



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

SPECIAL ITEM NUMBER 132-100: ANCILLARY SUPPLIES AND/OR SERVICES

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

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CONTRACT NUMBER: GS-35F-0042N

PERIOD COVERED BY CONTRACT: OCTOBER 21, 2012 THROUGH OCTOBER 20, 2017

GENERAL SERVICES ADMINISTRATION

FEDERAL ACQUISITION SERVICE

Pricelist current through Modification #PS-0004 dated October 21, 2012.

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



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

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 Information Technology Services

SPECIAL ITEM NUMBER 132-100 – ANCILLARY SUPPLIES AND/OR SERVICES

SUBJECT TO COOPERATIVE PURCHASING Ancillary supplies and/or services are support supplies and services which are not within the scope of any other SIN on this schedule. These supplies and/or services may only be ordered in conjunction with or in support of supplies and/or services purchased under another SIN(s) in this solicitation to provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work or a project that is solely associated with the supplies and/or services purchased under this schedule.

This SIN EXCLUDES purchases that are exclusively for supplies and/or services already available under another schedule and is limited to IT products and/or services. Special Instructions: The work performed under this SIN shall be associated with existing SINs that are part of this schedule. Ancillary supplies and/or services shall not be the primary purpose of the work ordered, but be an integral part of the total solution offered. Ancillary supplies and/or services may only be ordered in conjunction with or in support of supplies and/or services purchased under another SIN in this schedule. Contractors may be required to provide additional information to support a determination that their proposed ancillary supplies and/or services are commercially offered in support of one or more SINs under this schedule.

ABOUT MASTER KEY CONSULTING

Master Key Consulting, founded in 2001, is headquartered in Bethesda, MD and currently employs more than 100 staff members. We have an approved Defense Contract Audit Agency time and accounting system and a Top Secret facility clearance. Our ISO 9001:2008 certified Quality Management System (QMS) demonstrates our commitment to quality and customer satisfaction. Additional information is at www.masterkeyconsulting.com.



CORE CAPABILITIES

Software and Systems

Software and Systems support is a primary service specialty of Master Key Consulting. We specialize in both pre- and post-software development processes, leveraging our years of experience serving clients at all stages and levels in the software development life cycle. As independent quality assurance specialists, we ensure the quality of the applications, that all requirements are met, and that the software is maintainable with high usability.

IT Operations

Our service area of IT Operations includes support for end-users, systems, and IT Operations. Master Key's systems engineering and technical assistance (SETA) SME specialists focus on delivering strategic input and planning guidance to optimize our clients' IT operations. This service area includes the following:

Training & Human Capital

Our training and human capital subject matter experts collaborate closely with our clients to provide leadership development, workforce development, and management of organizational change initiatives. Our training and human capital support focuses on the following services:

Master Key Project Management Execution

Our project management specialists apply best practices and years of experience in planning, coordination, management, reporting, high value and cost effectiveness. Our methodology is based on:

The Project Management Institute (PMI) and American National Standards Institute (ANSI) Project Management Institute Body of Knowledge (PMBOK®) (ANSI/PMI 99-001-2008)
Master Key's ISO 9001:2008 Certified Quality Management System

At Master Key, development and execution is based on a communication plan designed to keep the entire project team informed with a consistent message during the entire life cycle.



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

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

48 Contiguous states and the District of Columbia.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION

**Master Key Resources, LLC
4915 St. Elmo Avenue, Suite 500
Bethesda, MD 20814
301-907-8789
240-235-3748 (fax)**



The Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

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

301-907-8789

3. LIABILITY FOR INJURY OR DAMAGE

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

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

Block 9: G. Order/Modification Under Federal Schedule Contract

Block 16: Data Universal Numbering System (DUNS) Number: **00 99 34642**

Block 30: Type of Contractor: **A. Small Disadvantaged Business**

Block 31: Woman-Owned Small Business – **No**

Block 37: Contractor's Taxpayer Identification Number (TIN): **52-2285767**

Block 40: Veteran Owned Small Business (VOSB): **N/A**

4a. CAGE Code: **TTQG8**

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

5. FOB DESTINATION FOR THE 48 CONTIGIOUS UNITED STATES AND DISTRICT OF COLUMBIA

6. DELIVERY SCHEDULE

- a. **TIME OF DELIVERY:** The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth in Table 1 below:

Table 1. Delivery Schedule

Special Item Number	Delivery Time (Days ARO)
132-51	As negotiated with ordering activity
132-100	As negotiated with ordering activity

- b. **URGENT REQUIREMENTS:** When the Federal Supply Schedule (FSS) 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 in Table 2 are NET Prices. Basic Discounts have been deducted.

Table 2. Discounted Pricing (NET PRICES)

Type of Discount	Discount Offered
Prompt Payment:	2% - 20 days Net 30 Days
Quantity:	None
Dollar Volume:	None
Government Educational Institutions:	Offered the same discounts as all other Government customers
Other:	

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 **\$100.00**.

11. MAXIMUM ORDER (ALL DOLLAR AMOUNTS ARE EXCLUSIVE OF ANY DISCOUNT FOR PROMPT PAYMENT.)

The Maximum Order value for the following Special Item Numbers (SINs) is **\$500,000.00**.

SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY PROFESSIONAL SERVICES.

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS)

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



referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS)

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

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

- a. **Security Clearances:** The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- b. **Travel:** The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and *FAR Part 31*, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- c. **Certifications, Licenses, and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- d. **Insurance:** As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications



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

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES

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



16. GSA ADVANTAGE!

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

1. Manufacturer
2. Manufacturer's Part Number
3. Product categories

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web (www) utilizing a browser, e.g., Internet Explorer. The Internet URL address is www.gsaadvantage.gov.

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. Ordering Activities procuring open market items must follow *FAR 8.402(f)*.

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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



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

19. OVERSEAS ACTIVITIES

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

None

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with *Clauses 552.238-74*,



Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

23. SECTION 508 COMPLIANCE

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

Yes

No

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

The EIT standard can be found at: www.section508.gov.



24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

- a. A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- b. The following statement:

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

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

- a. The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- b. Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
 - 1. For such period as the laws of the State in which this contract is to be performed prescribe; or
 - 2. Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- c. The Contractor shall insert the substance of this clause, including this paragraph c., in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable



on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

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



**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY
PROFESSIONAL SERVICES**

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

- 2. PERFORMANCE INCENTIVES I-FSS-60 PERFORMANCE INCENTIVES (APRIL 2000)**
 - a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
 - b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
 - c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity’s mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

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



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

4. PERFORMANCE OF SERVICES

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

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

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



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

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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



10. ORGANIZATIONAL CONFLICTS OF INTEREST

- a. Definitions.
 1. “**Contractor**” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.
 2. “**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.
 3. 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 Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For Time-and-



Materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials orders placed under this contract. For Labor-Hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31 (Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

- a. The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- b. The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
 1. The offeror;
 2. Subcontractors; and/or
 3. Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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



DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

ADMINISTRATIVE SUPPORT (SIN 132-100)

General Summary: Provides administrative-type support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc.

Principal Duties and Responsibilities: Specializes in coordinating and planning office administration and support.

1. Reports directly to a client, usually at the client location, to support its operations as required;
2. Understands and provides documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc. required in changing office environments; and,
3. May perform other duties as assigned.

Job Specifications: High School Diploma or G.E.D. or other equivalent degree program.

DATABASE ADMINISTRATOR

General Summary: Serves as the main support staff person for all database functions.

Principal Duties and Responsibilities: Supports the integration of certain enterprise applications (such as PeopleSoft or Oracle). Provides data administration design and support for systems. Develops and incorporates data policy, procedures, standards, and guidelines for application implementation. Conducts assessments of system to determine data transition, normalization, and integration into the application tables and supporting relational databases. Works closely with data end-users to ensure data integrity, data access, and rapid response to database inquiries. Provides technical assistance in all facets of database administration to include data standards, synchronization, access, security, and administration. Establishes and maintains data mapping documents and data dictionaries.



Job Specifications: A minimum of 6 years of experience in designing, developing, testing and implementing large scale database systems; a minimum of 4 years of experience with logical design, requirements definition, and data administration with large scale systems or client/server environments; a bachelors degree in computer science, information systems, or a related field; a minimum of 2 years of experience in relevant application database design, development, and implementation; completion of application (such as PeopleSoft or Oracle) database design and administration and other applicable application training.

ASSOCIATE DATABASE ADMINISTRATOR

General Summary: Provides assistance in maintaining database applications

Principal Duties and Responsibilities: Supports the integration of certain enterprise applications (such as PeopleSoft or Oracle). Provides data administration design and support for systems. Develops and incorporates data policy, procedures, standards, and guidelines for application implementation. Conducts assessments of system to determine data transition, normalization, and integration into the tables and supporting relational databases. Works closely with data end-users to ensure data integrity, data access, and rapid response to database inquiries. Provides technical assistance in all facets of database administration to include data standards, synchronization, access, security, and administration. Establishes and maintains data mapping documents and data dictionaries.

Job Specifications: A minimum of 3 years of experience in designing, developing, testing and implementing large scale database systems; a minimum of 2 years of experience with logical design, requirements definition, and data administration with large scale systems or client/server environments; a bachelors degree in computer science, information systems, or a related field; a minimum of 1 year of experience in application database design, development, and implementation; completion of relevant application (such as PeopleSoft or Oracle) database design and administration and other applicable application training.

HARDWARE/SOFTWARE INSTALLATION TECHNICIAN (SIN 132-100)

General Summary: Conducts sites surveys; assesses and documents current site configuration and user requirements and installs new configurations.

Principal Duties and Responsibilities: Designs and optimize network topologies. Analyzes existing requirements and prepares specifications for hardware/software acquisitions. Prepares engineering plans and site installation Technical Design Packages. Develops hardware/software installation schedules. Prepares drawings documenting configuration changes at each site.



Prepares site installation and test reports. Configures systems, communications devices, and peripheral equipment. Installs network hardware/software. Trains site personnel in proper use of hardware/software. Builds specialized interconnecting cables.

Job Specifications: High School Diploma or equivalent and 2 years of general experience. There is no experience substitution for a High School Diploma, however a G.E.D., other degree equivalency program, or a technical trade school certificate is acceptable. With a Bachelor's degree no experience is required.

HARDWARE/SOFTWARE SPECIALIST (SIN 132-100)

General Summary: Reviews computer systems in terms of machine capabilities and man-machine interface. Prepares reports and studies concerning hardware/software.

Principal Duties and Responsibilities: Prepares functional requirements and specifications for hardware/software acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements.

Job Specifications: Bachelor's Degree or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

INFORMATION ENGINEER I

General Summary: Performs as an applications programmer on large-scale database management systems, knowledge of computer equipment, and ability to develop complex software to satisfy design objectives.

Principal Duties and Responsibilities: Analyzes application software and design specifications for information process activities. Develops block diagrams and logic flow charts. Translates detailed design into application software. Tests, debugs, and refines the application software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Works under general supervision.

Job Specifications: Pursuing a Bachelor's degree or equivalent and 1 year of general experience. Three (3) years of general experience is equivalent to pursuing a Bachelor's degree. With a Bachelor's degree, no experience is required.



INFORMATION ENGINEER II

General Summary: Works with Ada, SQL, and third/fourth generation languages in the design and implementation of systems and using database management systems. Possesses ability to assume increasing responsibilities in information engineering activities. Knowledgeable of applicable standards.

Principal Duties and Responsibilities: Analyzes and studies complex information system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Provides input to estimate software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Works independently under minimal supervision.

Job Specifications: Bachelor's degree or equivalent and 1 year of general experience. Six (6) years of general experience is equivalent to a Bachelor's degree. With a Master's degree, no experience is required.

INFORMATION ENGINEER III

General Summary: Performs information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, and documentation preparation. Implements information engineering projects, systems analysis, design and programming using CASE and IE tools and methods, systems planning, business information planning, and business analysis.

Principal Duties and Responsibilities: Applies business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives. Possesses the ability to work independently.



Job Specifications: Bachelor's degree or equivalent and 5 years of general experience. Six (6) years of general experience is equivalent to a Bachelor's degree. With a Master's degree, 3 years of general experience is required.

INFORMATION ENGINEER IV

General Experience: Performs systems development, functional and data requirements analysis, systems analysis and design, programming, program design, and documentation preparation. Manages the implementation of information engineering projects and performs systems analysis, design and programming selecting CASE or IE tools and methods, e.g., Oracle CASE, IEF CASE, I-CASE. Works in the client/server environment. Utilizes managerial and supervisory skills. Prepares written and oral communications, including giving formal presentations to different audiences.

Principal Duties and Responsibilities: Applies an enterprise-wide set of disciplines for the planning, analysis, design and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise-wide strategic systems planning, business information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as Integrated Computer-Aided Software Engineering (I-CASE) tools. Applies reverse engineering and re-engineering disciplines to develop migration strategic and planing documents. Utilizes various methodologies, e.g., IDEF 0 process modeling and IDEF 1X data modeling. Provides daily supervision and direction to staff.

Job Specifications: Bachelor's degree or equivalent and 7 years of general experience. Six (6) years of general experience is equivalent to a Bachelor's degree. With a Master's degree, 5 years of general experience is required.

INFORMATION ENGINEER V

General Summary: Performs information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, and documentation preparation. Manages the implementation of information engineering projects and experience in systems analysis, design, and programming using CASE and IE tools and methods, e.g., Oracle CASE, IEF CASE, I-CASE. Works in the client/server environment. Utilizes managerial and supervisory skills. Prepares written and oral communications skills, including giving formal presentations to different audiences.



Principal Duties and Responsibilities: Applies an enterprise-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise-wide strategic systems planning, business information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as Integrated Computer-Aided Software Engineering (I-CASE) tools. Applies reverse engineering and re-engineering disciplines to develop migration strategic and planing documents. Familiar with various methodologies, e.g., IDEF 0 process modeling and IDEF 1X data modeling. Provides daily supervision and technical guidance in software engineering techniques and automated support tools to supporting staff.

Job Specifications: Bachelor's degree or equivalent and 9 years of general experience. Six (6) years of general experience is equivalent to a Bachelor's degree. With a Master's degree, 7 years of general experience is required. With a PhD, 5 years of general experience is required.

TASK MANAGER

General Summary: Manages computer operations. Ensures production schedules are met. Ensures computer system resources are used effectively.

Principal Duties and Responsibilities: Coordinates the resolution of production-related problems. Ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of information technology services. Provides users with computer output. Supervises staff operations.

Job Specifications: Bachelor's Degree or equivalent and 5 years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's degree, 3 years of general experience is required.

PROJECT MANAGER

General Summary: Directs the performance of a variety of related projects, which may be organized by technology, program, or client. Oversees the technology development and/or application, marketing, and resource allocation within program client base. Program areas typically represents more than three functional areas that may include engineering, systems analysis, quality control, administration, etc.



Principal Duties and Responsibilities: Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of all contractual items. Operates within client guidance, contractual limitations, and Company business and policy directives. Serves as focal point-of-contact with client regarding program activities. Ensures that all required resources including manpower, production standards, computer time, and facilities are available for program implementation. Manages program consisting of multiple projects including project identification, design, development, and delivery. Maintains the development and execution of business opportunities based on broad, general guidance. Confers with project manager to provide technical advice and to assist with problem resolution. Responsible for marketing new technology and follow-on business acquisitions. May perform other duties as assigned.

Job Specifications: Bachelor's Degree or equivalent and 10 years of general experience. Six (6) years of general experience is equivalent to a Bachelor's Degree. With a Master's Degree, eight (8) years of general experience is acceptable.

PROGRAMMER ANALYST

General Summary: Works under supervision to support the activities of a Sr. Programmer Analyst. Supports the maintenance and operating efficiency of a major subsystem, such as the teleprocessing network, database management systems, etc.

Principal Duties and Responsibilities: Support the continual assessment of the performance of appropriate software systems to identify and correct problems which impact operation efficiency and work quality. 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. Supports the identification, evaluation, customizing and implementation of vendor-supplied software packages. Supports special system regenerations where applicable to reflect changes in peripheral configuration. Ensures the maintenance of adequate software systems documentation. Trains users in applications programming and other user personnel in the use of systems software and related hardware. May perform other duties as assigned.

Job Specifications: Bachelor's Degree or equivalent and 2 years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, no experience is required.



PROJECT CONTROL SPECIALIST

General Summary: Oversees financial management and administrative activities, such as budgeting, manpower resource planning, and financial reporting.

Principal Duties and Responsibilities: Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, which would require a report and recommend solutions. Develops work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff.

Job Specification: Bachelor's Degree or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

QUALITY ASSURANCE ANALYST

General Summary: Establishes and maintains a process for evaluating systems and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the project life cycle.

Principal Duties and Responsibilities: Conducts formal and informal reviews at pre-determined points throughout the development life cycle. Provides technical and administrative direction for personnel performing systems development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure government standards/requirements are adhered to, and for progress in accordance with schedules. Coordinates with the Project Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives.

Job Specifications: Bachelor's Degree or equivalent and 2 years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, no experience is required.

SR. SOFTWARE ENGINEER



General Summary: Under general supervision, engineers software solutions based upon client requirements. Generally, has one or more Software Engineers on staff and heads up projects that make use of commercially available or custom Computer Aided Software Engineering (CASE) tools as required.

Principal Duties and Responsibilities: Engineers software solutions based upon client requirements. Supervises a staff of Software Engineers as required. Manages projects that make use of commercially-available or custom CASE tools as required. Develops technical documentation detailing the project design parameters. May perform other duties as assigned.

Job Specifications: Bachelor's Degree or equivalent and 8 years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, 6 years of general experience is required. With a PhD, 4 years of general experience is required.

SR. SYSTEMS ANALYST

General Summary: Acts as a lead in performing systems analysis of computer and communications/networks systems. Oversees the overall installation of computer operating systems, network, and application software. Has ability to adapt to new situations and environments. Possesses keen troubleshooting skills to assist other Sr. Systems Analysts and Program Managers.

Principal Duties and Responsibilities: Performs systems analysis of computer and networking systems. Supports other Sr. Systems Analysts and Program Managers, as required. Oversees the overall integration of all systems peripherals so that they can operate correctly within a predefined environment. Oversees hotline support to customers. Analyzes and develops technical documentation detailing the installation procedures. May perform other duties, as assigned.

Job Specifications: Bachelor's Degree or equivalent and 8 years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, 6 years of general experience is acceptable. With a PhD, 4 years of general experience is required.

SR. SYSTEMS ENGINEER

General Summary: Acts as a lead in defining and executing systems engineering activities within a project. These activities may consist of systems planning, performance management,



capacity planning, testing and validation, benchmarking, information engineering, and development and staffing of a systems engineering management plan.

Principal Duties and Responsibilities: Performs systems engineering planning, performance management, capacity planning, testing and validation, benchmarking, information engineering. Development and staffing of a systems engineering management plan. Supports other Sr. Systems Engineers and Program Managers, as required. Analyzes and develops technical documentation detailing the integration and system performance. Coordinates the activities of Systems Engineers and Jr. Systems Engineers assigned to specific systems engineering projects. May perform other duties as assigned.

Job Specifications: Bachelor's Degree or equivalent and 8 years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, 6 years of general experience is required. With a PhD, 4 years of general experience is required.

SYSTEMS ANALYST

General Summary: Under general supervision, performs systems analysis of computer and communications/network systems. Performs systems installation of computer operating systems, network, and applications software, and computer/network hardware. Provides hotline support to customers. Has ability to adapt to new situations and environments. Possesses keen troubleshooting skills to assist Sr. Systems Analysts.

Principal Duties and Responsibilities: Performs systems analysis of computer and networking systems. Supports a Sr. Systems Analyst, as required. Provides overall integration of all systems peripherals so that they operate correctly within a predefined environment. Provides hotline support to customers. Develops technical documentation detailing the installation procedures. May perform other duties, as assigned.

Job Specifications: Bachelor's Degree or equivalent and 5 years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, 3 years of general experience is acceptable.

SOFTWARE ENGINEER

General Summary: Under general supervision, engineers software solutions based upon client requirements. Generally reports to a Sr. Software Engineer and makes use of commercially-available or custom Computer Aided Software Engineering (CASE) tools as required.



Principal Duties and Responsibilities: Engineers software solutions based upon client requirements. Supports a Sr. Software Engineer as required. Uses commercially-available or custom CASE tools as required. Develops technical documentation detailing the project design parameters. May perform other duties as assigned.

Job Specifications: Bachelor's Degree or equivalent and 5 years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, 3 years of general experience is required.

TECHNICAL WRITER/EDITOR (SIN 132-100)

General Summary: Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and other reports and deliverables.

Principal Duties and Responsibilities: Collects and analyzes applicable technical documentation. Organizes material and writes descriptive copy according to established standards regarding order, clarity, conciseness, style and terminology. Reviews published materials and recommends revisions and changes in scope, format, and methods of reproduction and binding. Creates or edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. Uses automated tools including computer terminal and word processing or desktop publishing software in performing assigned duties.

Job Specifications: Bachelor's Degree or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

INFORMATION TECHNOLOGY PROFESSIONAL SERVICES PRICELIST

Table 3. IT 70 Schedule Professional Services – Hourly Rates Inclusive of IFF

Labor Category	10/21/2012 to 10/20/2013	10/21/2013 to 10/20/2014	10/21/2014 to 10/20/2015	10/21/2015 to 10/20/2016	10/21/2016 to 10/20/2017
Administrative Support	\$39.03	\$40.05	\$41.37	\$44.14	\$45.60
Database Administrator	\$241.78	\$248.08	\$256.26	\$273.46	\$282.48
Associate Database Administrator	\$128.96	\$132.32	\$136.69	\$145.86	\$150.67
Hardware/Software Installation Tech	\$94.62	\$97.08	\$100.29	\$107.02	\$110.55
Hardware/Software Specialist	\$103.19	\$134.43	\$138.87	\$148.18	\$153.07
Information Engineer I	\$46.81	\$48.03	\$49.61	\$52.94	\$54.69
Information Engineer II	\$61.81	\$63.42	\$65.51	\$69.90	\$72.21
Information Engineer III	\$75.52	\$77.49	\$80.05	\$85.42	\$88.24
Information Engineer IV	\$89.28	\$91.61	\$94.63	\$100.98	\$104.31
Information Engineer V	\$107.00	\$109.78	\$113.40	\$121.01	\$125.01
Task Manager	\$137.23	\$140.80	\$145.45	\$155.21	\$160.33
Project Manager	\$161.03	\$165.23	\$170.68	\$182.13	\$188.14
Programmer Analyst	\$115.01	\$118.01	\$121.90	\$130.08	\$134.37



Labor Category	10/21/2012 to 10/20/2013	10/21/2013 to 10/20/2014	10/21/2014 to 10/20/2015	10/21/2015 to 10/20/2016	10/21/2016 to 10/20/2017
Project Control Analyst	\$86.93	\$89.20	\$92.14	\$98.32	\$101.57
Quality Assurance Analyst	\$86.93	\$89.20	\$92.14	\$98.32	\$101.57
Sr. Software Engineer	\$176.32	\$180.91	\$186.88	\$199.42	\$206.00
Sr. Systems Analyst	\$172.56	\$177.05	\$182.89	\$195.16	\$201.60
Sr. Systems Engineer	\$183.40	\$188.18	\$194.39	\$207.43	\$214.28
Systems Analyst	\$104.37	\$107.09	\$110.63	\$118.05	\$121.94
Technical Writer/ Editor	\$114.38	\$117.36	\$121.23	\$129.36	\$133.63

Note: All prices include GSA's .0075% IFF



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

Master Key Resources, LLC 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

1. To actively seek and partner with small businesses.
2. To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.
3. To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.
4. 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.
5. To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.
6. To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.
7. To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.
8. 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:

Ashley Madero, General Manager

Phone: 301-907-878

amadero@masterkeyconsulting.com



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

The following is a suggested format - please contact Ashley Madero, General Manager at Master Key Resources, LLC for assistance in customizing a BPA for an agency’s particular needs.

(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) – FAR 9.6.

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

Signatures:

Ordering Activity

Date

Contractor

Date



BPA NUMBER _____

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

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

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

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

- 2. Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

- 3. The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.
- 4. This BPA does not obligate any funds.
- 5. This BPA expires on _____ or at the end of the contract period, whichever is earlier.



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

OFFICE

POINT OF CONTACT

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

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

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

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

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





BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

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