher complexity and importance than those normally assigned to lower level trainers. Responsible for development and generation of user manuals, training manuals and other documentation required. Responsible for the coordination of training activities, classroom space is adequate. Ensures that all training materials, media and manuals are provided to students. Responsible for supervising and training subordinate training specialist. Education and Experience: Bachelor's Degree in related field or equivalent and 8-10 years experience with 5 years of related work (training) experience.</p>
MULTIMEDIA TRAINING SPECIALIST IV	<p>Responsibilities: May act as a training lead. Supports efforts associated with scheduling, planning, developing and performing training courses that are up to date and applicable. Ensures that all training courses are appropriate and effective. Performs major training projects with training data of a higher complexity and importance than those normally assigned to lower level trainers. Performs coordination of training activities and ensures that classroom space is adequate. Develops and produces training manuals, user manuals and other documentation as required. Ensures that all training materials, media and manuals are provided to students. Trains subordinate or lower level training specialist.</p> <p>Education and Experience: Bachelor's Degree in related field or equivalent and 6-8 years experience with 4 years of related work (training) experience.</p>
MULTIMEDIA TRAINING SPECIALIST III	<p>Responsibilities: Supports efforts associated with scheduling, planning, developing and performing training courses that are up to date and applicable. Supports efforts that ensure all training courses are appropriate and effective. Performs training projects with training data of a intermediate complexity. Performs coordination of training activities and ensures that classroom space is adequate. Supports the development and production of training manuals, user manuals and other documentation as required. Ensures that all training materials, media and manuals are provided to students.</p> <p>Education and Experience: Bachelor's Degree in related field or equivalent and 4-6 years experience with 2 years of related work (training) experience.</p>

JOB TITLE	REQUIREMENTS AND RESPONSIBILITIES
MULTIMEDIA TRAINING SPECIALIST II	<p>Responsibilities: Supports efforts associated with scheduling, planning, developing and performing training courses that are up to date and applicable. Supports efforts that ensure all training courses are appropriate and effective. Performs training projects with training data of a simplistic or intermediately complex nature. Supports the coordination of training activities and ensures that classroom space is adequate. Supports the development and production of training manuals, user manuals and other documentation as required. Ensures that all training materials, media and manuals are provided to students.</p> <p>Education and Experience: Bachelor's Degree in related field or equivalent and 2-4 years experience with 1 year of related work (training) experience.</p>
MULTIMEDIA TRAINING SPECIALIST I	<p>Responsibilities: Supports efforts associated with scheduling, planning, developing and performing training courses that are up to date and applicable. Supports efforts that ensure all training courses are appropriate and effective. Performs training projects with training data of a simplistic nature. Supports the coordination of training activities and ensures that classroom space is adequate. Supports the development and production of training manuals, user manuals and other documentation as required. Ensures that all training materials, media and manuals are provided to students.</p> <p>Education and Experience: Bachelor's Degree in related field or equivalent and 1-2 years experience with 6 months of related work (training) experience.</p>



4 INFORMATION TECHNOLOGY PROFESSIONAL SERVICES PRICELIST

The following pricing for services is included on GSA Federal Supply Schedule GS-35F-0672P.

CLIN	SIN	DESCRIPTION	YEAR 3 GSA PRICE 8/14/2006- 8/13/2007	YEAR 4 GSA PRICE 8/14/2007- 8/13/2008	YEAR 5 GSA PRICE 8/14/2008- 8/13/2009	DELIVERY TIME
PGM	132-51	Program Manager	\$111.31	\$115.21	\$119.24	TBD/As Negotiated
PJM-S	132-51	Senior Project Manager	\$113.87	\$117.85	\$121.98	TBD/As Negotiated
PJM	132-51	Project Manager	\$100.69	\$104.21	\$107.86	TBD/As Negotiated
SME-S	132-51	Senior Subject Matter Expert	\$179.80	\$186.10	\$192.61	TBD/As Negotiated
SME	132-51	Subject Matter Expert	\$149.83	\$155.08	\$160.50	TBD/As Negotiated
SS-III	132-51	Security Specialist III	\$119.87	\$124.06	\$128.41	TBD/As Negotiated
DSS	132-51	Data Security Specialist	\$85.84	\$88.84	\$91.95	TBD/As Negotiated
QACS-IV	132-51	Quality Assurance Control Specialist IV	\$119.87	\$124.06	\$128.41	TBD/As Negotiated
QACS-III	132-51	Quality Assurance Control Specialist III	\$79.11	\$81.88	\$84.75	TBD/As Negotiated
QACS-II	132-51	Quality Assurance Control Specialist II	\$65.92	\$68.23	\$70.62	TBD/As Negotiated
QACS-I	132-51	Quality Assurance Control Specialist I	\$53.94	\$55.83	\$57.79	TBD/As Negotiated
PA-IV	132-51	Programmer Analyst IV	\$119.87	\$124.06	\$128.41	TBD/As Negotiated
PA-III	132-51	Programmer Analyst III	\$95.90	\$99.25	\$102.73	TBD/As Negotiated
PA-II	132-51	Programmer Analyst II	\$71.92	\$74.43	\$77.04	TBD/As Negotiated
PA-I	132-51	Programmer Analyst I	\$53.94	\$55.83	\$57.79	TBD/As Negotiated
NE-S	132-51	Senior Network Engineer	\$109.66	\$113.50	\$117.47	TBD/As Negotiated
NE	132-51	Network Engineer	\$65.43	\$67.72	\$70.09	TBD/As Negotiated
NA-S	132-51	Senior Network Administrator	\$77.40	\$80.11	\$82.91	TBD/As Negotiated
NA	132-51	Network Administrator	\$61.74	\$63.90	\$66.13	TBD/As Negotiated
DBA-S	132-51	Senior Database Administrator	\$86.84	\$89.88	\$93.03	TBD/As Negotiated



CLIN	SIN	DESCRIPTION	YEAR 3 GSA PRICE 8/14/2006- 8/13/2007	YEAR 4 GSA PRICE 8/14/2007- 8/13/2008	YEAR 5 GSA PRICE 8/14/2008- 8/13/2009	DELIVERY TIME
DBA	132-51	Database Administrator	\$76.93	\$79.63	\$82.41	TBD/As Negotiated
HDM	132-51	Help Desk Manager	\$74.21	\$76.81	\$79.50	TBD/As Negotiated
HDC-S	132-51	Help Desk Coordinator - Senior	\$52.75	\$54.59	\$56.50	TBD/As Negotiated
HDS-S	132-51	Help Desk Support Services Specialist - Senior	\$52.94	\$54.79	\$56.71	TBD/As Negotiated
HDS-I	132-51	Help Desk Support Services Specialist	\$48.05	\$49.73	\$51.47	TBD/As Negotiated
SM	132-51	Site Manager	\$82.73	\$85.63	\$88.62	TBD/As Negotiated
CT-II	132-51	Cable Technician II	\$52.43	\$54.27	\$56.17	TBD/As Negotiated
TW-S	132-51	Senior Technical Writer	\$71.92	\$74.43	\$77.04	TBD/As Negotiated
WS	132-51	Web Specialist	\$68.07	\$70.46	\$72.92	TBD/As Negotiated
DS-I	132-51	Documentation Specialist	\$47.94	\$49.62	\$51.36	TBD/As Negotiated
GS-I	132-51	Graphics Specialist I	\$45.55	\$47.14	\$48.79	TBD/As Negotiated
GL-I	132-51	General Laborer I	\$36.87	\$38.16	\$39.50	TBD/As Negotiated
DEC-I	132-51	Data Entry Clerk I	\$23.76	\$24.59	\$25.45	TBD/As Negotiated
INS-S	132-50	Senior Instructor	\$89.90	\$93.04	\$96.30	TBD/As Negotiated
INS	132-50	Instructor	\$71.92	\$74.43	\$77.04	TBD/As Negotiated
GRA-IV	132-50	Graphics Imaging Specialist IV	\$77.92	\$80.64	\$83.47	TBD/As Negotiated
GRA-III	132-50	Graphics Imaging Specialist III	\$65.92	\$68.23	\$70.62	TBD/As Negotiated
GRA-II	132-50	Graphics Imaging Specialist II	\$53.94	\$55.83	\$57.79	TBD/As Negotiated
GRA-I	132-50	Graphics Imaging Specialist I	\$47.94	\$49.62	\$51.36	TBD/As Negotiated
MMTM	132-50	Multimedia Training Manager	\$119.87	\$124.06	\$128.41	TBD/As Negotiated
MMTS-IV	132-50	Multimedia Training Specialist IV	\$98.89	\$102.35	\$105.93	TBD/As Negotiated



CLIN	SIN	DESCRIPTION	YEAR 3 GSA PRICE 8/14/2006- 8/13/2007	YEAR 4 GSA PRICE 8/14/2007- 8/13/2008	YEAR 5 GSA PRICE 8/14/2008- 8/13/2009	DELIVERY TIME
MMTS-III	132-50	Multimedia Training Specialist III	\$83.06	\$85.97	\$88.98	TBD/As Negotiated
MMTS-II	132-50	Multimedia Training Specialist II	\$72.52	\$75.06	\$77.68	TBD/As Negotiated
MMTS-I	132-50	Multimedia Training Specialist I	\$59.33	\$61.41	\$63.56	TBD/As Negotiated

Note: Travel and expenses associated with services performed at the end user's site are not included and shall be invoiced separately (on an open market basis) as incurred.



5 USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

Systems Engineering, 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

Systems Engineering, Inc.
Telephone: (703) 660-6592
Mobile: (703) 660-6594
Email: dwatkins@seiofva.com



6 SUGGESTED FORMAT FOR BLANKET PURCHASE AGREEMENTS (BPAS).

**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

_____		_____	
Agency	Date	Contractor	Date



BPA NUMBER _____

(CUSTOMER NAME)
SUGGESTED FORMAT FOR 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 SCHEDULE/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.

7 CONTRACTOR TEAM ARRANGEMENTS

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.



8 SERVICE AND DISTRIBUTION POINTS

Systems Engineering, Inc.

7686 Richmond Highway, Suite 120

Alexandria, Virginia 22306

Phone: (703) 660-6592

Fax: (703) 660-6594

Web site: www.gotosei.com



9 PARTICIPATING DEALERS

Not applicable. Systems Engineering, Inc., does not have specific dealers or resellers identified to perform on the contract awarded under this solicitation.