

**General Service Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List**

**Schedule 70: General Purpose Commercial Information
Technology Equipment, Software, and Services**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!TM, a menu-driven database system. The INTERNET address for GSA Advantage!TM is: <http://www.GSAAdvantage.gov>.

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

FSC/PSC Class D302	IT and Telecom – Systems Development Services
FSC/PSC Class D306	IT and Telecom – Systems Analysis Services
FSC/PSC Class D307	IT and Telecom – IT Strategy and Architecture
FSC/PSC Class D308	IT and Telecom – Programming Services
FSC/PSC Class D310	IT and Telecom – Cyber security and Data Backup
FSC/PSC Class D311	IT and Telecom – Data Conversion Services
FSC/PSC Class D316	IT and Telecom – Telecommunications and Network Management
FSC/PSC Class D399	IT and Telecom – Other IT and Telecommunications

Holland Technologies, Inc.

961 East 1600th Road
Baldwin City, Kansas 66006

Tel: (785) 865-0660

Fax: (785) 865-0989

www.hollandtechnologies.com

Contract Number: GS-35F-0452M

Contract Period: April 25, 2002 to April 24, 2017

Contract Administrator: G. Thomas Holland II

Email Address: tholland@hollandtechnologies.com

Business Size: Small

For more information on ordering from Federal Supply Schedules click on the FSS Schedules at www.gsa.gov.

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

Effective November 3, 2015

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PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)19

Customer Information

1a. Table of Awarded Special Item Numbers with appropriate cross-reference to item descriptions and awarded prices:

Special Item Number	Special Item Description	Labor Category Description Page	Awarded Price Page
132-51	Information Technology Professional Services	4-17	18

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. See page 18

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. See pages 4-17

2. Maximum Order: \$500,000

2. Minimum Order: \$100

4. Geographic Coverage: Domestic delivery only, (48 contiguous states and DC, AK, HI, PR)

5. Point(s) of production: 961 East 1600th Road, Baldwin City, KS 66006

6. Discount from list prices or statement of net price: Prices shown herein are net prices

7. Quantity Discounts: None

8. Prompt payment terms: 0.5% 15, Net 30 days from receipt of invoice or date of acceptance, whichever is later.

9a. Government purchase cards **are accepted** up to the micro-purchase threshold (currently \$3,500).

9b. Government purchase cards **are accepted** above the micro-purchase threshold (currently \$3,500).

10. Foreign items: None

11a. Time of Delivery: Based on agreement between contractor and the authorized ordering agency

11b. Expedited Delivery: Contact Contractor

11c. Overnight and 2-day delivery: Contact Contractor

11d. Urgent Requirements: Contact Contractor

12. F.O.B. Point: Destination

13a. Ordering Address: 961 East 1600th Road
Baldwin City, KS 66006

13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (www.gsa.gov/schedules).

14. Payment Address: 961 East 1600th Road
Baldwin City, KS 66006

15. Warranty Provision: None

16. Export Packing Charges: N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Government purchase cards **are accepted** above the micro-purchase threshold (currently \$3,500).

18. Terms and conditions of rental, maintenance, and repair: N/A

19. Terms and conditions of installation: N/A

20a. Terms and conditions of repair parts indicating date of parts price lists and any discounts form list prices: N/A

20b. Terms and conditions for any other services: N/A

21. List of services and distribution points: N/A

22. List of participating dealers: N/A

23. Preventive maintenance: N/A

24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location). The EIT standards can be found at www.Section508.gov

25. Data Universal Numbering System (DUNS) number: 808621247

26. Holland Technologies, Inc. is registered in the System for Award Management (SAM) database

SIN 132-51 / 132-51RC LABOR CATEGORY DESCRIPTIONS

Education / Experience Substitutions

The following substitutions based on education and experience is allowed:

- Four years of experience (in addition to minimum experience requirements) may be substituted for a Bachelor’s degree;
- For labor categories where a Bachelor’s degree is required, a Master’s degree may be substituted for two years of experience; and
- Successful completion of one or more courses in specialized or emerging technology may be substituted for one year of experience.

IT PROJECT MANAGER	
Minimum Experience	Ten plus years experience in various software development roles / responsibilities with at least three years of previous experience as an IT project manager. A PMP® (“Project Management Professional”) or other related certification is highly desirable
Functional Responsibility	Work with client senior executives and middle managers to establish realistic and attainable project goals. Develop detailed project plans and supporting documentation to effectively execute, monitor, and adjust the project plan as needed. Establish and execute effective change control procedures. Provide project status reporting to client manager as needed.
Minimum Education	Bachelor’s Degree / MBA Preferred

PROJECT OFFICE ADMINISTRATOR	
Minimum Experience	Experience with project management software is required. Previous experience as a project manager is required. General understanding of Project Management Office functions is required
Functional Responsibility	Responsible for establishing and managing the day-to-day operations of the client site Project Office. Works with client management to establish project management policies and procedures. Serves as an advocate for project management best practices.
Minimum Education	Bachelor’s Degree

PROJECT OFFICE ASSOCIATE	
Minimum Experience	Experience with word processing and spreadsheet applications required. Knowledge of project management software strongly preferred. General understanding of Project Management Office functions strongly preferred
Functional Responsibility	Work under the direction of the organization’s Project Office Administrator or other responsible authority to provide Project Office support functions for project teams. Also works under the direction of one or more project managers to simultaneously provide project management administrative support functions for one or more project initiatives.
Minimum Education	Bachelor’s Degree

FACILITATOR	
Minimum Experience	Prior experience as a group facilitator working with executive, middle management, and staff personnel to address business or IT opportunities and issues for organizations
Functional Responsibility	Work with sponsoring executive(s) to plan session objectives and agenda, identify session participants, and determine session activates and deliverables. Lead group discussions with session participants to meet pre-determined session objectives and produce deliverables. Review session deliverables documentation for conformance to client-requested standards.
Minimum Education	Bachelor's Degree / MBA Preferred

IT STRATEGIC PLANNER	
Minimum Experience	Eight years minimum experience in an IT executive management / consulting position
Functional Responsibility	Responsibility includes IT organizational strategic planning for medium to long term (5 to 10 years) for facilities, infrastructure, resources, continuity of operations, emergency relocation site missions, organizational & operational growth, production, command & control, and Information Technology systems. Also conducts planning of program operations changes, realignments, facility closures, and moves.
Minimum Education	Bachelor's Degree / Masters in Information Technology preferred

MANAGEMENT CONSULTANT	
Minimum Experience	Eight years minimum experience in a corporate strategic planning / corporate consulting position
Functional Responsibility	Provides guidance in support of management, organizational and business improvement efforts. Provides analysis, evaluation and preparation of recommendations for organization and optionally systems improvements, optimization, development and / or maintenance efforts.
Minimum Education	Bachelor's Degree / MBA preferred

GRAPHICS DESIGNER	
Minimum Experience	Two years minimum experience
Functional Responsibility	Responsible for developing graphical content and electronic presentation materials.
Minimum Education	High school diploma / GED. Bachelor's degree preferred

SENIOR ENGINEER	
Minimum Experience	Eight plus years experience in business application software development, systems software / network support, and / or technical architecture roles
Functional Responsibility	Work with project manager to identify any technical issues related to the project and develop recommendations for addressing the issues. The candidate will be responsible for both directly performing critical project tasks as well as serving in an advisory capacity to junior team members. Assist the project manager in assessing project completion status and on-going risk.
Minimum Education	Bachelor's Degree

SECURITY SPECIALIST	
Minimum Experience	Three years experience in systems software / network support and / or technical architecture roles. Must have prior systems security evaluation experience. CISSP certification required
Functional Responsibility	Perform IT security evaluations and advise client management and staff as to how to develop monitoring controls to identify and correct computer and network security issues. Identify and correct FISMA issues in Certification and Accreditation documentation. Advise on establishing Self Auditing Programs. Serve as a general security support and training resource.
Minimum Education	Bachelor's Degree

APPLICATION ARCHITECT	
Minimum Experience	Eight plus years experience in requirements definition and conceptual and technical design of business applications or supporting systems software including database, networking, and/or telecommunications software. Should have an in-depth knowledge of program design, system analysis, business modeling and consulting methodologies. Familiar with a variety of technologies, particularly Database and Web
Functional Responsibility	Work includes application development, infrastructure planning, and system integration activities. Plans the activities and resource requirements of assigned phases of an engagement(s) which impact a segment of the client's business; focuses on the delivery of engagement results to the client; may require involvement in several engagements simultaneously and the coordination of other consultants involved in a specific project phase.
Minimum Education	Bachelor's Degree

IT SYSTEMS ANALYST	
Minimum Experience	Five years experience in requirements definition and conceptual design of business applications. Has in-depth knowledge of system analysis, business modeling and consulting methodologies. Familiar with variety of technologies, particularly Database and Web
Functional Responsibility	Work in conjunction with agency management to define and design business applications software or the underlying IT technologies (network, database, telecommunications components) that are required to support the business application systems.
Minimum Education	Bachelor's Degree

SENIOR DEVELOPMENT ENGINEER	
Minimum Experience	Five years minimum experience in requirements definition and conceptual and technical design of business applications or supporting systems software including database, networking, and/or telecommunications software. Should have at a minimum an in-depth knowledge of program design, system analysis, business modeling and consulting methodologies. Familiar with a variety of technologies, particularly Database and Web
Functional Responsibility	Work in conjunction with agency management to define, design, and implement business applications software or the underlying IT technologies (network, database, telecommunications components) that are required to support the business application systems.
Minimum Education	Bachelor's Degree

SOFTWARE DEVELOPER	
Minimum Experience	Two years minimum experience in business applications software development or supporting systems software including database, networking, and/or telecommunications software. Should have in-depth knowledge of design, coding and debugging of programs on standard systems as well as the practical application of business system analysis
Functional Responsibility	Involved in several phases of the technical systems implementation including coding, testing, and documenting the various system software components. Typically contributes to the functional and technical specifications for development of the project deliverables.
Minimum Education	Bachelor's Degree

ORACLE DATABASE ADMINISTRATOR	
Minimum Experience	Three years minimum experience in implementing and supporting Oracle databases in development, test, and production environments
Functional Responsibility	Analyze database system requirements and develop procedures for implementation, programming and maintenance of major database systems. Design and develop databases in accordance with customer specifications. Manage and tune Oracle database performance in production environments.
Minimum Education	Bachelor's Degree

SOFTWARE TEST MANAGER	
Minimum Experience	Five-plus years experience in the testing of business application software. Experience with automated software testing tools is required. Prior experience as a software test manager is highly preferred
Functional Responsibility	Responsible for establishing and managing the day-to-day operations of the software development test environment. Responsible for formulating with client management and implementing software testing policies, practices, and procedures.
Minimum Education	Bachelor's Degree

SENIOR SOFTWARE TESTER	
Minimum Experience	Three years experience in testing business application software. Experience with automated software testing tools highly preferable; likewise, ability to write SQL to extract / manipulate data for testing purposes is extremely desirable
Functional Responsibility	Works under direction of software test manager to document unit and integration test plans. Sets up testing environment, including hardware, software, and automates scripts. Develops test plans, cases, procedures, and data. Performs unit test, system test, user acceptance test, and load & performance test. Executes test scripts and record results. Creates and maintains record of defects found as result of testing. Communicates with development team and ensures defects are corrected and re-tested until system reaches the expected quality level
Minimum Education	Bachelor's Degree

TECHNICAL WRITER	
Minimum Experience	Two years minimum experience
Functional Responsibility	Responsibilities include translating and composing technical information into clear, readable documents for non-technical, as well as technical audiences. Conducts research and ensures the proper use of technical terms within the document. Creates user manuals, white papers, presentations, and other technical and non-technical documents related to the project or system
Minimum Education	Bachelor's Degree

SYSTEMS ADMINISTRATOR	
Minimum Experience	Three years minimum systems administration experience
Functional Responsibility	Supports infrastructure UNIX / Windows-based servers. Automates, monitors, manages and supports production 24x7 systems. Assists in design and automation of systems to create, monitor and manage development servers.
Minimum Education	Bachelor's Degree

NETWORK ADMINISTRATOR	
Minimum Experience	Three years minimum network administration experience
Functional Responsibility	Responsibilities include data communications engineering, data communications hardware or software analysis, network administration or management, data communication equipment installation and maintenance, or computer systems administration and management. Performs network management functions related to operation, performance or availability of data communications networks. Knowledge of Ethernet, FDDI and high speed WANs and routers. Analyze client LANs/WANs, isolate source of problems, and recommend reconfiguration and implementation of new network hardware to increase performance. Modifies command language programs, network start up files, assigns/re-assigns network device addresses, participates in load balancing efforts throughout the network to achieve optimum device utilization and performance. Establishes new user accounts on the network granting access to required network files and programs. Manages network E-mail.

Minimum Education	Bachelor's Degree
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DATA ADMINISTRATOR	
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Minimum Experience	Three years minimum data administration experience
Functional Responsibility	Responsible for maintaining corporate definitions and naming standards for all business entity and related information. Assists development of logical database design. Creates and maintains entity relationship diagram of IS application modeling tools. Maintains corporate data dictionary. Participates in high-level design walkthroughs with client as well as development team. Builds business models based on understanding of client business environment.
Minimum Education	Bachelor's Degree

LAN MANAGER	
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Minimum Experience	Three years minimum experience in LAN management and/or support
Functional Responsibility	Provides consultation to business area management and staff at the highest technical level for all aspects of PC/LAN design and configuration in a multi-server environment. Plans and coordinates the installation of new or modified LANs and installs and coordinates the resolution of network problems or malfunctions. Provides technical support and guidelines to client and systems areas through documentation.
Minimum Education	Bachelor's Degree

LAN SUPPORT SPECIALIST	
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Minimum Experience	Two years minimum experience of LAN design, installation, and / or maintenance support
Functional Responsibility	Designs, installs, and/or maintains Local Area Networks
Minimum Education	High school diploma / GED. Bachelor's Degree strongly preferred

DESKTOP SUPPORT SPECIALIST	
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Minimum Experience	Three years minimum experience in supporting personal computers
Functional Responsibility	Supporting personal computers and hardware / software installation and configuration. Works with microcomputer operating systems and applications including word processors, spreadsheets, presentation graphics, database management systems, electronic mail and communications. Evaluates and supports computer software and desktop computers.
Minimum Education	High school diploma / GED. Bachelor's Degree strongly preferred

HELP DESK MANAGER	
Minimum Experience	Three years minimum help desk experience with previous help desk manager experience strongly preferred
Functional Responsibility	Responsible for the management and direction of help desk resources. Ensures that necessary resources and expert technicians are in place to assist users in the maintenance of desktop hardware and software. Ensures that response customer issues are prompt, effective, and thorough. Advises customer on technology issues such as; upgrades, re-networking, and other issues regarding network efficiency. Escalates customer issues when appropriate to provide quick and efficient solutions to complex computing issues.
Minimum Education	High school diploma / GED. Bachelor's Degree strongly preferred

HELP DESK ANALYST I	
Minimum Experience	Six months help desk experience strongly desired
Functional Responsibility	Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems. Provides phone and in-person support to users in the areas of general PC hardware and generic LAN/WAN problems.
Minimum Education	High school diploma / GED. Bachelor's Degree strongly preferred

SENIOR PROGRAM MANAGER	
Minimum Experience	12 Years Project Management Experience
Functional Responsibility	Responsible for managing very complex and/or high risk programs, and shall not serve in any other capability. Directs daily staff and task activities to meet client and corporate work objectives. Supervises assigned technical and administrative staff, including subordinate managers. Assures quality of task products, services, and deliverables, including participating in reviews, audits, and site visits. Serves as a liaison with clients to coordinate activities, negotiate tasks, and solve problems. Responsible for coordinating and monitoring subcontractor activities.
Minimum Education	Bachelor's Degree

SENIOR APPLICATION ARCHITECT	
Minimum Experience	10 Years Experience
Functional Responsibility	Responsible for conceptual and technical design of business applications or supporting systems software including database, networking, and/or telecommunications software. Technically proficient with one or more technologies including but not limited to database, web, data warehouse, mobile and / or software development.
Minimum Education	Bachelor's Degree

PROGRAM MANAGER	
Minimum Experience	10 Years Experience
Functional Responsibility	Serves as the contractor's contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance and shall not serve in any other capacity. Ability to manage and ensure the successful completion of multiple technical tasks in assigned program(s).
Minimum Education	Bachelor's Degree

PROJECT OFFICE ASSOCIATE JUNIOR	
Minimum Experience	None
Functional Responsibility	Work under the direction of the organization's Project Office Administrator or other responsible authority to provide Project Office, administrative or other support functions for project teams. May work under the direction of one or more project managers to simultaneously provide support functions for one or more project initiatives.
Minimum Education	High School Diploma

Approved GSA Price List

<i>Labor Category</i>	<i>GSA Hourly Rate (On-site Government Location)</i>
IT Project Manager	\$132.15
Project Office Administrator	\$106.58
Project Office Associate	\$58.36
Facilitator	\$132.15
IT Strategic Planner	\$157.33
Management Consultant	\$157.33
Graphics Designer	\$55.83
Senior Engineer	\$84.56
Security Specialist	\$84.56
Application Architect	\$142.10
IT Systems Analyst	\$106.58
Senior Development Engineer	\$129.92
Software Developer	\$96.43
Oracle Database Administrator	\$145.15
Software Test Manager	\$96.43
Senior Software Tester	\$76.13
Technical Writer	\$65.98
Systems Administrator	\$86.28
Network Administrator	\$86.28
Data Administrator	\$76.13
LAN Manager	\$76.13
LAN Support Specialist	\$68.01
Desktop Support Specialist	\$55.83
Help Desk Manager	\$65.98
Help Desk Analyst I	\$39.59
Senior Program Manager	\$211.59
Senior Application Architect	\$196.47
Program Manager	\$188.92
Project Office Associate Junior	\$45.34

**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/IAM 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/IAM 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/IAM Professional Services.

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

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

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

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

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT/IAM PROFESSIONAL SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT/IAM Service offered under Special Item Numbers 132-51 IT/IAM Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

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

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

EXAMPLE: Commercial Job Title: System Engineer

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

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

Minimum Education: Bachelor's Degree in Computer Science