

# STI Technologies, Inc.



*“Leveraging Knowledge Assets and Emerging Technologies”*

**GS-35F-0320S**

Modification #PA-007

March 28, 2006 – March 28, 2011

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

**Special Item No. 132-33 Perpetual Software Licenses**

**Special Item No. 132-34 Maintenance of Software**

**Special Item No. 132-50 Training Courses for Information Technology  
Equipment and Software (FPDS U012)**

**Special Item No. 132-51 Information Technology 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 D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM)
FPDS Code D316	IT Network Management Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

**Note 1:** All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

**Note 2:** Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

**Note 3:** This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

**STI Technologies, Inc.  
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Tulsa, OK 74103  
918-583-9900 (p) 614-340-7273 (f)  
www.sti-tec.com**

Contract Number:

**GS-35F-0320S**

Period Covered by Contract:

March 28, 2006 through March 28, 2011

General Services Administration  
Federal Supply Service

Pricelist current through Modification # PA-007, dated October 6, 2006.

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

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# SECTION A

## INFORMATION TO ORDERING OFFICES

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

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

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

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

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

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

#### 1. Geographic Scope of Contract:

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

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

Offerors are requested to check one of the following boxes:

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

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

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

**400 South Boston Avenue, Suite 301, Tulsa, OK 74103**

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

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

**918-583-9900**

When Authorized Dealers are allowed by the Contractor to bill ordering activities 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 ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

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

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: 003592412

Type of Contractor – A. Small Disadvantaged Business

Block 31: Woman-Owned Small Business - NO

Block 36: Contractor's Taxpayer Identification Number (TIN): 73-1593551

4a. CAGE Code: 3EMZ0

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

5. FOB Destination

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
<u>132-33</u>	<u>As negotiated between STI Technologies, Inc. and Ordering Agency</u>
<u>132-34</u>	<u>As negotiated between STI Technologies, Inc. and Ordering Agency</u>
<u>132-50</u>	<u>As negotiated between STI Technologies, Inc. and Ordering Agency</u>
<u>132-51</u>	<u>As negotiated between STI Technologies, Inc. and Ordering Agency</u>

**EXPEDITED DELIEVERY**

**As negotiated between STI Technologies Inc. and Ordering Agency**

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

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

- a. Prompt Payment: 0 % - 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity - **None**
- c. Dollar Volume - **None**
- d. **Government Educational Institutions offered the same discounts as all other Government customers**
- 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:

10. Small Requirements: The minimum dollar value of orders to be issued is \$ **100.00**.

11. Maximum Order (All dollar amounts are exclusive of any discount for prompt payment.)

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

**Special Item No. 132-33 Perpetual Software Licenses**

**Special Item No. 132-34 Maintenance of Software**

**Special Item No. 132-50 Training Courses for Information Technology  
Equipment and Software (FPDS U012)**

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

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

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

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering activities need not seek further competition, 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 activity has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the ordering activity's needs.

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

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

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

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

Review additional Schedule Contractors'

- (1) catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;
- (2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and

- (3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering activity determines that it is appropriate.

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

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

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

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

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

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

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

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

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

calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

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

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

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

16. GSA Advantage!

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

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

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

#### 17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. **ODCs (Other Direct Costs) are not part of this contract and should be treated at open market purchases. Ordering Activities procuring open market items must follow FAR 8.401(d).**

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

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

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

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

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

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

#### 19. OVERSEAS ACTIVITIES

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

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

#### 20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

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

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address

issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.



(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

(4) This BPA does not obligate any funds.

(5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

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

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

## **21. CONTRACTOR TEAM ARRANGEMENTS**

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

### **BASIC GUIDELINES FOR USING "CONTRACTOR TEAM ARRANGEMENTS"**

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

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

Orders under a Team Arrangement are subject to terms and conditions 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 Schedules "Team Solution" to meet the customer's requirement.
- Customers make a best value selection.

## **22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

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

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

## **23. SECTION 508 COMPLIANCE.**

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

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

**24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.**

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

–

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:  
This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

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

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

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

PREAMBLE

**STI Technologies, Inc.** provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact **Charles Colon, Vice President, 918-583-990 (p) 614-340-7273 (f)** [charles.colon@sti-tec.com](mailto:charles.colon@sti-tec.com) (e-mail).

## **SECTION B**

### **TERMS AND CONDITIONS**

**TERMS AND CONDITIONS APPLICABLE TO  
TERM SOFTWARE LICENSES (SPECIAL ITEM NUMBER 132-32),  
PERPETUAL SOFTWARE LICENSES (SPECIAL ITEM NUMBER 132-33) AND  
MAINTENANCE (SPECIAL ITEM NUMBER 132-34) OF GENERAL PURPOSE  
COMMERCIAL INFORMATION TECHNOLOGY SOFTWARE**

1. INSPECTION/ACCEPTANCE

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any software that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming software at no increase in contract price. The ordering activity must exercise its postacceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the software, unless the change is due to the defect in the software.

2. GUARANTEE/WARRANTY

- a. Unless specified otherwise in this contract, the Contractor's standard commercial guarantee/warranty as stated in the contract's commercial pricelist will apply to this contract.
- b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.
- c. **Limitation of Liability.** Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

3. TECHNICAL SERVICES

The Contractor, without additional charge to the ordering activity, shall provide a hot line technical support number (918) 583-9900 for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available from 8:00a.m to 5:00p.m Central Time.

4. SOFTWARE MAINTENANCE

- a. Software maintenance service shall include the following:  
Annual Software Maintenance includes all updates and releases as they are released. It provides next-business-day phone and e-mail support for graduates of the Developer and Support Training.
- b. Invoices for maintenance service shall be submitted by the Contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). **PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.**

5. PERIODS OF MAINTENANCE (132-34)

- a. The Contractor shall honor orders for periods for the duration of the contract period or a lesser period of time.
- b. Maintenance may be discontinued by the ordering activity on thirty (30) calendar days written notice to the Contractor.
- c. **Annual Funding.** When annually appropriated funds are cited on an order for maintenance, the period of maintenance shall automatically expire on September 30 of the contract period, or at the end of the contract period, whichever occurs first. Renewal of the maintenance orders citing the new appropriation shall be required, if the maintenance is to be continued during any remainder of the contract period.
- d. **Cross-Year Funding Within Contract Period.** Where an ordering activity's specific appropriation authority provides for funds in excess of a 12 month (fiscal year) period, the ordering activity may place an order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.

e. Ordering activities should notify the Contractor in writing thirty (30) calendar days prior to the expiration of an order, if the maintenance is to be terminated at that time. Orders for the continuation of maintenance will be required if the maintenance is to be continued during the subsequent period.

## 6. CONVERSION FROM TERM LICENSE TO PERPETUAL LICENSE

a. The ordering activity may convert term licenses to perpetual licenses for any or all software at any time following acceptance of software. At the request of the ordering activity the Contractor shall furnish, within ten (10) calendar days, for each software product that is contemplated for conversion, the total amount of conversion credits which have accrued while the software was on a term license and the date of the last update or enhancement.

b. Conversion credits which are provided shall, within the limits specified, continue to accrue from one contract period to the next, provided the software remains on a term license within the ordering activity.

c. The term license for each software product shall be discontinued on the day immediately preceding the effective date of conversion from a term license to a perpetual license.

d. The price the ordering activity shall pay will be the perpetual license price that prevailed at the time such software was initially ordered under a term license, or the perpetual license price prevailing at the time of conversion from a term license to a perpetual license, whichever is the less, minus an amount equal to \_\_\_\_\_% of all term license payments during the period that the software was under a term license within the ordering activity.

## 7. TERM LICENSE CESSATION

a. After a software product has been on a continuous term license for a period of 12 months, a fully paid-up, non-exclusive, perpetual license for the software product shall automatically accrue to the ordering activity. The period of continuous term license for automatic accrual of a fully paid-up perpetual license does not have to be achieved during a particular fiscal year; it is a written Contractor commitment which continues to be available for software that is initially ordered under this contract, until a fully paid-up perpetual license accrues to the ordering activity. However, should the term license of the software be discontinued before the specified period of the continuous term license has been satisfied, the perpetual license accrual shall be forfeited.

b. The Contractor agrees to provide updates and maintenance service for the software after a perpetual license has accrued, at the prices and terms of Special Item Number 132-34, if the licensee elects to order such services. Title to the software shall remain with the Contractor.

## 8. UTILIZATION LIMITATIONS - (132-32, 132-33, AND 132-34)

a. Software acquisition is limited to commercial computer software defined in FAR Part 2.101.

b. When acquired by the ordering activity, commercial computer software and related documentation so legend shall be subject to the following:

(1) Title to and ownership of the software and documentation shall remain with the Contractor, unless otherwise specified.

(2) Software licenses are by site and by ordering activity. An ordering activity is defined as a cabinet level or independent ordering activity. The software may be used by any subdivision of the ordering activity (service, bureau, division, command, etc.) that has access to the site the software is placed at, even if the subdivision did not participate in the acquisition of the software. Further, the software may be used on a sharing basis where multiple agencies have joint projects that can be satisfied by the use of the software placed at one ordering activity's site. This would allow other agencies access to one ordering activity's database. For ordering activity public domain databases, user agencies and third parties may use the computer program to enter, retrieve, analyze and present data. The user ordering activity will take appropriate action by instruction, agreement, or otherwise, to protect the Contractor's proprietary property with any third parties that are permitted access to the computer programs and documentation in connection with the user ordering activity's permitted use of the computer programs and documentation. For purposes of this section, all such permitted third parties shall be deemed agents of the user ordering activity.

(3) Except as is provided in paragraph 8.b(2) above, the ordering activity shall not provide or otherwise make available the software or documentation, or any portion thereof, in any form, to any third party without the prior written approval of the Contractor. Third parties do not include prime Contractors, subcontractors and agents of the ordering activity who have the ordering activity's permission to use the licensed software and documentation at the facility, and who have agreed to use the licensed software and

documentation only in accordance with these restrictions. This provision does not limit the right of the ordering activity to use software, documentation, or information therein, which the ordering activity may already have or obtains without restrictions.

(4) The ordering activity shall have the right to use the computer software and documentation with the computer for which it is acquired at any other facility to which that computer may be transferred, or in cases of disaster recovery, the ordering activity has the right to transfer the software to another site if the ordering activity site for which it is acquired is deemed to be unsafe for ordering activity personnel; to use the computer software and documentation with a backup computer when the primary computer is inoperative; to copy computer programs for safekeeping (archives) or backup purposes; to transfer a copy of the software to another site for purposes of benchmarking new hardware and/or software; and to modify the software and documentation or combine it with other software, provided that the unmodified portions shall remain subject to these restrictions.

(5) "Commercial Computer Software" may be marked with the Contractor's standard commercial restricted rights legend, but the schedule contract and schedule pricelist, including this clause, "Utilization Limitations" are the only governing terms and conditions, and shall take precedence and supersede any different or additional terms and conditions included in the standard commercial legend.

#### 9. SOFTWARE CONVERSIONS - (132-32 AND 132-33)

Full monetary credit will be allowed to the ordering activity when conversion from one version of the software to another is made as the result of a change in operating system, or from one computer system to another. Under a perpetual license (132-33), the purchase price of the new software shall be reduced by the amount that was paid to purchase the earlier version. Under a term license (132-32), conversion credits which accrued while the earlier version was under a term license shall carry forward and remain available as conversion credits which may be applied towards the perpetual license price of the new version.

#### 10. DESCRIPTIONS AND EQUIPMENT COMPATIBILITY

The Contractor shall include, in the schedule pricelist, a complete description of each software product and a list of equipment on which the software can be used. Also, included shall be a brief, introductory explanation of the modules and documentation which are offered.

#### 11. RIGHT-TO-COPY PRICING

The Contractor shall insert the discounted pricing for right-to-copy licenses.

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

1. SCOPE

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

2. ORDER

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

3. TIME OF DELIVERY

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

4. CANCELLATION AND RESCHEDULING

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

5. FOLLOW-UP SUPPORT

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

6. PRICE FOR TRAINING

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

7. INVOICES AND PAYMENT

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

8. FORMAT AND CONTENT OF TRAINING

a. The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.

b. **\*\*If applicable\*\*** For hands-on training courses, there must be a one-to-one assignment of IT equipment to students.

c. The Contractor shall provide each student with a Certificate of Training at the completion of each training course.

d. The Contractor shall provide the following information for each training course offered:

- (1) The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);
- (2) The length of the course;
- (3) Mandatory and desirable prerequisites for student enrollment;
- (4) The minimum and maximum number of students per class;
- (5) The locations where the course is offered;
- (6) Class schedules; and
- (7) Price (per student, per class (if applicable)).

e. For those courses conducted at the ordering activity’s location, instructor travel charges (if applicable), including mileage and daily living expenses (e.g., per diem charges) are governed by Pub. L. 99-234 and FAR Part 31.205-46, and are reimbursable by the ordering activity on orders placed under the Multiple Award Schedule, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA city pair contracts. The Industrial Funding Fee does NOT apply to travel and per diem charges.

9. “NO CHARGE” TRAINING

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

NONE  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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 s within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES

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

3. RESERVED

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 (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.

5. PERFORMANCE OF SERVICES

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

6. 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.

## 7. INSPECTION OF SERVICES

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

## 8. RESPONSIBILITIES OF THE CONTRACTOR

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

## 9. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

## 10. INDEPENDENT CONTRACTOR

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

## 11. 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.

## 12. INVOICES

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

## 13. PAYMENTS

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

## 14. RESUMES

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

## 15. 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.

## 16. 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.

## IT SOFTWARE LICENSES

### *Special Item No. (SIN) 132-33 – Perpetual Software Licenses*

#### **WORKPLACE ARCHITECTS ENTERPRISE EDITION**

Note 1: First year's Annual Support and Maintenance (ASM) is included in all Suites and Webparts

Note 2: Application Templates are included with Suites only.

**Item Number: DEE-05S1**

**Description: WA Developers Suite 2005 Enterprise Edition - Server 1**

Workplace Architects Developers Suite 2005 turns SharePoint® into a true application development platform. The WebParts included in the suite provide the critical capabilities for building complex high-performance applications and includes ready to use Application Templates, such as CRM and Project Management templates. Key capabilities of the suite include cross-site lookup, list relationships, data aggregation, autofill, complex filtering, list form email notification, and custom reporting. All WebParts offered by WA are included in this edition.

Licensed for 1<sup>st</sup> production server with unlimited users and one developer license for internal use only.

**Item Number: DEE-05SN**

**Description: WA Developers Suite 2005 Enterprise Edition - Additional Server(s)**

Same as Item Number: DEE-05S1 for each additional server installed.

**Item Number: DEE-05SB**

**Description: WA Developers Suite 2005 Enterprise Edition - Standby Server**

Same as Item Number: DEE-05S1 for standby mode only. Must have at least Item Number: DEE-05S1 purchased.

#### **WORKPLACE ARCHITECTS SMALL AND MEDIUM ENTERPRISE EDITION**

Note 1: First year's Annual Support and Maintenance (ASM) is included in all Suites and Webparts

Note 2: Application Templates are included with Suites only.

**Item Number: DSMEE-05S1**

**Description: WA Developers Suite 2005 SME Edition**

Workplace Architects Developers Suite 2005 SME Edition turns SharePoint® into a true application development platform. The WebParts included in the suite provide the critical capabilities for building complex high-performance applications and includes ready to use Application Templates, such as CRM and Project Management templates. Key capabilities of the suite include cross-site lookup, list relationships, data aggregation, auto-fill, complex filtering, list form email notification, and custom reporting. SME Edition does not include WA SharePoint® WebParts for SQL or SharePoint® WebParts for Web Services

Licensed for one production server with 100 users and one developer license for internal use only.

**Item Number: DSMEE-EE-05UPG**

**Description: WA SME to Enterprise Edition Upgrade**

Upgrade from Item Number: DSMEE-05S1 to Item Number: DEE-05S1.

## **INDIVIDUAL WEBPARTS PACKAGE** **ENTERPRISE EDITION**

Note 1: First year's Annual Support and Maintenance (ASM) is included in all Suites and Webparts

**Item Number: DVEE-05**

**Description: WA Data Viewer WebParts 2005 Enterprise Edition**

WA List View uncouples the presentation layer from the data and gives you control over the way data is presented. Additionally, it provides the power to aggregate data from multiple lists from various sites into a single view, it has expanded customization capabilities, numeric and next/previous paging, complex filtering, dynamic sorting and multi-level grouping, and calendar views.

**Item Number: LFEE-05**

**Description: WA List Form WebParts 2005 Enterprise Edition**

WA List Form provides an expanded set of capabilities over the Microsoft List Form including parent-child relationships between lists, dependent lists, cross-site lookup field, auto-fill, list item e-mail, and page flow control.

**Item Number: PSEE-05**

**Description: WA Persistent Selector WebParts 2005 Enterprise Edition**

The WA Persistent Selector displays data from a SharePoint® list in a dropdown control. It is persistent because it remembers the last item selected. You can associate Persistent Selectors in different pages with the same data. This is very useful when a user wants to filter data on lists in different pages according to particular criteria without having to reselect the data as the user moves from page to page.

The WA Multi Persistent Selectors combines more than one Persistent Selector into a single WebPart. One Persistent Selector will filter the subsequent Persistent Selector. For example, you can display Project Status in the first Persistent Selector and Projects in the second one. The second persistent selector will only display Projects whose status is selected in the first Persistent Selector.

**Item Number: NAVEE-05**

**Description: WA Navigation WebParts 2005 Enterprise Edition**

The Navigation WebParts are the Cascading Menu WebPart that provides a list-based, centrally managed, security- aware Windows-like cascading menu system, a list-based, centrally managed, security- aware Outlook-like side menu and a parameter-based page redirector.

**Item Number: DISPEE-05**

**Description: WA Display WebParts 2005 Enterprise Edition**

The WA display WebParts include logged in user display, centrally managed page-level help system, and centrally managed on page caption WebPart that provides security sensitive on-page instructions and controls .

**INDIVIDUAL WEBPARTS PACKAGE**  
**SMALL AND MEDIUM ENTERPRISE EDITION**

Note 1: First year's Annual Support and Maintenance (ASM) is included in all Suites and Webparts.

**Item Number: DVSME-05**

**Description: WA Data Viewer WebParts 2005 SME Edition**

Same as Item Number: DVEE-05 but limited to a single server and 100 users.

**Item Number: LFSME-05**

**Description: WA List Form WebParts 2005 SME Edition**

Same as Item Number: LFEE-05 but limited to a single server and 100 users.

**Item Number: PSSME-05**

**Description: WA Persistent Selector WebParts 2005 SME Edition**

Same as Item Number: PSEE-05 but limited to a single server and 100 users.

**Item Number: NAVSME-05**

**Description: WA Navigation WebParts 2005 SME Edition**

Same as Item Number: NAVEE-05 but limited to a single server and 100 users.

**Item Number: DISPSME-05**

**Description: WA Display WebParts 2005 SME Edition**

Same as Item Number: DISPEE-05 but limited to a single server and 100 users.

## IT MAINTENANCE OF SOFTWARE

*Special Item No. (SIN) 132-34 – Maintenance of Software*

### **WORKPLACE ARCHITECTS** **ANNUAL SUPPORT AND MAINTENANCE (ASM)**

**Item Number: ASM-DEE-05S1**

**Description: ASM for WA Developers Suite 2005 Enterprise Edition - Server 1**

ASM is included in the License Fee for Year 1. ASM includes all updates and releases of Enterprise Edition for SharePoint® 2003 and all Workplace Architects application templates as they are released. It provides next-business-day phone and e-mail support for graduates of the Developer and Support Training.

**Item Number: ASM-DEE-05SN**

**Description: ASM for WA Developers Suite 2005 Enterprise Edition - Additional Server**

Same as ASM-DEE-05S1 for each additional server installed.

**Item Number: ASM-DEE-05S1**

**Description: ASM for WA Developers Suite 2005 Enterprise Edition - Standby Server**

Same as ASM-DEE-05S1 for standby mode only. Must have at least Item Number: DEE-05S1 purchased.

**Item Number: ASM-DSMEE-05S1**

**Description: ASM for WA Developers Suite 2005 SME Edition**

ASM is included in the License Fee for Year 1. ASM includes all updates and releases of SME for SharePoint® 2003 and all Workplace Architects application templates as they are released. It provides next-business-day phone and e-mail support for graduates of the Developer and Support Training.

#### **ASM for INDIVIDUAL WEBPARTS**

NOTE 1: Individual WebParts are for SharePoint® 2003. Individual WebParts for SharePoint® 2003 will receive a discount to upgrade to SharePoint® 2007 products.

NOTE 2: ASM includes all updates and releases of the WebPart. It provides next-business-day phone and e-mail support for graduates of the Developer and Support Training.

<b>Item Number</b>	<b>Description</b>
ASM-LVEE-05	ASM for WA List View WebParts 2005 Enterprise Edition
ASM-LFEE-05	ASM for WA List Form WebParts 2005 Enterprise Edition
ASM-PSEE-05	ASM for WA Persistent Selector WebParts 2005 Enterprise Edition
ASM-NAVEE-05	ASM for WA Navigation WebParts 2005 Enterprise Edition
ASM-DISPEE-05	ASM for WA Display WebParts 2005 Enterprise Edition
ASM-DVSME-05	ASM for WA Data Viewer WebParts 2005 SME Edition
ASM-LFSME-05	ASM for WA List Form WebParts 2005 SME Edition
ASM-PSSME-05	ASM for WA Persistent Selector WebParts 2005 SME Edition
ASM-NAVSME-05	ASM for WA Navigation WebParts 2005 SME Edition
ASM-DISPSME-05	ASM for WA Display WebParts 2005 SME Edition

## IT TRAINING COURSES

**Special Item No. (SIN) 132-50 – Training Courses for Information Technology Equipment and Software (FPDS Code U012)**

### WORKPLACE ARCHITECTS DEVELOPER'S TRAINING

**Item Number: GT-DEE-05S1**

**Description: WA Developers Suite 2005 Enterprise Edition Training for Government**

This training ensures the ability to take full advantage of the WA product capabilities. Training entitles end users to full product support. This Item Number is for (2) individuals at the WA training facilities in Denver, CO. All travel and accommodations are to be covered by trainee's organization.

Day 1 Structure and Pages	Day 2 Core 1	Day 3 Core 2	Day 4 Advanced Development
<ul style="list-style-type: none"> <li>• SPS and WSS</li> <li>• Site and List Security</li> <li>• SharePoint Site Structure</li> <li>• SharePoint Administration</li> <li>• WA WebParts Overview</li> <li>• Editing SharePoint page in FrontPage</li> <li>• Customizing WebPart Look and feel with CSS</li> </ul>	<ul style="list-style-type: none"> <li>• WA Page Template</li> <li>• Cascading and Panel Menu</li> <li>• Caption Display and Help Link</li> <li>• Parent-Child Relationship</li> <li>• Implementing List Forms</li> <li>• Implementing List Views</li> <li>• Excel Viewer</li> <li>• Document Libraries and Calendars</li> <li>• Aggregating Data in List View</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced Parent-Child relationship</li> <li>• Flow Control</li> <li>• WA Page Redirector</li> <li>• Site Design</li> </ul>	<ul style="list-style-type: none"> <li>• Performance Architecture</li> <li>• Custom Reporting</li> </ul>

**Item Number: GT-DSMEE-05S1**

**Description: WA Developers Suite 2005 SME Edition Training for Government**

This training ensures the ability to take full advantage of the WA product capabilities. Training entitles end users to full product support. This Item Number is for (1) individual at the WA training facilities in Denver, CO. All travel and accommodations are to be covered by trainee's organization.

**Item Number: GTOS-DEE-05S1**

**Description: WA Developers Suite 2005 Enterprise Edition Training for Government On-Site**

This training ensures the ability to take full advantage of the WA product capabilities. Training entitles end users to full product support. This Item Number is for up to (8) individuals at the client's facility. All travel and accommodations are to be covered by trainee's organization.

# IT PROFESSIONAL SERVICE DESCRIPTIONS

## *Special Item No. (SIN) 132-51 - Information Technology Professional Services*

### **FPDS Code D301**

### **IT Facility Operation and Maintenance**

**Program Management** We provides the full range of program management support services most often as an integral part of the work we are performing but also as an independent task supporting a program office. Our program management expertise extends to configuration management, reliability and maintainability, integrated logistics support, risk management, analysis and reporting, and project oversight and control.

**Project Management** Using PMI methodology we aggressively manage our own projects. We provide Project Management to our clients by attending to the entire project life cycle with a talented core of PMI professionals. We develop the nine knowledge areas and apply them to the five processes PMI uses as the foundation for their methodology.

**Consolidated Service Desk Services** We offer a single point of entry for end users to interface with Information Technology Solutions deployed either at clientele sites or at remote sites. By adopting the ITIL framework (Service Support and Service Delivery) and leveraging CMMI and QM processes, we assist organizations with reducing incident handling costs, improve workflow, enable shared knowledge and build collaboration across IT service delivery functions.

**Information Management** We offer a depth of expertise whether you have an existing information management program or have just begun to realize the potential liability unmanaged records have for your organization. Our experts protect your company by creating acceptable plans for all your records (paper, email, electronic media, digital archives) regardless of their format.

**Technology Training** Custom development of curriculum and manuals for organizationally specific processes or software. We also train to 3rd party curriculum for off the shelf software applications. Emerging technologies tutorial instruction.

### **FPDS Code D302**

### **IT Systems Development Services**

**ERP and CRM Consulting** This service provides for the design and construction of small to large complex projects. These services include creating project processes and business procedures, which encompass business process reengineering. Full lifecycle methodology with multiple approaches using industry or homegrown methodologies is also included. Enterprise Resource Planning (ERP) and Customer Relationship Management (CRM) services include package selection, project management, business process design / re-engineering, system configuration, technical infrastructure support, testing, and training. Identification of data warehousing, mining strategies, and implementation to support decision-making processes is offered. Also provided are web data design and interface applications that provide data quickly and easily to business end users. Systems Development Services include:

- Full Life Cycle Methodology
- Project Management
- Requirements Analysis
- System Design and Analysis
- Software Development
- Configuration Management
- User Interface Design and Development
- Win32 GUI Application Development

**Business Process Redesign** Used in conjunction with the BPA service above, a process once broken into discrete pieces can then be reconstructed to provide the value laden outcome necessary to attain desired objectives. A common understanding of the discrete parts facilitates deconstruction or construction of an organizationally meaningful and responsive new process.

**Business Process Optimization** This service is used to optimize existing business processes. Many companies find themselves with processes that are dated or simply not responsive to current requirements. When budgets don't support a full blown BPA or BPR the Business Process Optimization

offering cost effectively optimizes existing business processes. In stealth mode, BPO techniques help an organization improve productivity non-invasively.

**Application Development** Our software applications professionals design and develop complex database solutions using PowerBuilder, Delphi, Visual Basic, Visual FoxPro, C, Clipper, C++, Oracle, Microsoft SQL in conjunction with of the other COTS applications including FileNet and ECM/Documentum.

**Business Rules Validation** Using proven business rules discovery techniques, we uncover the business rules underlying your structure. Once the rules are codified we validate them against your stated strategic and tactical objectives. Where necessary, adjustments are made to bring consensus to the rules and goals.

**Strategic Alignment Methodology** This is a top down proprietary methodology used to align strategic goals with business processes, workflows, emerging technologies, and business rules.

**FPDS Code D306                      IT Systems Analysis Services**

**Business Process Analysis** Using our proprietary proven methodology we break down the existing processes and determine the effectiveness and value added to achieve strategic organizational objectives. If the process affirms strategic goals, further analysis is done to determine whether step by step redesign is necessary for maximum efficacy.

**Workflow Analysis** Investigation of workflow includes review of authoring, administration, management, and production processes, as well as processes involved in interfacing with other systems. This analysis also helps refine their information management requirements and assists in determining which products will best fit their workflow business requirements.

**FPDS Code D307                      Automated Information Systems Design and Integration Services**

**ECM Design / Implementation** We offer the complete compliment of COTS solutions that assist organizations with the managing of information within their enterprise. Our solutions offer a highly scalable enterprise content and process management platform that allows our clientele to access information from across their enterprise. These solutions provide a flexible and scalable framework for:

- managing content
- automating, streamlining and analyzing business processes
- facilitating collaboration
- ensuring compliance
- simplifying decision-making across business divisions or around the world

**Workflow Design/Implementation** We offer an A-to-Z workflow design/build service. This service includes creation of a workflow reflective of the organizational goals and capabilities, while assuring the right workflow products are evaluated, chosen and implemented.

**FPDS Code D308                      Programming Services**

**Application Development** We will build and deliver the application to fit your exact needs in order to ensure your investment is fully utilized while tracking and measuring change and computing the ROI of each specific incremental functionality added to your business. Rapid creation of multiplatform applications fulfilling the need for e-business compliant solutions. Our experts specialize in the .NET and JAVA frameworks.

**FPDS Code D310                      IT Backup and Security Services**

**Network Engineering** Our network engineers design, implement and manage complex local area and wide area networks including secured communication systems based on using operating systems, such as Windows NT and Novell NetWare. Our staff provides expertise to ensure LAN/WAN systems are secure and free from unauthorized access. Our information security experts are working on sensitive LAN/WAN systems vital to our clientele that relate to Internet, computer, and communications security.

**Document Imaging** We are capable of designing and implementing high capacity document imaging systems to meet rapid storage and retrieval needs for documents, photographs, drawings and other types of printed media. Our organization can design the entire imaging system including scanners, servers, networks, etc. along with the latest technologies being offered today including FileNet, ECM/Documentum and other integrated software packages. Systems can also incorporate the latest workflow software to improve document flow and processing in large organizations.

**Network Infrastructure Analysis** As technology continues to expand and the reliance on the Web, wired, and wireless devices increases, the network infrastructure has never been more critical to your enterprise. Managing your infrastructure can be an overwhelming task as the myriad of technology choices seems endless. We study your existing network infrastructure and equipment to ensure you get the best out of your current investment through intelligent modeling, propagation, software development and other methodologies.

**Network Design** We adhere to a best-of-breed design philosophy in addressing complex network issues such as LAN-WAN architecture, Security, Firewalls, SSL, PGP, VPN, Routers, Switches Connectivity T-1, ISDN, DSL, Cable, Wireless, Mail-POP, IMAP, SMTP, DNS, Cross-Platform issues and methodologies; offering turn-key service to design, build and deploy a total network.

**Network Administration** We maintain and administer your network according to your needs. Either on call to help you troubleshoot special situations or as a full time facilities manager handling hardware failure, helpdesk, software support, or PC Tech issues. We collaboratively craft a Service Level Agreement that mitigates risk and remains cost effective.

**Knowledge Management Consulting** The following breath of services is offered to established clientele attempting to maximize it's intellectual investment into knowledge and technology that separate it from others. This diverse set of service offerings allows clientele to customize their need requirements with a single vendor.

- **Knowledge Audit** This service identifies the knowledge needs and uses in your organization. Who knows, who needs to know, what incents and constrains knowledge flow. Discover the boundaries and knowledge sinks. The deliverable is a document codifying the various tacit and explicit expressions of knowledge and the gaps where more knowledge is needed.
- **Value Network Analysis** A value network is any web of relationships that generates tangible and intangible value through complex dynamic exchanges between two or more individuals, groups, or organizations. Any organization or group of organizations engaged in both tangible and intangible exchanges can be viewed as a value network, whether private industry, government or public sector. Using Verna Allee's Holomapping technique we analyze value exchanges and help a company maximize these exchanges to meet strategic goals.
- **Knowledge Mapping** Using an ethnographical approach, knowledge within your people, processes, and artifacts is discovered, identified, categorized and validated. The knowledge map, an outcome of synthesis, portrays the sources, flows, constraints and sinks (losses or stopping points) of knowledge within an organization.
- **Portal Design/Implementation** Our experts have been at the forefront of portal design architecture and espouse the browser as a single point of access to all corporate information. Whether the need is for an information portal or a knowledge portal we have the competency to architect, design, and deploy a portal meeting all your organizational objectives.
- **KM Tools Evaluation** The market is flooded with tools claiming to be KM Tools. Our expertise in the KM space since 1995 provides us with a view to separate real from Memorex. In this knowledge based economy, use our experience from the trenches to help make the right technology choices to improve knowledge processing.

- **Intangible Asset Valuation** How to value intangibles is a challenge in most companies today. Using a proprietary method we track the inputs and outputs of value exchanges to determine a reasonable market value for intangible knowledge assets often overlooked in traditional analysis.
- **Knowledge Ethos Analysis** Successfully using knowledge to compete in today's environment requires that special care be taken with the ethos or culture of a company. This service uncovers the cultural predisposition for knowledge processing in your entity. Once the knowledge ethos is revealed, options for maximizing knowledge production is possible.
- **Knowledge Processing Evaluation** Using the Knowledge Life Cycle methodology, we differentiate between knowledge processing and business processing. Managing knowledge focuses on knowledge processes not business processes. We evaluate how knowledge is produced and integrated to affirm/deny business processes.

## LABOR CATEGORY DESCRIPTIONS

Commercial Job Title: **Program Manager** FPDS Codes(s): D301, D302, D306, D307, D308, D310, D311, D313, D316, D399

**Education and General Experience:** A Bachelor's degree in Computer Science, or Information Systems Engineering. This position requires twelve years experience. Specialized experience includes: project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in information systems design and/or management.

**Duties/Responsibilities:** Serves as the client's single point of contact. Responsible for formulating and enforcing work standards, assigning schedules, reviewing work discrepancies, supervising personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance and shall not serve in any other capacity under this contract.

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Commercial Job Title: **Project Manager** FPDS Codes(s): D301, D302, D306, D307, D308, D310, D311, D313, D316, D399

**Education and General Experience:** A Bachelor's degree in Computer Science, or Information Systems, Engineering. This position requires a minimum of eight years experience, of which at least five years must be specialized. Specialized experience includes: project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types, and complexity. General experience includes increasing responsibilities in information systems design and/or management.

**Duties/Responsibilities:** Serves as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system). Assists the Program Manager in working with assigned clientele. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

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Commercial Job Title: **Application Engineer** FPDS Codes(s): D302, D306, D307

**Education and General Experience:** Possesses a Bachelor's degree in a management, business, logistics, engineering, computer science, or IT-related field. Position requires a minimum of ten years experience managing or performing software engineering activities, of which at least eight years must be specialized and three (3) of which shall be within the last five (5) years. Specialized experience includes: demonstrated experience working with ADA, SQL, and third/fourth generation languages in the design and implementation of systems and using database management systems. General experience includes increasing responsibilities in software engineering activities. Knowledgeable of applicable standards.

**Duties/Responsibilities:** The Application Engineer analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management. This position requires a Bachelor's degree in Computer Science, or Information Systems.

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Commercial Job Title: **Data Architect** FPDS Codes(s): D302, D306, D307

**Education and General Experience:** Possesses Bachelor s degree in computer sciences, or information systems. Has twelve (12) years of progressive experience in the area of database management, and eight (8) years of which must include management of large scale, complex systems.

**Duties/Responsibilities:** Develop an integrated data strategy and move data from legacy systems to the ERP solutions. This individual will design, develop and manage the various core analytical data models for enterprise wide solutions and its suite of analytical applications based upon developing an understanding of key business requirements and proprietary analytical applications. Working with other members of the enterprise-wide solution team, the Data Architect will identify the appropriate system data flows and data management strategies; design and architect proprietary data marts and data warehouses; and work with applications teams in validating the data models and key metrics and analytics. This position requires an individual with extensive amount of experience in critical understanding of data warehousing and relational database concepts is a must.

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Commercial Job Title: **Test Engineer** FPDS Codes(s): D302, D306, D307, D308, D316

**Education and General Experience:** Possesses a Bachelor's degree in computer science or engineering. At least five years experience in designing and developing analytical data solutions, solid skills in data architecture, data query, analysis, SQL, reporting tools and methodologies.

**Duties/Responsibilities:** Performs assignments in the test arena when provided specific objectives and standards. Establishes and uses appropriate management information feedback systems to review, control, and report on assigned projects. Applies knowledge and experience of test and evaluation in the design, planning, execution, and analysis phases of test programs to assess the performance of systems, subsystems, and equipment.

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Commercial Job Title: **Business Systems Programmer** FPDS Codes(s): D302, D306, D307, D308

**Education and General Experience:** A Bachelor's degree in Computer Science, or Information Systems. This position requires a minimum of six years experience, of which at least three years must be specialized. Specialized experience include: experience as an applications programmer on large-scale database management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Demonstrated ability to work independently or under only general direction.

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

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Commercial Job Title: **Project Director** FPDS Codes(s): D301, D302, D306, D307, D308, D310, D311, D313, D316

**Education and General Experience:** Project Director requires a Bachelor s degree in Computer Science or other related field. The Project Director will have at least fifteen (15) years experience of which a minimum of four-six years must be specialized in managing projects, contracts, funds, and resources for Federal programs. Each post graduate degree equivalent to up to 3 years experience (post graduate study may be substituted for experience) at the rate of 3 credit hours of study for 3 months of experience, up to 36 credit hours. Technical experience shall have been gained in some combination of data communications, network design, and/or operation, repair, systems acquisition, management information systems deployment and operation, help desk operations, software development and support activities.

**Duties/Responsibilities:** Responsible for organizing, directing, and managing the day-to-day operation, support, and maintenance functions at a specific site where work may be assigned to multiple small to medium-sized project or task teams and support personnel. The composition of these multidisciplinary teams may include customer, contractor, and other third party personnel. Task and/or project teams will provide design, development, deployment, and operational support to an extensive and diversified user base. Working in close coordination with the Program Manager, the Project Director will ensure that the performance of all assigned tasks will comply with applicable policies, directives, and regulatory requirements; and that all deliverables and support services will meet or exceed predefined quality standards. Responsible for the direct supervision of assigned task teams, support groups, and project teams. These operational groups may provide system configuration, system operation, help desk, data network administration, computer systems administration, and voice network and infrastructure administration. Other assigned operational groups may provide maintenance and repair, inventory control, asset accountability, and cyber security certification and accreditations. In this role, the Project Director develops operational plans and schedules, implements standard operating procedures, and monitors the performance of all assigned personnel and their assigned business functions. The Project Director coordinates the development of professional training plans and performance evaluation process for each assigned individual. The Project Director will facilitate the interaction and aggressive deployment and implementation of re-engineered business processes and enterprise level business systems between assigned operational groups and other project teams; and will support these activities by gathering, analyzing, and reporting operational statistics and workload metrics. This individual will be directly responsible for providing the Program Manager with input for all contracted deliverables, reports, and reviews.

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Commercial Job Title: **On-Site Program Manager**      FPDS Codes(s): D301, D302, D306,D307,D308, D310, D311, D313, D316

**Education and General Experience:** Program Manager requires a Bachelor s degree in Computer Science or other related field. The Program Manager will have at least eight (8) years of progressive relevant technical experience in computer applications, information technology support, or computer center operations. Technical experience shall have been gained in some combination of data communications, network design, and/or operation, repair, systems acquisition, management information systems deployment and operation, help desk operations, software development and support activities.

**Duties/Responsibilities:** Responsible for organizing, directing, and managing the day-to-day onsite operation, support, and maintenance functions at a specific site where work may be assigned to multiple small to medium-sized project or task teams and support personnel. The composition of these multi-disciplinary teams may include customer, contractor, and other third party personnel. Task and/or project teams will provide design, development, deployment, and operational support to an extensive and diversified user base. Working in close coordination with the Program Director, the Program Manager will ensure that the performance of all assigned tasks will comply with applicable policies, directives, and regulatory requirements; and that all deliverables and support services will meet or exceed predefined quality standards.

Responsible for the in-direct supervision of assigned task teams, support groups, and project teams. These operational groups may provide system configuration, system operation, help desk, data network administration, computer systems administration, and voice network and infrastructure administration. Other assigned operational groups may provide maintenance and repair, inventory control, asset accountability, and cyber security certification and accreditations. In this role, the Project Director develops operational plans and schedules, implements standard operating procedures, and monitors the performance of all assigned personnel and their assigned business functions. The Program Manager coordinates the development of professional training plans and performance evaluation process for each assigned individual.

The On-site Program Manger will facilitate the interaction and aggressive deployment and implementation of re-engineered business processes and enterprise level business systems between assigned operational groups and other project teams; and will support these activities by gathering, analyzing, and reporting operational statistics and workload metrics. This individual will be directly responsible for providing the Program Director with input for all contracted deliverables, reports, and reviews.

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Commercial Job Title: **IM Coordinator/Task Leader** FPDS Codes(s): D301, D302, D306, D307, 308, D310, D311, D313, D316

**Education and General Experience:** A Bachelor's degree in Computer Science, or Information Systems, Engineering. This position requires a minimum of seven years experience, of which at least five years must be specialized. Specialized experience includes: supervision and operations experience on a large-scale computer system, knowledge of hardware, software and operating systems. General experience includes operations experience on a large-scale computer system or a multi-server local area network.

**Duties/Responsibilities:** Manages computer operations. Ensures production schedules are met. Ensures computer system resources are used effectively. Coordinates the resolution of production-related problems. Ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of information technology services. Provides users with computer output. Supervises staff operations.

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Commercial Job Title: **Senior Systems Engineer** FPDS Codes(s): D301, D302, D306, 307, D308, D310, D311, 313, D316

**Education and General Experience:** A Bachelor's degree in Computer Science, or Information Systems. This position requires a minimum of eight years experience, of which at least five years must be specialized. Specialized experience includes: supervision of system engineers, familiar with a network topologies and configurations, X.25, TCP/IP, IPX, Frame Relay, ATM, bridges, routers, hubs and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems. Requires at least 2 certifications in network operating systems. General experience includes increasing responsibilities in systems engineering.

**Duties/Responsibilities:** Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross functional requirements and interfaces. Evaluates analytical and systematical problems of work flows, organization, and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.

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Commercial Job Title: **Applications Systems Analyst/Programmer**

FPDS Codes(s): D301, D302, D306, D307, D308, D310, D311, D313, D316, D399

**Education and General Experience:** A Bachelor's degree in Computer Science, or Information Systems. This position requires a minimum of six years experience, of which at least three years must be specialized. Specialized experience include: experience as an applications programmer on large-scale database management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Demonstrated ability to work independently or under only general direction.

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

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Commercial Job Title: **Service Center Manager** FPDS Codes(s): D301, D302, D316

**Education and General Experience:** A Bachelor's degree in Computer Science, Information Systems, or Engineering. This position requires a minimum of seven years experience, of which at least five years

must specialized. Specialized experience includes: supervision and operations experience on a large-scale computer system, knowledge of hardware, software and operating systems.

**Duties/Responsibilities:** Manages Service Center Operations. Ensures production schedules are met. Ensures computer system resources are used effectively. Coordinates the resolution of production-related problems. Ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of information technology services. Provides users with computer output. Supervises staff operations.

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Commercial Job Title: **Service Center Coordinator** FPDS Codes(s): D301, D302, D316

**Education and General Experience:** A Bachelor's degree in Computer Science, Information System, or Engineering. This position requires a minimum of five years experience, of which at least three years must be specialized. Specialized experience includes: management of Service Centers in a multi-server environment, comprehensive knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and supervision of help desk employees. General experience includes information systems development, network and other work in the client/server field, or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

**Duties/Responsibilities:** Provides daily supervision and direction to staff who are responsible for telephone and in-person support to users in the areas of e-mail, directories, COTS, standard Windows desktop applications, and applications developed or deployed under specific contract. Serves as the subject matter expert for troubleshooting hardware/software PC and printer problems.

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Commercial Job Title: **Service Center Technician** FPDS Codes(s): D301, D302, D316

**Education and General Experience:** A Bachelor's degree in Computer Science, Information Systems, or Engineering. This position requires a minimum of five years experience, of which at least three years must be specialized. Specialized experience includes: knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and experience in supporting a help desk. General experience includes information systems development and other work in the client/server field or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

**Duties/Responsibilities:** Provides telephone and in-person support to users in the areas of e-mail, directories, standard windows desktop COTS applications, and applications developed under this contract for predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.

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Commercial Job Title: **Desktop Manager** FPDS Codes(s): D301, D302, D316

**Education and General Experience:** Requires a Bachelor s degree in Computer Science or other related field. The Desktop Manager will have at least eight years of progressive relevant technical experience in computer applications, information technology support, or computer center operations. Technical experience shall have been gained in some combination of data communications, network design, and/or operation, repair, systems acquisition, management information systems deployment and operation, help desk operations, software development and support activities; Must have at least six years technical management experience and at least two (2) years of experience managing multiple mid-size teams (7 or more) of information technology professionals.

**Duties/Responsibilities:** Responsible for organizing, directing, and managing the day-to-day operation, support, and maintenance functions at a specific site where work may be assigned to multiple small to medium-sized project or task teams and support personnel. The composition of these multidisciplinary teams may include customer, contractor, and other third party personnel. Task and/or project teams will provide design, development, deployment, and operational support to an extensive and diversified user base. Working in close coordination with the Program Manager, the Desktop Manager will ensure that the performance of all assigned tasks will comply with applicable policies, directives, and regulatory

requirements; and that all deliverables and support services will meet or exceed predefined quality standards.

The Desktop Manager will facilitate the interaction and aggressive deployment and implementation of re-engineered business processes and enterprise level business systems between assigned operational groups and other project teams; and will support these activities by gathering, analyzing, and reporting operational statistics and workload metrics. This individual will be directly responsible for providing the Program Manager with input for all contracted deliverables, reports, and reviews. The Desktop Manager is responsible for the direct supervision of assigned task teams, support groups, and project teams. These operational groups may provide system configuration, system operation, help desk, data network administration, computer systems administration, and voice network and infrastructure administration. Other assigned operational groups may provide maintenance and repair, inventory control, asset accountability, and cyber security certification and accreditations. In this role, the Desktop Manager develops operational plans and schedules, implements standard operating procedures, and monitors the performance of all assigned personnel and their assigned business functions. The Desktop Manager coordinates the development of professional training plans and performance evaluation process for each assigned individual.

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Commercial Job Title: **Desktop Engineer**

FPDS Codes(s): D301, D302, D316

**Education and General Experience:** Possess an advanced degree in computer science or information technology. Possess eight (8) years of progressive experience in the installation, maintenance and operation of equipment related to area of technical expertise.

**Duties/Responsibilities:** The Engineer performs board level maintenance and swap out of component parts for ADPE, including PCs, printers, plotters, NIUs, etc. Performs tests to locate problems using diagnostic software and electronic test equipment. Repairs/replaces broken or non-functional parts that prevent proper operation of mechanical devices. Tests ADPE to validate functionality. Installs and/or relocates hardware and software at a designated location and assists users with initial operating instructions. Works independently, with minimal supervision, in assessing complex problems and developing/selecting alternative solutions. Responds to user help calls referred by the help desk or other managers. Diagnoses end-user equipment.

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Commercial Job Title: **Desktop Technician**

FPDS Codes(s): D301, D302, D316

**Education and General Experience:** Possess an advanced degree in computer science or information systems. The Desktop Engineer must possess three (3) years of experience in the installation, maintenance and operation of equipment related to area of technical expertise.

**Duties/Responsibilities:** Installs and upgrades computer hardware and software. The Engineer assists Analysts in Computer Hardware and Software problem resolution: Must have a broad knowledge of the capabilities of the hardware systems to be operated: Must be familiar with all operating procedures. Process a range of scheduled routines. In addition to operating the system and resolving common error conditions, diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g. resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, may deviate from standard procedures if standard procedures do not provide a solution: Refers problems that do not respond to corrective procedures: Performs minor maintenance tasks under the supervision of a Senior Desktop Engineer.

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Commercial Job Title: **Senior Network Engineer**

FPDS Codes(s): D301, D310, D316

**Education and General Experience:** Possess a Bachelor s degree in computer sciences or information systems. Twelve (12) years of experience may substitute for the degree requirements. Has ten (10) years progressive experience performing advanced studies in the planning, design, development, and modification of communications, data network, and hardware systems.

**Duties/Responsibilities:** Conducts research and investigates new, state-of-the-art technology through studies and market surveys. Substantiates findings through product evaluations and demonstrations. Participates with users and management in determining telecommunications, network or systems engineering requirements and configurations. Directs and/or participates in highly complex advanced studies involving one or more technologies and a comparison of cost, efficiency, and reliability of the technologies. Performs highly complex network engineering tasks and system studies. Investigates, interprets, and evaluates highly complex system requirements, and recommends specific modifications and/or areas requiring further study. Plans implementation of enhancements and upgrades to the network; performs studies of network configurations and recommends enhancements; directs the acquisition, installation, and testing of network hardware; and isolates, resolves, or circumvents network problems.

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Commercial Job Title: **Network Engineer**

FPDS Codes(s): D301, D310, D316

**Education and General Experience:** Possess a Bachelor's degree in computer sciences or information systems. Ten (10) years of experience may substitute for the degree requirements. Has eight (8) years progressive experience performing advanced studies in the planning, design, development, and modification of communications, data network, and/or hardware systems.

**Duties/Responsibilities:** Conducts research utilizing state-of-the-art technology. Participates with users and management in determining telecommunications, network or systems engineering requirements and configurations. Participates in complex advanced studies involving one or more technologies and a comparison of cost, efficiency, and reliability of the technologies. Performs complex network engineering tasks and system studies. Investigates, interprets, and evaluates complex system requirements, and recommends specific modifications and/or areas requiring further study. Implements enhancements and upgrades to the network; performs studies of network configurations and recommends enhancements; directs the acquisition, installation, and testing of network hardware; and isolates and resolves network problems.

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Commercial Job Title: **Information Systems Security Consultant** FPDS Codes(s): D301, D310, D316

**Education and General Experience:** A Bachelor's degree in Information Science, Information Systems or Computer Science. This position requires a minimum of ten years experience, of which at least eight years must be specialized experience in defining computer security requirements for high level applications, evaluation of approved security product capabilities, and developing solutions to MLS problems.

**Duties/Responsibilities:** Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs and develops solutions to MLS requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena.

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Commercial Job Title: **Information Systems Security Engineer** FPDS Codes(s): D301, D310, D316

**Education and General Experience:** A Bachelor's degree in Information Science, Information Systems or Computer Science. This position requires a minimum of eight years experience, of which at least six years must be specialized experience in defining computer security requirements for high level applications, evaluation of approved security product capabilities, and developing solutions to MLS problems.

**Duties/Responsibilities:** Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Responsible for the implementation and development of the MLS. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs daily supervision and direction to staff.

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Commercial Job Title: **Information Systems Security Specialist** FPDS Codes(s): D301, D310, D316

**Education and General Experience:** A Bachelor's degree in Information Science, Information Systems, or Computer Science. This position requires a minimum of six years experience, of which at least four years must be specialized experience in defining computer security requirements for high level applications, evaluation of approved security product capabilities, and developing solutions to MLS problems.

**Duties/Responsibilities:** Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses which also includes risk assessment.

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Commercial Job Title: **Webmaster** FPDS Codes(s): D301, D302, D316

**Education and General Experience:** An Associate's degree is required. This position requires a minimum of three years experience, of which at least two years must be specialized. Specialized experience includes: preparing web pages for Internet and/or Intranet or Extranet applications. General expertise pertaining to all aspects of web page development and implementation. Demonstrated ability to work independently or under only general direction.

**Duties/Responsibilities:** Develops web page content based on interviews and other data provided; utilizes web page authoring system(s) to create layouts and coding. Applies HTML, Javascript, ActiveX and other state-of-the art tools to create dynamic web page designs.

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Commercial Job Title: **Graphics Specialist** FPDS Codes(s): D301, D302, D316

**Education and General Experience:** A high school diploma and a minimum of two years experience in office administration and developing graphic/artistic presentations for publications and documents (preferably technical documentation). At minimum, one year of specialized experience using commercial automated word processing (e.g., WordPerfect, Word), graphics systems (e.g., PowerPoint, Corel Draw, Harvard Graphics, Freelance), and desktop publishing systems (e.g., Page Maker, Quark, Ventura). Demonstrated ability to work under only general direction.

**Duties/Responsibilities:** Creates publication cover designs, hand drawn and computer-generated illustrations and graphics including tables, charts, logos and other artwork. Performs page layout for technical documents, newsletters, brochures, posters and other types of documents. Produces camera-ready copy in hard copy and/or electronic format for printing.

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Commercial Job Title: **Database Management Specialist** FPDS Codes(s): D301, D302, D308, D311

**Education and General Experience:** A Bachelor's degree in Computer Science, or Information Systems. This position requires a minimum eight years experience, of which at least six years must be specialized. Specialized experience includes: demonstrated experience with DBMS design and system analysis, current operating systems software internals and data manipulation languages. General experience includes increasing responsibilities in the development and maintenance of data base systems.

**Duties/Responsibilities:** Manages the development of data base projects. Plans and budgets staff and data base resources. When necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on data base management systems (DBMS) concepts. Provides daily supervision and direction to support staff.

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Commercial Job Title: **Database Programmer** FPDS Codes(s): D301, D302, D308, D311

**Education and General Experience:** Possess a Bachelor's degree in computer sciences or information systems. Has seven (7) years of progressive experience in the area of database management.

**Duties/Responsibilities:** Performs a broad range of tasks associated with the design, implementation and operation of database management systems. Uses own knowledge and information supplied relative to the technical or administrative aspects of the program to perform and/or support system analysis and design activities. Implements system designs; tests, troubleshoots and maintains installed systems; performs data retrieval; develops and implements user training; provides user on-line support; prepares system related documentation; develops/supports system enhancements; designs database applications using specific programs. Participates in meetings, design reviews, briefings, etc.; identifies and reports on issues or related problems and potential risks; recommends risk mitigation actions. Works independently, under general guidelines set by supervisor, modifies and/or adapts techniques and standard approaches to solve moderately difficult problems encountered. The DB Programmer performs requirements gathering, design, programming, testing, documentation and implementation of applications. Required knowledge of information systems and related system concepts for effective development and deployment of software modules. The Programmer also participates in all phases of software development with emphasis on the design, coding, testing, documentation and acceptance phases. Interviews customers on requirements and provides guidance, problem solving expertise and training to other database programmers/analyst.

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Commercial Job Title: **Project Administrator** FPDS Codes(s): D301, D302, D306, D307, D308, D310, D311, D313, D316, D399

**Education and General Experience:** Possess an associate's degree. Six (6) years of experience may substitute for the degree requirements. Has five (5) years experience performing routine administrative support such as preparing reports, helping with schedules, preparing plans, typing, etc.

**Duties/Responsibilities:** Prepares and coordinates schedules to complete proposals, conduct task order reviews, prepare briefings, and ensure contract deliverables. Maintains computer-based files, implements executive commitments, and supervises administrative staff.

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Commercial Job Title: **Project Control Specialist** FPDS Codes(s): D301, D302, D306, D307, D308, D310, D311, D313, D316, D399

**Education and General Experience:** A Bachelor's degree in Computer Science or Information Systems. This position requires a minimum of eight years experience, of which five must be specialized. Must demonstrate the ability to work independently or under only general direction.

**Duties/Responsibilities:** Directs all financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, which would require a report and recommend solutions. Develops work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff.

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Commercial Job Title: **Information Management Manager** FPDS Codes(s): D301, D311

**Education and General Experience:** A Bachelor's degree in business management with an emphasis in information and records management or other related discipline. This position requires a minimum of 15 years experience, of which 8 must be specialized in Federal records management programs. Must demonstrate the ability to work independently and manage a staff.

**Duties/Responsibilities:**

This position is to provide overall management and direction to ECM/RMA systems. This position is also responsible for design, management and maintenance of a centralized active records area as well as a centralized inactive records center. The incumbent will direct a bi-annual shipment of client records to the regional records center for clientele. The position is responsible for designing and managing ECM/RMA program that follows standards and guidelines established by the National Archives and Records Administration (NARA), the General Services Administration (GSA), and the other Federal client requirements.

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Commercial Job Title: **Information Management Technician** FPDS Codes(s): D301, D311

**Education and General Experience:** An associates degree in business management, records management or other related discipline. This position requires a minimum of three years experience, of which two must be specialized. Must demonstrate the ability to work independently or under the direction of the Information Management Manager.

**Duties/Responsibilities:** This position is to provide support primarily in the document preparation, scanning, and indexing of records to be added to ECM systems. This position is also responsible for maintaining a centralized active records area as well as a centralized inactive records center. The incumbent will oversee and conduct a bi-annual shipment of client records to the regional records center for clientele. The position is responsible for assisting the records management program follows standards and guidelines established by the National Archives and Records Administration (NARA), the General Services Administration (GSA), and the other Federal client requirements.

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Commercial Job Title: **Enterprise Knowledge Management Architect** FPDS Codes(s): D399

**Education and General Experience:** Bachelor's degree in Information Technology. A minimum of 10 years experience, 5 of which must be specialized in Knowledge Management. Specialized experience draws from a wide range of disciplines and technologies including but not limited to Cognitive Science, Expert Systems, Artificial Intelligence, Knowledge Management Systems, Business Process Improvement, Workflow, Process Modeling and Analysis, Process Simulation, Functional Economic Analyses, Computer-Supported Collaborative Work (GroupWare), Change Management, Data Administration/Standardization, Library and Information Science, Technical Communications, Document Management, Decision Support Systems, Computer User Interface Design, Computer Science, Semantic Networks, Relational and Object Databases, and Organizational Development.

**Duties/Responsibilities:** Broad and expert knowledge of planning, conducting and directing Knowledge Management efforts. In-depth knowledge of DoD policies, processes, and procedures related to KM and related disciplines and technologies (see Introduction section for list). Expert skills in working closely with high ranking officials in order to gain support for and evolve the KM Program through shared resources, techniques and partnerships. Expert knowledge of Federal contracting to manage large KM, and related technological projects for KM. In-depth and current understanding of planned KM trends, standards, approaches and tools. Expert skills in project management to be applied to large, critical and complex projects. In-depth and expert understanding of the trends and characteristics of the industrial base that supports KM, and information systems. Expert writing skills to justify and acquire resources to accomplish projects. Expert marketing and strategic planning skills to accomplish departmental technology transfer. Skills in writing business/process documentation, developing models and graphics and making oral presentations to senior officials, conferences, and task forces. Expertise in facilitation of high-level group analytic sessions to include skills in resolving conflicts and achieving consensus.

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Commercial Job Title: **Knowledge Management Consultant** FPDS Codes(s): D399

**Education and General Experience:** Bachelor's degree in Information Technology or related field. Minimum of 8 years experience, 5 of which should be in Knowledge Management. Has executed Knowledge Management Strategies and led multi-disciplinary efforts to expand governmental KM initiatives. Planned, directed and coordinated resource requirements, organizational requirements, and leadership requirements to successfully implement KM in government. Developed business performance measures and consulted with stakeholders on KM pilots, initiatives, communities of practices, best practices and culture change initiatives.

**Duties/Responsibilities:** Ensures that the KM effort is structured, created, implemented and maintained with the goal of meeting or exceeding stated organizational strategic objectives. Leverages IT in building a structure to take advantage of technology using IT as an enabler. Develops the organization to manage knowledge in order to improve knowledge discovery, knowledge creation, knowledge processing, and knowledge integration. Communicates complex information orally and in writing. Develops project analysis and results, and articulates results to senior management officials within and outside the organization. Maintains a positive relationship with clients within and outside the organization.

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Commercial Job Title: **Knowledge Management Analyst**

FPDS Codes(s): D399

**Education and General Experience:** Bachelor's degree in Information Technology or related field. Minimum of 5 years experience, 3 of which should be in Knowledge Management. Has reviewed market trends and technology changes and recommended specific functionality and appropriate technology investments to management. Provided content through inter-connections and relationships with research, academic, governmental, and business organizations. Has evaluated the effectiveness of these systems using standard business measures and ROI techniques.

**Duties/Responsibilities:** Executes Knowledge Management strategies as directed by management. Develops business performance metrics to measure KM pilots, initiatives, communities of practices, best practices and culture change initiatives. Able to write effectively to communicate complex ideas to non-technical personnel. Must develop user guides and other training material to communicate the Knowledge Management vision to the end user community. Evangelize the use of collaborative "knowledge worker" tools to achieve strategic KM objectives as directed. Plans, directs and coordinates resources to implement the overall KM strategy at an operational level.

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Commercial Job Title: **Knowledge Management Specialist**

FPDS Codes(s): D399

**Education and General Experience:** Bachelor's degree in Information Technology or related field. Minimum of 3 years experience, 1 of which should be in Knowledge Management. Has a general understanding of and passion for a career in KM. Entry level technical skill set with a basic comprehension of the KM field. Exhibited an ability to take direction and willingness to receive mentoring. Knowledge of word processing applications, HTML and Web, strong troubleshooting skills, proficient with computing environments, good communication skills, good interpersonal skills, ability to work with minimal supervision, and ability to work in a team environment.

**Duties/Responsibilities:** Takes direction to implement the necessary hardware and software to achieve the organizational KM objectives. Must have the ability to work closely with the customer in order to understand their KM requirements and assist them in providing a solution. Identify and prioritize business critical knowledge for use in the knowledge initiatives of the organization. Ability to demonstrate product features, functions, operating and support requirements for customers, partners and internal staff. Communicate with clients to assess training program effectiveness and to determine required improvements or future training needs. Test and troubleshoot hardware and software in support of the KM effort.

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**STI Technologies, Inc.**  
**GSA Pricing**  
**SIN 132-33**

<b>Workplace Architects Product Designations and List Prices</b>		
<b>NOTE: These product are for SharePoint 2003</b>		
	<b>Description</b>	<b>Net</b>
<b>Item Number</b>	<b>SUITE - ENTERPRISE EDITION</b>	<b>GSA Rate</b>
DEE-05S1	WA Developers Suite 2005 Enterprise Edition - Server 1	12,845.63
DEE-05SN	WA Developers Suite 2005 Enterprise Edition - Additional Server	10,276.50
DEE-05SB	WA Developers Suite 2005 Enterprise Edition – Standby Server	2,055.30
	<b>SUITE SME EDITION</b>	
DSMEE-05S1	WA Developers Suite 2005 SME Edition	5,576.00
DSMEE-EE-05UPG	WA SME to Enterprise Edition Upgrade	7,279.19
	<b>INDIVIDUAL WEBPARTS PACKAGE - ENTERPRISE EDITION</b>	
DVEE-05	WA Data Viewer WebParts 2005 Enterprise Edition	5,138.25
LFEE-05	WA List Form WebParts 2005 Enterprise Edition	5,138.25
PSEE-05	WA Persistent Selector WebParts 2005 Enterprise Edition	1,712.75
NAVEE-05	WA Navigation WebParts 2005 Enterprise Edition	1,712.75
DISPEE-05	WA Display WebParts 2005 Enterprise Edition	856.38
	<b>INDIVIDUAL WEBPARTS PACKAGE – SME EDITION</b>	
DVSME-05	WA Data Viewer WebParts 2005 SME Edition	2,569.13
LFSME-05	WA List Form WebParts 2005 SME Edition	2,569.13
PSSME-05	WA Persistent Selector WebParts 2005 SME Edition	856.38
NAVSME-05	WA Navigation WebParts 2005 SME Edition	856.38
DISPSME-05	WA Display WebParts 2005 SME Edition	428.19

**STI Technologies, Inc.**  
**GSA Pricing**  
**SIN 132-34**

<b>Workplace Architects Product Designations and List Prices</b>		
<b>NOTE: These product are for SharePoint 2003</b>		
	<b>Description</b>	
<b>Item Number</b>	<b>ANNUAL SUPPORT AND MAINTENANCE (ASM)</b>	<b>Net GSA Rate</b>
ASM-DEE-05S1	ASM for WA Developers Suite 2005 Enterprise Edition - Server 1	2,569.13
ASM-DEE-05SN	ASM for WA Developers Suite 2005 Enterprise Edition - Additional Server	2,055.30
ASM-DEE-05SB	ASM for WA Developers Suite 2005 Enterprise Edition - Standby Server	2,055.30
ASM-DSMEE-05S1	ASM for WA Developers Suite 2005 SME Edition	1,113.29
ASM-DVEE-05	ASM for WA Data Viewer WebParts 2005 Enterprise Edition	1,027.65
ASM-LFEE-05	ASM for WA List Form WebParts 2005 Enterprise Edition	1,027.65
ASM-PSEE-05	ASM for WA Persistent Selector WebParts 2005 Enterprise Edition	342.55
ASM-NAVEE-05	ASM for WA Navigation WebParts 2005 Enterprise Edition	342.55
ASM-DISPEE-05	ASM for WA Display WebParts 2005 Enterprise Edition	171.28
ASM-DVSME-05	ASM for WA Data Viewer WebParts 2005 SME Edition	513.83
ASM-LFSME-05	ASM for WA List Form WebParts 2005 SME Edition	513.83
ASM-PSSME-05	ASM for WA Persistent Selector WebParts 2005 SME Edition	171.28
ASM-NAVSME-05	ASM for WA Navigation WebParts 2005 SME Edition	171.28
ASM-DISPSME-05	ASM for WA Display WebParts 2005 SME Edition	85.64

**STI Technologies, Inc.**  
**GSA Pricing**  
**SIN 132-50**

<b>Workplace Architects Product Designations and List Prices</b>		
<b>NOTE: These product are for SharePoint 2003</b>		
	<b>Description</b>	<b>Net</b>
<b>Item Number</b>	<b>SUITE - ENTERPRISE EDITION</b>	<b>GSA Rate</b>
GT-DEE-05S1	WA Developers Suite 2005 Enterprise Edition Training for Government	2,569.13
GTOS-DEE-05S1	WA Developers Suite 2005 Enterprise Edition Training for Government On-Site	11,989.25
GT-DSMEE-05S1	WA Developers Suite 2005 SME Edition Training for Government	1,284.56

**STI Technologies, Inc.**  
**GSA Pricing**  
**SIN 132-51**

Job Title	Net GSA Rate
<b>Program Management</b>	
Program Manager	\$ 101.14
Project Manager	\$ 82.75
<b>Operations Management Support</b>	
Project Director	\$ 87.35
On-site Program Manager	\$ 78.16
Application Engineer	\$ 87.35
Data Architect	\$ 89.19
Test Engineer	\$ 84.59
Business Systems Programmer	\$ 77.24
IM Coordinator/ Task Leader	\$ 68.96
<b>Systems Support</b>	
Senior Systems Engineer	\$ 89.19
Application Systems Analyst Programmer	\$ 86.43
<b>Service Center Support</b>	
Service Center Manager	\$ 76.32
Service Center Coordinator	\$ 62.53
Service Center Technician	\$ 38.62
Desktop Manager	\$ 49.65
Desktop Engineer	\$ 45.05
Desktop Technician	\$ 36.78
<b>Network Administrative Support</b>	
Senior Network Engineer	\$ 50.57
Network Engineer	\$ 44.14
<b>Information Systems Security / Assurance</b>	
Information Systems Security Consultant	\$ 91.95
Information Systems Security Engineer	\$ 87.35
Information Systems Security Specialist	\$ 55.17

<b>Web Development Graphics Support</b>	
Webmaster	\$ 45.97
Graphics Specialist	\$ 41.38
<b>Database Management Support</b>	
Database Management Specialist	\$ 69.88
Database Programmer	\$ 76.32
<b>Operations Support</b>	
Project Administrator	\$ 36.78
Project Control Specialist	\$ 44.14
Information Management Manager	\$ 68.96
Information Management Technician	\$ 32.18
<b>Knowledge Management Support</b>	
Enterprise Knowledge Management Architect	\$ 137.92
Knowledge Management Consultant	\$ 101.14
Knowledge Management Analyst	\$ 78.16
Knowledge Management Specialist	\$ 55.17