

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

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

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D316	IT Network Management Services

Cogent Solutions
1440 Central Park Blvd, Suite 200, Fredericksburg, VA 22401
(540) 372-7707

<http://www.cogent-2000.com/>

SBA (8a), SDB, HubZone, and SDVOSB

Contract Number: GS-35F-0157P

Period Covered by Contract: 6/16/2003 – 12/15/2018

General Services Administration
Federal Supply Service

Pricelist current through Modification # A345, dated 12/15/2018.

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

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

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

1. Geographic Scope of Contract:

The geographic scope of this contract is the 48 contiguous states and the District of Columbia.

2. Contractor's Ordering Address and Payment Information:

Cogent Solutions
1440 Central Park Blvd, Suite 200
Fredericksburg, VA 22401

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

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

(540) 372-7707, ext 201

When Authorized Dealers are allowed by the Contractor to bill Government agencies and accept payment, the order and/or payment must be in the name of the Contractor, in care of the Authorized Dealer.

3. LIABILITY FOR INJURY OR DAMAGE

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

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

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: 004088980
Block 30: Type of Contractor - A. Small Disadvantaged Business
Block 31: Woman-Owned Small Business - No
Block 36: Contractor's Taxpayer Identification Number (TIN): 54-2011596

4a. CAGE Code: 1SJL7

5. FOB Destination

6. DELIVERY SCHEDULE

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

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

b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies 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 agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

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

- a. Prompt Payment: 2_% - 20_ days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity
- c. Dollar Volume
- d. Government Educational Institutions
- e. 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: N/A

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

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:

Note: Maximum Orders do not apply to Special Item Numbers 132-12 Maintenance and Repair Service (except for Repair Parts/Spare Parts) or 132-34 Maintenance of Software.

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

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

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

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

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

- (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
- (2) Trade-in considerations;
- (3) Probable life of the item selected as compared with that of a comparable item;

- (4) Warranty considerations;
- (5) Maintenance availability;
- (6) Past performance; and
- (7) Environmental and energy efficiency considerations.

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

Review additional Schedule Contractors'

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

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

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

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

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

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

g. Documentation. Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding

consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS: Federal departments and agencies 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 offices, shall be responded to promptly by the Contractor.

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

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

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

15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES: Any ordering office, 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 Government's convenience, and (m) Termination for Cause (See C.1.)

16. GSA Advantage!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

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

For administrative convenience, an ordering office 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 office contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

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

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows:

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

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall 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 requisitioning activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

23. SECTION 508 COMPLIANCE.

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

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 a Federal Agency, shall follow the terms of the applicable schedule and authorization and include with each order -

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

(b) The following statement:

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

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

1. SCOPE

a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.

b. The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

2. PERFORMANCE INCENTIVES

a. When using a performance based statement of work, performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.

b. The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

c. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

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

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

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

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(a) When ordering services, ordering offices shall—

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

(i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards,

acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

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

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

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

(2) Transmit the Request to Contractors:

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

(ii) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary

for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

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

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

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

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

(i) SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

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

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

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

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

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

Ordering procedures for other services available on schedule at fixed prices for specifically defined services or tasks should use the procedures in FAR 8.404. These procedures are listed in the pricelist, under "Information for Ordering Offices," paragraph #12.

4. ORDER

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

5. PERFORMANCE OF SERVICES

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

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE GOVERNMENT

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

9. INDEPENDENT CONTRACTOR

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

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 Government contract, without some restriction on 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 Government, ordering offices may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11 INVOICES

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

12. PAYMENTS

For firm-fixed price orders the Government shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 2002)

(Alternate II (FEB 2002)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user agency 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 agency in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT SERVICES AND PRICING

a. DESCRIPTION

1	Commercial Job Title	Application Programmer (Junior)
	Minimum/General Experience	Two (2) years of experience designing software tools and subsystems to support reuse and domain analysis.
	Functional Responsibility	Assists Applications Engineer and Applications Programmer to interpret software requirements and design specifications to code and integrate and test software components.
	Minimum Education	Associates degree a related field
2	Commercial Job Title	Application Engineer (Intermediate)
	Minimum/General Experience	Three (3) years of experience working from specifications to develop or modify software applications
	Functional Responsibility	Assists with design, coding, benchmark testing, debugging and documentation of programs. Applications generally dealing with utility programs, job control language, macros, subroutines and other control modules. Works on most phases of software systems programming applications, and may require instruction and guidance in other phases.
	Minimum Education	Bachelors degree in a related field
3	Commercial Job Title	Business Process Reengineering Specialist (Intermediate)
	Minimum/ General Experience	Three (3) years of experience applying and leading process

		improvement and reengineering methodologies and principles to conduct process modernization projects.
	Functional Responsibility	Interact with the technical and functional analysts, acting as a key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Use activity and data modeling, develop modern business methods, identify best practices, identify and assess performance measurements. Provide group facilitation, interviewing, and additional forms of knowledge transfer.
	Minimum Education	Bachelors degree in a related field
4	Commercial Job Title	Communication Network Manager
	Minimum/ General Experience	Seven (7) years of experience understanding and working with configuration management and network integration, LAN installation, client/server environments, etc.
	Functional Responsibility	Evaluates communication hardware and is responsible for: Designing and planning using skill sets that include, but are not limited to Windows, Linux, LAN Manager, TCP/IP, HP OpenView, Sniffer, PC architecture. LAN/WAN architecture and engineering. LAN/WAN data communication and performance testing. Related network engineering. The Senior Network Engineer may supervise the network engineering staff.
	Minimum Education	Bachelors degree or higher in a related field
5	Commercial Job Title	Communication Specialist
	Minimum/ General Experience	Two to three (2-3) years of experience using and implementing communications hardware and electrical standards, using communications hardware test and monitoring equipment and analyzing the results.
	Functional Responsibility	Communications Hardware specialized experience includes: Installing, testing, and operating network and computer (host) communications equipment (e.g., switches, modems, controllers, terminals, and multiplexers). Communications Software specialized experience includes: Developing, testing, installing, and operating network and computer (host) communications software (e.g. access method and protocol software, application interfaces, transaction processors, and emulators) and using and implementing communications standards. Network Specialty specialized experience includes: Designing, testing, installing, implementing, and maintaining

		computer networks, using and implementing network standards, particularly those of the International Standards Organization (ISO), operating computer networks, identifying and solving problems, restart/recovery, additions, deletions, and modifications of terminals, hosts, etc., optimizing network costs and performance and implementing accounting and charge back systems.
	Minimum Education	Bachelors degree in a related field
6	Commercial Job Title	Network Engineer (Intermediate)
	Minimum/General Experience	Three to five (3-5) years of experience in designing, developing, modifying, debugging, testing and documenting software code.
	Functional Responsibility	Manage and direct technical staff and functional analysts in evaluation of capabilities and characteristics of existing software programs and applications related to ongoing systems development projects. Analyze and study complex software programs and applications to determine potential use in fulfilling other system requirements. Determine proprietary and/or other restrictions that may apply to use or incorporation of existing software and application into other systems development projects.
	Minimum Education	Bachelors degree in a related field
7	Commercial Job Title	Network Engineer (Senior)
	Minimum/General Experience	Five plus (5+) years of experience overseeing the technical staff and functional analysts in evaluation of capabilities and characteristics of existing software programs and applications related to ongoing systems development projects. Overseeing the analyzing and study complex software programs and applications to determine potential use in fulfilling other system requirements.
	Functional Responsibility	Determine proprietary and/or other restrictions that may apply to use or incorporation of existing software and application into other systems development projects. Design, develop, modify, debug, test and document software code.
	Minimum Education	Bachelors degree in a related field
8	Commercial Job Title	Communication/Network Engineer
	Minimum/General Experience	Seven (7) years of experience understanding configuration management and network integration, LAN installation, client/server environments, etc.
	Functional Responsibility	Conducting network performance, base lining, testing,

		documentation, and network design. Performing on-site surveys. Configuring and installing servers. Technology integration and testing. Network design and planning using skill sets that include, but are not limited to Windows, Windows NT, LAN Manager, TCP/IP, HP-OpenView, Sniffer, PC architecture. LAN/WAN architecture and engineering. LAN/WAN data communication and performance testing. Related network engineering.
	Minimum Education	Bachelors degree in a related field
9	Commercial Job Title	Computer Systems Analyst (Senior)
	Minimum/General Experience	Three (3) years of experience working as the group leader to identify, define and document program requirements. The individual must be able to analyze, develop, and evaluate, improvements in methods, procedures and techniques for the targeted systems. Serving as the technical lead for the Project Manager in developing specific functional capabilities and fielding systems and/or software to designated sites.
	Functional Responsibility	<p>Shall interact with the technical staff and the customer to ensure requirements for developing and enhancing systems are satisfied. This individual shall interface directly with the Project Manager for all activities related to the technical design and development of systems. This individual may operate in a supervisory function or as a Technical Lead.</p> <p>Provide alternatives, recommendations, and assistance in the development, integration, and installation of automated information system capabilities. Interface with users to obtain status and recommendations concerning operations and enhancements to automated systems. Specialized experience includes: Analysis and design of applications.</p> <p>Knowledge of current storage and retrieval methods. Demonstrated ability to formulate specifications for other technical staff to use (e.g., coding, testing, debugging, etc.) Proven ability to work independently or under only general direction</p>
	Minimum Education	Bachelors degree in a related field
10	Commercial Job Title	Computer Systems Analyst (Intermediate)
	Minimum/General Experience	Seven (7) years of experience overseeing technical and administrative direction for personnel performing software development tasks. Overseeing and coordinating with the

		Project and/or Program Manager to ensure problem solution and user satisfaction.
	Functional Responsibility	Review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. 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. Provides daily supervision and direction to support staff.
	Minimum Education	Bachelors degree in a related field
11	Commercial Job Title	Configuration Management Specialist (Intermediate)
	Minimum/General Experience	Three (3) years of experience leading configuration management planning. Making provisions for configuration identification, change control, configuration status accounting and configuration audits. Being Responsible for configuration planning.
	Functional Responsibility	Identifies and maintains the original configuration of requirements documentation, design documentation, and related documentation. Responsible for configuration change control. Regulates the change process so that only approved and validated changes are incorporated into product documents and related software. Responsible for configuration status accounting. Tracks all problems and changes in product documents and reports changes and current configuration. Responsible for configuration audits. Supports audits to verify that requirements of all baselines have been met. Supports quality assurance process audits.
	Minimum Education	Bachelors degree in a related field
12	Commercial Job Title	Database/Analyst Programmer
	Minimum/General Experience	One (1) year of experience maintaining of database dictionaries, overall monitoring of standards and procedures, and integration of systems throughout database design.
	Functional Responsibility	Establishing and reviewing system requirements. Database development and programming. Developing, implementing, and maintaining the database. Determining access time and device allocation. Conducting validation checks and identifying protection and security. Creating documentation and developing statistical methods.
13	Minimum Education	Associates degree in a related field

	Commercial Job Title	Database Management Specialist
	Minimum/General Experience	Five (5) years of experience monitoring and maintains operational database availability and integrity.
	Functional Responsibility	Responsibilities also include database server performance profiling and tuning, database configuration management and reporting, refining and developing operational procedures, recovery from database server failures or data corruption, and testing new database software, tools and upgrades. Administer multiple database technologies in a distributed network environment. Good communication skills are required, and call-in support may be required
	Minimum Education	Bachelors degree in a related field
14	Commercial Job Title	Deployment Technician (Intermediate)
	Minimum/General Experience	Three (3) years of experience performing diagnostic testing and system troubleshooting of LAN equipment. Repairing and replacing LAN components as required, performing server and workstation connection, configuration, integration and testing, and upgrades system components as required.
	Functional Responsibility	Leading and responsible for installing, configuring, troubleshooting and implementing all required hardware, software, peripherals and communication to site and future sites. Responsible for assisting in the planning and testing of hardware, and for on-site network installations. This individual works with the Sr. Deployment Technician, Project Manager to manage facilities, output devices, maintenance, and communications systems across all locations and sites. Installs new equipment, proprietary software and communication packages.
	Minimum Education	Bachelors degree in a related field
15	Commercial Job Title	Disaster Recovery Specialist
	Minimum/General Experience	One (1) year of experience maintaining security and integrity of assigned electronic data, data systems, and data networks and provides support in the development of a government agencies emergency management and business recovery plans.
	Functional Responsibility	Contributes knowledge of business processes, management structures, technology programs/platforms and performs functions pertaining to the agencies business

		<p>risk assessment. Reviews and develops business recovery strategies. Drafts procedures for identifying failures and invoking contingency plans, creates response procedures and identifies communication channels.</p> <p>Communicates with various response teams during testing, actual execution of recovery procedures and supports the design, development, installation, implementation and administration of backup solutions. Also, makes recommendations to the user community and the operations group on system enhancements, designs and administers programs to include policies, standards, guidelines, training programs and a viable quality assurance process for disaster recovery.</p>
	Minimum Education	Bachelors degree in a related field
16	Commercial Job Title	Hardware Technician (Senior)
	Minimum/General Experience	<p>Seven (7) years of experience directing the technical work on projects. Managing the work of the technician team. Providing technical support to internal users in diagnosing, troubleshooting, and repairing and debugging routine hardware, software or networking equipment problems.</p>
	Functional Responsibility	<p>Activities include: Configuring, setting up and diagnosing workstation performance. Providing advanced hardware troubleshooting down to the board level. Performing hardware diagnostics and routine moves and changes.</p> <p>Managing the cabling and configuration of LANs, including running cables from hubs to drop sites, testing and troubleshooting, and diagramming and maintaining cable plant. Recording and archiving PC workstation environment for future troubleshooting reference. Performing basic software troubleshooting and diagnostics. Loading application software on single user operating systems.</p> <p>Troubleshooting and responding to user questions. Tracking and updating open calls and/or escalating problems as directed by client procedures. Should understand hardware, DMA, cable select options, NIC cards, Motherboards and NT Systems. This individual should be capable of moving boxes up to 50 lbs and lifting PCs and monitors to be placed on desktops. The Senior Technician should have basic knowledge of computer operation and setup (must be able to assemble PC, monitor, keyboard and connections).</p>

	Minimum Education	Bachelors degree in a related field
17	Commercial Job Title	Help Desk Specialist
	Minimum/General Experience	One (1) year of experience answering phones and responding to emails for technical support. Providing customer service.
	Functional Responsibility	Logging in all incidents and troubleshooting and resolving issues related to mechanical failures, computer hardware failures, software failures and user issues. Contacting hardware technicians for PC and peripheral problems. Handing over more difficult calls to experienced support personnel.
	Minimum Education	Associates degree in a related field
18	Commercial Job Title	Graphic Designer
	Minimum/General Experience	Five years of experience providing art prevarication, layout and editing. Creating content and working with end-users.
	Functional Responsibility	Functional responsibilities include: providing art prevarication, layout and editing. Creating content and working with end-users. Creating graphics using original artwork and clip art. Creatively enhancing text and data files with a professional appearance. Compiling drawings and imagery from many sources into effective, clean layout. Must have knowledge of page layouts and fonts.
	Minimum Education	Bachelors degree in a related field
19	Commercial Job Title	Information Technology Architect (Senior)
	Minimum/General Experience	Three (3) years of experience preparing reports and giving presentations; managing the project work as defined by the government. Leads medium to large complex projects and major phases of very large projects. Providing highly technical and specialized guidance and solutions to complex IT problems; performs elaborate analyses and studies.
	Functional Responsibility	Performs as a consultant in highly specialized, leading edge information technologies and methodologies; Provides highly technical and specialized guidance concerning automated solutions to complex information

		processing problems; Performs elaborate analyses and studies. Manages the fact-finding, analysis and development of hypothesis/conclusions, production of final reports and delivery of presentations. Responsible for ensuring that the project delivers to government expectations on time and to budget.
	Minimum Education	Bachelors degree in a related field
20	Commercial Job Title	IT Security Specialist (Senior)
	Minimum/General Experience	Six plus years of experience gathering and providing support to plan, coordinate, and implement information security.
	Functional Responsibility	Oversees the efforts of security staff to design, develop, engineer and implement solutions to security requirements. Responsible for the implementation and development of the DHS IT security. This individual will also provide support for facilitating and helping agencies identify their current security infrastructure and define future programs, design and implementation of firewall and other related security issues on LANs/WANs
	Minimum Education	Bachelors degree in a related field
21	Commercial Job Title	Program Manager
	Minimum/General Experience	Six (6) years of experience formulating and enforcing work standards, developing schedules, reviewing work discrepancies, and communicating agency policies, purposes, and goals to subordinates. Managing and control funds and resources, and staying within budget.
	Functional Responsibility	Shall direct, plan, organize, control and manage the program to ensure that all contractual obligations are fulfilled in an efficient and timely manner. Must be able to: Manage multiple projects, Indefinite Delivery/Indefinite Quantity contract vehicles, and/or tasks. Serve as the contractor's point of contact with the government contracting officer and the government contracting officer's representative. Monitor the program budget at the top level, staff the program with qualified personnel, and ensure the schedule and deliverables are in compliance with the contract and the delivery orders. May have profit/loss responsibility. May represent company on contractual issues relating to contract execution
	Minimum Education	Bachelors degree in a related field

22	Commercial Job Title	Programmer
	Minimum/General Experience	One to three (1-3) years of experience with supporting and maintaining all aspects of existing application code.
	Functional Responsibility	Functional responsibilities include: Supporting application development, Application coding and maintenance, Application testing and debugging, Creating documentation, Modifying code.
	Minimum Education	Bachelors degree in a related field
23	Commercial Job Title	Project Manager
	Minimum/General Experience	Three to five (3-5) years of experience monitoring the program budget at the top level, staffing the program with qualified personnel, and ensuring the schedule and deliverables are in compliance with the contract and the delivery orders.
	Functional Responsibility	<p>Shall assist in directing, planning, organizing, controlling and managing the program to ensure that all contractual obligations are fulfilled in an efficient and timely manner.</p> <p>Must be able to: Manage multiple concurrent analysis and development tasks. Serve as the contractor's point of contact with the government contracting officer and the government contracting officer's representative.</p> <p>Formulate and enforce work standards, develop schedules, review work discrepancies, and communicate agency policies, purposes, and goals to subordinates. Manage and control funds and resources.</p>
	Minimum Education	Bachelors degree in a related field
24	Commercial Job Title	Contract Specialist (Senior)
	Minimum/General Experience	Five plus (5+) years of experience preparing and maintaining internal documents in support of contract administration such as developing contract status reports, maintaining contracts-related files, and assisting with task order proposal preparation and administration.
	Functional Responsibility	<p>Should have good working knowledge of cost accounting systems and Microsoft Excel. This individual should possess good communication skills. Should have experience with Fixed Price, Cost-Plus, Time & Materials, GSA schedules, and other contract types.</p> <p>Other duties include, but are not limited to: Set-up and monitoring of new contracts and subcontracts in the accounting system. Providing support to the program staff</p>

		<p>regarding project budgets and task proposals. Full administration of contracts and subcontracts.</p> <p>Tracking modifications, extensions and files, monitoring and advising management regarding terms, technical questions and/or interpretation of the contracts and subcontracts. Managing pricing review process and developing and implementing controls to ensure contract to invoice accuracy.</p> <p>Developing and implementing controls to track workload and workflow. Reviewing and negotiating task order agreements.</p>
	Minimum Education	Bachelors degree in a related field
25	Commercial Job Title	Subject Matter Expert
	Minimum/General Experience	<p>Ten plus (10+) years of experience providing technical expertise. Providing input on task performance, including the order of performance steps, schedules and milestones, and deliverables.</p> <p>Providing the performance objectives. Providing input, review, and quality assurance on designing and developing processes and programs.</p>
	Functional Responsibility	<p>Serves as a technical expert in areas relevant to a particular project. Produces and/or reviews substantive and/or complex technical documentation reflecting detailed knowledge of technical areas as identified in the Statement of Work.</p> <p>Documentation subjects include but are not limited to systems design, system architecture, feasibility studies, and system specifications.</p>
	Minimum Education	Bachelors degree in a related field
26	Commercial Job Title	Systems Architect
	Minimum/General Experience	Five (5) years of experience working independently and reacting rapidly in a complex organizational environment with daily customer interchange and multi-faceted tasking, while providing insights and independent thought and advice on interoperability issues
	Functional Responsibility	<p>May be required to use methodologies such as rapid prototyping to derive requirements, advanced system engineering tools for require.</p> <p>Establishes system information requirements using analysis of the intents allocation and documentation,</p>

		<p>formal methods for architecture synthesis and representation, simulation based system evaluation and validation tools, CASE tools for software engineering, and test and integration tools for verification of design requirements.</p> <p>May be required to manage multiple system integration engagements. Must be able to design complex systems while providing technical leadership to a development team in a business capture or contract environment.</p>
	Minimum Education	Bachelors degree in a related field
27	Commercial Job Title	Systems Engineer (Junior)
	Minimum/General Experience	One (1) year of experience providing architectural/engineering alternatives, recommendations, and assistance in the development, integration, and installation of automated information system capabilities to designated sites.
	Functional Responsibility	<p>Works under the direction of the Project Manager or Senior Systems Engineer for required automated information systems, communication systems, and software to include concept design, architecture, development, and testing.</p> <p>Shall interact, as directed, with the technical staff, functional analysts, field sites, and the customer to ensure engineering requirements for developing and enhancing automated information systems, communication systems, and software are satisfied. This individual shall interact and coordinate directly with the Project Manager for all activities related to the architectural design and development of automated systems.</p> <p>Must be able to: Work with senior staff to develop specific architectural capabilities and work with analysts, engineers, programmers, and technical staff. Interface with users to obtain status and recommendations concerning engineering and architectural enhancements to automated and communication systems</p>
	Minimum Education	Bachelors degree in a related field
28	Commercial Job Title	Systems Engineer (Intermediate)
	Minimum/General Experience	Five (5) years of experience providing architectural/engineering alternatives, recommendations, and assistance in the development, integration, and installation of automated information system capabilities

		to designated sites. Interfacing with users to obtain status and recommendations concerning engineering and architectural enhancements to automated and communication systems.
	Functional Responsibility	Works with the Project Manager or Senior Systems Engineer for required automated information systems, communication systems, and software to include concept design, architecture, development, and testing. The Systems Engineer shall interact and lead the technical staff; functional analysts, field sites, and the customer to ensure engineering requirements for developing and enhancing automated information systems, communication systems, and software are satisfied. This individual shall interact and coordinate directly with the Project Manager for all activities related to the architectural design and development of automated systems. Must be able to: Work with analysts, engineers, programmers, and technical staff. Work with senior staff to develop specific architectural capabilities, communications, and hardware systems.
	Minimum Education	Bachelors degree in a related field
29	Commercial Job Title	Technical Writer/Editor (Junior)
	Minimum/General Experience	Three to five (3-5) years of experience using word processing, financial/spreadsheet, presentation graphics, and desktop publishing applications and tools and one year of experience
	Functional Responsibility	Will work at the direction of the Senior Technical Writer, Project Manager, or Technical Lead. Will coordinate, assemble, review, research, edit, update, analyze, and prepare technical reports both in hard copy and electronically. Coordinate with and assist professionals in the development, preparation, editing, writing, updating, and printing of technical system and program specifications documentation and process or data flow diagrams associated with the development and maintenance of automated information systems. Create, edit, proof, and update technical content and generate documentation in both paper and online formats. Work with other writers, trainers, and engineers to prepare contract deliverable.
	Minimum Education	Bachelors degree in a related field

30	Commercial Job Title	Test Engineer (Associate)
	Minimum/General Experience	One (1) year of experience providing technical test management support in one or more of the following areas: review of, comment on, and preparation of test documentation
	Functional Responsibility	Provides test execution directives, test operations procedures, test and evaluation master plans, detailed test plans and reports, evaluation plans and reports, specifications, operational Requirement Document, database development, and maintenance of data in standard test management databases.
	Minimum Education	Associates degree in a related field
31	Commercial Job Title	Training Specialist
	Minimum/General Experience	One (1) year of experience providing support for coordinating, developing, and delivering computer-related training to the user community.
	Functional Responsibility	Develops and revises these courses and prepares a The Training Specialist will: Conduct training programs, seminars, and conferences. Conduct research to develop and revise training materials and prepare training catalogs and course materials. Develop instructor materials (course outlines, background materials, training aids). Develop student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Train personnel by conducting formal classroom courses, workshops, seminars, and/or computer-based training. If applicable, work with help desk to provide technical assistance.
	Minimum Education	Bachelors degree in a related field
32	Commercial Job Title	Web Software Developer
	Minimum/General Experience	One (1) year of experience diagnosing and resolving problems and coordinating information to populate the web site. Researching, evaluating, and providing feedback on Web content and maintaining site standards.
	Functional Responsibility	Working directly with project staff and customer to determine and/or implement project scope and specifications. Assisting in the planning and delivery of Web site content, including design, layout, classification, account access, troubleshooting, information research, customer assistance, and/or training. Developing account access/classification and providing

		end-user training. Should have experience using various technologies including, but not limited to Java, HTML, JavaScript, Javabeans, CGI, DHTML, XML, Perl, ASP, JSP, Cold Fusion, and database integration, as well as familiarity with server migration and setup.
	Minimum Education	Bachelors degree in a related field
33	Commercial Job Title	IT Security Specialist (Intermediate)
	Minimum/General Experience	Three (3) years of experience leading the development of technical security methodologies. Provides support to plan, coordinate, and implement the organization's information security.
	Functional Responsibility	Provides support for facilitating and helping to identify the current security infrastructure and define future programs, design and implementation of security related to IT systems. Assists with providing documentation related to IT Security plans, certifications, and overall description. Has a working knowledge of business security practices and procedures, current security tools available, hardware/software security implementation, different communication protocols, and encryption techniques/tools. Has hands-on experience with managing and patching Solaris and Windows based systems and carrying out systems security scans.
	Minimum Education	Bachelors degree in a related field
34	Program Analyst I	
	Minimum/General Experience	Good writing skills and Knowledgeable in MS Office Suite.
	Functional Responsibility	Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Assists in the preparation of management plans and reports. Coordinates schedules to facilitate completion of tasks, briefings/presentations and other related management and technical duties.
	Minimum Education	Associate's degree in any discipline and 1 year of experience.
35	Program Analyst II	
	Minimum/General Experience	Excellent writing skills and Proficiency in MS Office Suite.

	Functional Responsibility	Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Assists in the preparation of management plans and reports. Develop schedules to facilitate completion of tasks, briefings/presentations and other related management and technical duties.
	Minimum Education	Bachelor's degree in any discipline with 2 years of experience or 5 years of experience.
36	Program Analyst III	
	Minimum/General Experience	Excellent writing, oral, and interpersonal skills, and Proficiency in MS Office Professional Suite and other Office Automation tools.
	Functional Responsibility	Provide Senior level programmatic support to the organization element, drafting document, reports, and other articles and reports as well as miscellaneous correspondence. Supervise other program analysis that work closely with management to ensure mission correspondences are on schedule and complete; organizes workshops and preparing background materials and minutes; Undertaking background reviews on proposed research; Aid in the handling preparation and follow up of business contacts and assist in the tracking and reviewing projects, other related management and technical duties.
	Minimum Education	Master's degree in any discipline or 10 years of experience.
37	Associate Consultant	
	Minimum/General Experience	Experience in the building of several applications of moderate complexity and/or administering multi-server networks with complex replication/routing. Solid experience in application development or networking background.
	Functional Responsibility	Designs, develops and maintains routine software programs. Demonstrates ability to follow instructions on all assignments and works on problems of limits scope. Begins establishment of relationships with key technology vendors. Develops high demand technology skills. Participates in the design of technological solutions.

	Minimum Education	Bachelor of Science degree or demonstrable equivalent job experience.
38	Consultant	
	Minimum/General Experience	Three to five years experience in solely designing and building of many complex applications, with external interfaces or APIs, like LotusScript, Visual Basic, JavaScript, Java, and/or the design, installation and administering multi-server networks with complex replications/routing. Additional solid experience in application development or networking background.
	Functional Responsibility	Designs, develops and maintains routine software programs with limited guidance. Demonstrates ability to follow instructions on all assignments and works on problems of average scope. Is capable of establishing relationships with key technology vendors. Develops high demand technology skills.
	Minimum Education	Bachelor of Science degree or demonstrable equivalent job experience.
39	Senior Consultant	
	Minimum/General Experience	Ten or more years experience as an architect and team leader in the development of complex applications, with external interfaces or APIs like LotusScript, Visual Basic, JavaScript, Java, and in the design, installation and administering multi-server Notes networks with complex replication/routing, fax/mail gateways and Internet service.
	Functional Responsibility	Designs, develops and troubleshoots complex software programs for computer based systems. Performs system modeling, simulation and analysis in designing assemblers, compilers, and operating systems. Advises hardware engineers on machine characteristics that affect software systems. Provides input for documentation on new or existing programs. Provides work leadership in assigning and monitoring work or training new employees.
	Minimum Education	Bachelor of Science degree or demonstrable equivalent job experience.

40	Quality Assurance Manager	
	Minimum/General Experience	7 years of experience as a Quality Assurance manager with proven technical skills, in addition to the ability to scope requirements, estimate level of effort, manage projects, and interface with all levels of client management.
	Functional Responsibility	Responsible for the design and implementation of policies and procedures to ensure that quality standards are met during production. Oversees testing of processes and products. Requires a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.
	Minimum Education	Bachelor degree or demonstrable equivalent job experience.
41	Senior Manager/Architect	
	Minimum/General Experience	Ten or more years experience as a project manager with proven technical skills, in addition to the ability to scope requirements, estimate level of effort, manage development, and interface with all levels of client management. Demonstrates superior technical knowledge and capabilities.
	Functional Responsibility	Establishes techniques for the design, development and troubleshooting of highly complex software programs for the computer based systems. Designs, develops, and coordinates the application of state-of-the-art techniques or computer based systems to include network enterprises. May work as solo scientist on projects requiring advanced knowledge or a particular field of specialization. Provides project leadership and guidance.
	Minimum Education	Bachelor of Science degree or demonstrable equivalent job experience.
42	Director/Senior Architect	
	Minimum/general Experience	Ten or more years experience and proven first- and second-line managerial and business development skills as a development/infrastructure manager in all facets of

		development/infrastructure technical issues, requirements definition, project definition, oral and written communications, and ability to interface with all levels of client management. Demonstrates superior technical knowledge and capabilities.
	Functional Responsibility	Establishes techniques for the design, development and troubleshooting of highly complex software programs for the computer based systems. Designs, develops, and coordinates the application of state-of-the-art techniques or computer based systems to include network enterprises. May work as solo scientist on projects requiring advanced knowledge or a particular field of specialization. Provides senior project management leadership.
	Minimum Education	Master of Science degree or demonstrable equivalent job experience.
43	Commercial Job Title	Graphic Designer, Senior
	Minimum/General Experience	Eight years of experience providing art prevarication, layout and editing. Creating content and working with end-users.
	Functional Responsibility	Functional responsibilities include: providing art prevarication, layout and editing. Creating content and working with end-users. Creating graphics using original artwork and clip art. Creatively enhancing text and data files with a professional appearance. Compiling drawings and imagery from many sources into effective, clean layout. Must have knowledge of page layouts and fonts.
	Minimum Education	Bachelors degree in a related field or demonstrable equivalent job experience.

	LABOR CATEGORY	GSA ON-SITE AWARD RATE	GSA OFF-SITE AWARD RATE		LABOR CATEGORY	GSA ON-SITE AWARD RATE	GSA OFF-SITE AWARD RATE
1	Application Programmer (Junior)	\$80.53	\$82.95		23 Project Manager	\$130.61	\$134.53
2	Applications Engineer (Intermediate)	\$80.53	\$82.95		24 Senior Contracts Specialist	\$89.09	\$91.76
3	Business Process Reengineering Specialist (Intermediate)	\$100.61	\$103.63		25 Subject Matter Expert	\$207.00	\$213.21
4	Communications Network Manager	\$118.53	\$122.09		26 Systems Architect	\$95.00	\$97.85
5	Communications Specialist	\$77.56	\$79.89		27 Systems Engineer Junior	\$81.03	\$83.46
6	Network Engineer (Intermediate)	\$79.26	\$81.64		28 Systems Engineer (Intermediate)	\$81.03	\$81.03
7	Network Engineer (Senior)	\$90.75	\$93.47		29 Technical Writer/Editor (Junior)	\$80.53	\$82.95
8	Communications/Network Engineer	\$97.56	\$100.49		30 Test Engineer (Associate)	\$76.68	\$78.98
9	Computer Systems Analyst (Senior)	\$105.75	\$108.92		31 Training Specialist	\$72.07	\$74.23
10	Computer Systems Analyst (Intermediate)	\$85.62	\$88.19		32 Web Software Developer	\$82.72	\$85.20
11	Configuration Management Specialist (Intermediate)	\$80.53	\$82.95		33 IT Security Specialist (Intermediate)	\$87.13	\$89.74
12	Database Analyst/Programmer	\$81.03	\$83.46		34 Program Analyst I	\$57.40	\$60.70
13	Database Management Specialist	\$81.03	\$83.46		35 Program Analyst II	\$69.10	\$72.70
14	Deployment Technician Intermediate	\$77.36	\$79.68		36 Program Analyst III	\$78.00	\$80.90
15	Disaster Recovery Specialist	\$61.59	\$63.44		37 Consultant (Associate)	\$69.50	\$73.00
16	Hardware Technician (Senior)	\$74.11	\$76.33		38 Consultant	\$79.50	\$82.50
17	Help Desk Specialist	\$76.68	\$78.98		39 Consultant (Senior)	\$88.50	\$91.90
18	Graphic Designer	\$74.11	\$76.33		40 Quality Assurance Manager	\$101.71	\$104.76
19	Senior Information Technology Architect	\$86.13	\$88.71		41 Manager/Architect (Senior)	\$116.50	\$121.00
20	IT Security Specialist (Senior)	\$115.30	\$118.76	34	42 Director Architect	\$125.50	\$131.00
21	Program Manager	\$175.74	\$181.01		43 Graphic Designer Senior	\$93.25	\$103.76

Use or disclosure of data contained on this sheet is subject to the restriction on the cover of this proposal or quotation.

USA COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS

PREAMBLE

Cogent Solutions provides commercial products and services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact **(Glen Adams, (540) 372-7707, ext 201, gadams711@cogent-2000.com, Fax: (866) 251-5079.**

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

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

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

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

Signatures

Agency

Date
Date

Contractor

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 Agency):

(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 Government 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 customer agency 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 of 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 customer's needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedule “Team Solution” to meet the customer's requirement.
- Customers make a best value selection.