

**Authorized Federal Supply Service
Information Technology Schedule Pricelist
General purpose Commercial Information Technology
Equipment, Software and Services**

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 D313 Computer Aided Design/Computer Aided
Manufacturing (CAD/CAM) Services
FPDS Code D316 IT Network Management Services
FPDS Code D399 Other Information Technology Services, Not
Elsewhere Classified**

**INTECS International, Inc.
5500 Cherokee Avenue, Suite 410
Alexandria, Virginia 22312-2321
<http://www.intecs.com>**

Contract No: GS-35F-0100K

Period Covered by Contract: NOV 18, 1999 thru NOV 17, 2004

**General Services Administration
Federal Supply Service**

**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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Information for Ordering Offices

SPECIAL NOTICE TO AGENCIES:

Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal in the Federal Supply Schedules Program. To enhance Small Business Participation SBA 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 micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA *Advantage!*TM on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA *Advantage!*TM and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

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

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

- 1. Geographic Scope of Contract:** The geographic scope of the contract is the 48 contiguous states and the District of Columbia.
- 2. INTECS' Ordering Address and Payment Information:**

INTECS International, Inc.
5500 Cherokee Avenue
Suite 410
Alexandria, Virginia 22312-2321

Contractors are required to accept the Government purchase card for payment equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will not be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer will be shown on the invoice.

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

Technical/Ordering Assistance: Rick Toobin, (703) 916-8888, ext. 114

Contracts Administration: Christopher Wist, (703) 916-8888, ext. 108

Billing/Invoicing: Vicki Nguyen, (703) 916-8888, ext. 118

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

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

- Block 9: G. Order/Modification Under Federal Schedule
- Block 16: INTECS' Data Universal Numbering System (DUNS): 62-270-2942
- Block 30: Type of Contractor – Small Disadvantaged Business
- Block 31: Woman-Owned Small Business – Yes
- Block 36: INTECS' Taxpayer identification Number (TIN) – 54-1495700

4.a. Cage Code: OP499

5. FOB: Destination

6. Delivery Schedule:

a. Time of delivery. INTECS shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

Special Item Number (SIN)	Delivery Time (Days ARO)
132-51	10 Business Days

b. Urgent Requirements: When the federal supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact INTECS for the purpose of obtaining accelerated delivery. INTECS shall reply to the inquiry within 3 working days after receipt. (Telephonic replies shall be confirmed by INTECS in writing). If INTECS offers an accelerated delivery time acceptable to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

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

- a. Prompt Payment: None; NET: 30 days ARO
- b. Quantity: None
- c. Dollar Volume: None
- d. Government Educational Institutions: Government Educational Institutions are offered the same discounts as all other Government customers.
- e. Other: None

8. Trade Agreements Act of 1979, as amended: (Does not apply)

9. Statement Concerning Availability of Export Packing: (Does not apply)

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

11. Maximum Order: Special Item 132-51 – Information Technology Professional Services. The maximum dollar value per order will be \$500,000 for all Information Technology Professional Services.

12. Use of Federal Supply Service Information Technology Schedule Contracts:

NOTE: For SIN 132-51 IT Professional Services, all non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be ordered separately.

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

- a. Orders placed at or below the micro-purchase threshold:** Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- b. Order exceeding the micro-purchase threshold but not exceeding the maximum order threshold:** Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule

Contractors and selecting the delivery and other options available under the schedule that meets the agency's need. In selecting the supply or service representing the best value, the ordering office may consider –

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

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

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

Note: For orders exceeding the maximum order threshold, INTECS 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 procedure in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with INTECS to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times..

e. Price reductions: In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or

service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended to an individual agency for a specific order.

- f. Small Business:** For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement
- g. Documentation:** Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement is in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's need.

13. Federal Information Technology/Telecommunication Standards Requirements:

Federal departments and agencies acquiring products from this Schedule must comply with the provisions of the Federal Standards program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with federal Information Processing Standards (FIPS) or federal Telecommunication Standards (FED-STDA), which are cited by ordering offices, shall be responded to promptly by INTECS.

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 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-STDA) 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-STDA should be obtained from the GSA, Federal Supply Service,

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

14. **Security Requirements:** In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements. such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is less.
15. **Contract Administration for Ordering Offices:** Any ordering office, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (1) termination for the government's convenience, and (m) Termination for Cause.
16. **GSA Advantage!** *GSA Advantage!* is an on-line, interactive electronic information and ordering system that provides on-line access to vendor's schedule prices with ordering information. *GSA Advantage!* will allow the user to perform various searches across all contracts including, but not limited to:
 - a. Manufacturer;
 - b. Manufacturer's Part Number; and
 - c. 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 Incidental, Non-Schedule Items:** For administrative, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreements (BPA) or an individual order, provided that the items are clearly labeled as such on the order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

18. Contractor Commitments, Warranties and Representation:

- 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 INTECS.

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

19. Overseas Activities: Not applicable

20. Year 2000 Warranty – Commercial Supply Items: As used in this clause, “Year 2000 compliant” means, with respect to information technology, that the information technology accurately processes date/time data (including, but not limited to, calculating, comparing and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000, and leap year calculations, to the extent that other information technology used in combination with the information technology being acquired, properly exchanges date/time data with it.

INTECS warrants that each hardware, software, and firmware product delivered under this contract shall be able to accurately process date time data (including, but not limited to, calculating, comparing, and sequencing) from, into and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by INTECS, provided that all products (e.g. hardware, software, firmware) used in combination with products properly exchange date data with it. If the contract requires that specific listed products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those listed products as a system. The duration of this warranty and the remedies available under this warranty shall include repair or replacement of any product whose non-compliance is discovered and made known to INTECS in writing within ninety (90) days after acceptance (installation is considered acceptance). INTECS may offer an extended warranty to the Government to include repair or replacement of any product whose non-compliance is discovered and made known to INTECS in writing at any time prior to June 1, 2000, or for a period of 6 months following acceptance (installation is considered acceptance) whichever is later. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

21. Blanket Purchase Agreements (BPAs): Federal Acquisition Regulation (FAR) 13.201 (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 program is authorized in accordance with FAR 13.202 (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.

- 22. Contractor Team Arrangements:** Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency requirements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. See the additional information regarding Contractor Team Arrangements in this Schedule Pricelist.

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

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact Steve Hatcher, 703-916-8888, shatcher@intecs.com, fax 703-916-8908.

**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE
(Insert Customer Name)**

In the spirit of the Federal Acquisition Streamlining Act ___(Agency)___ and INTECS International, Inc. enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract No. GS-35F-0100K.

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

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

Signatures

AGENCY

DATE

CONTRACTOR

DATE

**(AGENCY NAME)
BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number GS-35F-0100K Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

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

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

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULE/DATES
_____	_____
_____	_____

- (3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.
- (4) This BPA does not obligate any funds.
- (5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.
- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.
- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
 - (b) Contract Number;
 - (c) BPA Number;
 - (d) Model Number or National Stock Number (NSN);
 - (e) Purchase Order Number;
 - (f) Date of Purchase;
 - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
 - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Service contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

- The customer identifies their requirements
- Federal Supply Schedule Contractors may individually meet the 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.

**Terms and Conditions Applicable to Information Technology (IT)
Professional Services (Special Item Number 132-51)**

1. Scope:

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

2. Ordering Procedures:

a. Procedures for IT professional services priced on GSA schedule at hourly rates:

- (1) FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for IT professional services (SIN 132-51) that are priced on schedule at hourly rates. These special ordering procedures which are outlined herein take precedence over the procedures in FAR 8.404.
- (2) The GSA has determined that the rates for IT professional services contained in this pricelist are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.
- (3) When ordering IT professional services ordering offices shall:
 - (i) Prepare a Request for Quotation
 - (A) A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
 - (B) A request for quotation should be prepared which includes the performance-based statement of work and requests the contractors submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A

firm-fixed price order shall be requested, unless the ordering office makes a determination that it is possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor hour and time-and-material offers.

- (C) The request for quotation may request the contractors, if necessary or appropriate, submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.
- (D) The request for quotation shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph 2.2.1.3.2 below, the request for quotations shall notify the contractors that will be the case.

(ii) Transmit the Request for Quotation to Contractors

- (A) Based upon an initial evaluation of catalogs and pricelists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 13-51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINS as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that

will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

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

- (iii) Evaluate proposals and select the contractor to receive the order:

After responses have been evaluated against the factors identified in the request for quotation, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

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

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

- (A) Single BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

- (B) Multiple BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in paragraph 2.2.1.3.2 above, and then place the order with the schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.
- (ii) Review BPAs periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.
- (5) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
- (6) When the ordering office's requirement involves both products as well as IT professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's needs.
- (7) The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document evaluation of schedule contractors' proposals that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.
- b. Ordering Procedures for other services available on schedule at fixed prices for specifically defined services or tasks.

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

- (1) Orders placed at or below the micro-purchase threshold:** Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
 - (2) Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold:** Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the service offered under MAS contracts by using the “GSA *Advantage!*” on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency’s needs. In selecting the service representing the best value, the ordering office may consider (a) special features of the service that are required in effective program performance and that are not provided by a comparable service; and (b) past performance.
 - (3) Orders exceeding the maximum order threshold:** Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to the following procedures in paragraph 2.2.2, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall:
 - (i) Review additional Schedule Contractors’ catalogs/pricelists or use the “GSA *Advantage!*” on-line shopping service.
 - (ii) Based on the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
 - (iii) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.
- NOTE:** For orders exceeding the maximum order threshold, the contractor may:
- (A) 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);
 - (B) Offer the lowest price available under the contract; or
 - (C) Decline the order (orders must be returned in accordance with FAR 52.216-19)
- (4) Blanket Purchase Agreements (BPAs):** The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to

establish accounts with contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

- (5) **Price Reductions:** In addition to the circumstances outlined in paragraph 2.2.2.3, above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.
- (6) **Small Business:** For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.
- (7) **Documentation:** Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

3. Order:

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

4. Performance of Services:

- a. INTECS shall commence performance of services on the date agreed to by the Contractor and the ordering office.

- b. INTECS agrees to render services only during normal working hours, unless otherwise agreed to by INTECS and the ordering office.
 - c. The Agency should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
 - d. Any INTECS travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all INTECS travel. Contractors cannot use GSA city pair contracts.
- 5. Inspection of Services:** The inspection of Services-Fixed Price (AUG 1996) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection-Time-and-Materials and Labor-Hour (JAN 1986) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.
- 6. Responsibilities of the Contractor:** INTECS shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character.
- 7. Responsibilities of the Government:** Subject to security regulations, the ordering office shall permit INTECS access to all facilities necessary to perform the requisite IT Services.
- 8. Independent Contractor:** All IT Services performed by INTECS under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the Government.
- 9. 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 successor or assignee of the Contractor.
- An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed Government contract, without some restriction on activities by the Contractor and its affiliates, may either (1) result in an unfair competitive advantage to the Contractor or its affiliates or (2) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

- b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.
- 10. Invoices:** INTECS, upon completion of the work ordered, shall submit invoices for IT services. Progress payments may be authorized by the ordering office on individual orders if appropriate. Progress payments shall be base upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.
- 11. Payments:** For firm-fixed price orders the Government shall pay INTECS, upon submission of proper invoices or vouchers, the prices stipulated in this contract for services rendered and accepted. Progress payments shall be made only when authorized in the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232.7 applies to labor-hour orders placed under this contract.
- 12. Resumes:** Resumes shall be provided to the GSA Contracting Officer or the user agency upon request.
- 13. Incidental Support Costs:** Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering agency in accordance with the guidelines set forth in the FAR.
- 14. Approval of Subcontracts:** The ordering activity may require 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.
- 15. Description of IT Services and Pricing:** Descriptions of services and corresponding labor categories for personnel who will perform the services are shown on the following pages.

INTECS LABOR CATEGORY QUALIFICATIONS

0001: Commercial Job Title: ADP Security Specialist I

Minimum/General Experience: Four (4) years technical experience which applies to Information System audits, adhering to standards and using common procedures and techniques in the performance of a security audit.

Functional Responsibility: Assists in the development and modification of security accreditation documentation.

Minimum Education: Bachelor's Degree in Engineering, Computer Science, Information Technology, Physical Sciences or equivalent.

0002: Commercial Job Title: ADP Security Specialist II

Minimum/General Experience: Six (6) years experience related to identifying and evaluating user requirements, risks, exposures and controls in specific applications during the system development or acquisition phase.

Functional Responsibility: Advises and assists in the developing, implementing, and administering effective security programs. Evaluates security accreditation documentation.

Minimum Education: Bachelor's Degree in Engineering, Computer Science, Information Technology, Physical Sciences or equivalent.

0003: Commercial Job Title: ADP Security Specialist III

Minimum/General Experience: Eight (8) years experience as Designated Approval Authority for security accreditation of ADP resources. Analyzing and evaluating the policies, access controls, management and organizational structures, operating procedures, and control environments of departments processing information on computer systems

Functional Responsibility: Reviews all safeguard procedures to measure the effectiveness of the total system security. Reviews and approves Memorandum's of Agreement, monitors their implementation and execution.

Minimum Education: Bachelor's Degree in Engineering, Computer Science, Information Technology, Physical Sciences or equivalent.

0004: Commercial Job Title: Computer Operator I

Minimum/General Experience: Two (2) years experience performing a wide variety of computer resource management functions in support of computer operations. Diagnosing system problems, analyzing system performance and performing system tuning.

Functional Responsibility: Coordinates with the Help Desk to resolve customer problems. Performs account maintenance functions to include creation and deletion of user accounts. Performs system backups and restorations as required.

Minimum Education: High School Diploma or equivalent.

0005: Commercial Job Title: Computer Operator II

Minimum/General Experience: Six (6) years experience performing a wide variety of computer resource management functions in support of computer operations. Managing system accounts, diagnosing system problems, analyzing system performance and performing system tuning.

Functional Responsibility: Coordinates with the Help Desk to resolve customer problems. Monitors and records hardware, software, and communications performance indicators.

Minimum Education: Associates Degree in Computer Science, Electrical Engineering, Electronics Engineering or Mathematics, or equivalent .

0006: Commercial Job Title: Configuration Management Specialist I

Minimum/General Experience: Three (3) years experience defining, maintaining, and/or operating databases.

Functional Responsibility: Under supervision, provides hardware and/or software configuration management support.

Minimum Education: High School Diploma or equivalent

0007: Commercial Job Title: Configuration Management Specialist II

Minimum/General Experience: Eight (8) years experience defining, maintaining, and/or operating databases and providing supervision to junior personnel.

Functional Responsibility: May act as lead in providing Configuration or Data Management, and Data Quality Assurance and Quality Control support.

Minimum Education: Bachelor's Degree in Operations Research, Information Systems, Logistics or equivalent.

0008: Commercial Job Title: Data Entry Clerk I

Minimum/General Experience: Two (2) years experience performing data entry and verification of numeric and text characters using contemporary ADP key entry devices and software systems. Logging and reporting problems, inconsistency and data errors to supervising personnel.

Functional Responsibility: Under supervision, provides data entry support .

Minimum Education: High School Diploma or equivalent plus two (2) years of typing experience of which one (1) year is with computerized word processing, data entry forms, or similar systems.

0009: Commercial Job Title: Data Entry Clerk II

Minimum/General Experience: Four (4) years experience performing data entry and verification of numeric and text characters using contemporary ADP key entry devices and software systems. Logging and reporting problems, inconsistency and data errors.

Functional Responsibility: Providing data entry support. May act as lead in supervising data entry personnel.

Minimum Education: High School Diploma or equivalent plus four (4) years of typing experience.

0010: Commercial Job Title: Hardware/Software Installation Technician I

Minimum/General Experience: Three (3) years experience conducting site surveys, assessing and documenting current site configuration and user requirements. Preparing drawings documenting site configuration changes.

Functional Responsibility: Under supervision and with specific direction, prepares site installation and test reports. Configures systems, communications devices, and peripheral equipment. Installs network hardware/software. Builds specialized interconnecting cables.

Minimum Education: High School Diploma or equivalent.

0011: Commercial Job Title: Hardware/Software Installation Technician II

Minimum/General Experience: Five (5) years experience conducting site surveys, assessing and documenting current site configuration and user requirements, and installing new configurations.

Functional Responsibility: Analyzes existing requirements and prepares specifications for hardware/software acquisitions. Prepares engineering plans and site installation Technical Design Packages. Develops hardware/software installation schedules. Prepares drawings documenting configuration changes at each site. Trains site personnel in proper use of hardware/software. Builds specialized interconnecting cables. May act as lead in supervision of junior personnel.

Minimum Education: High School Diploma or equivalent.

0012: Commercial Job Title: Information Engineer I

Minimum/General Experience: Two (2) years experience analyzing business practice and workflow software and design specifications for information process activities.

Functional Responsibility: Under supervision, develops block diagrams and logic flow charts. Translates detailed design into application software. Tests, debugs, and refines the application software to produce the required product. Prepares required documentation, including both program-level and user-level documentation.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline, or equivalent.

0013: Commercial Job Title: Information Engineer II

Minimum/General Experience: Four (4) years experience analyzing complex information system requirements. Designing software tools and subsystems to support software reuse and domain analyses and managing their implementation.

Functional Responsibility: . Manages software development and support using formal specifications, data flow diagrams, entity relationship diagrams, other accepted design techniques and system engineering tools. Provides input to estimate software development costs and schedule.

Minimum Education: A Bachelor's degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline, or equivalent.

0014: Commercial Job Title: Information Engineer III

Minimum/General Experience: Six (6) years experience applying business process improvement practices to re-engineering methodologies/principles and business process modernization projects.

Functional Responsibility: Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems.

Minimum Education: A Bachelor's Degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline, or equivalent.

0015: Commercial Job Title: Network Engineer I

Minimum/General Experience: Three (3) years experience conducting site surveys, assessing and documenting current site configuration and user requirements.

Functional Responsibility: Under supervision and with specific direction, prepares drawings documenting configuration changes at each site. Prepares site installation and test reports. Configures systems, communications devices, and peripheral equipment. Installs network hardware/software. Builds specialized interconnecting cables.

Minimum Education: High School Diploma or equivalent.

0016: Commercial Job Title: Network Engineer II

Minimum/General Experience: Six (6) years experience conducting site surveys, assessing and documenting current site configuration and user requirements.

Functional Responsibility: Under supervision, prepares drawings documenting configuration changes at each site. Prepares site installation and test reports. Configures systems, communications devices, and peripheral equipment. Installs network hardware/software.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, Information Technology, MIS, Physical Sciences or equivalent.

0017: Commercial Job Title: Network Engineer III

Minimum/General Experience: Eight (8) years experience performing network engineering tasks which are broad in nature and are concerned with the design and implementation of integrated networks, including personnel, hardware, software and support facilities and/or equipment.

Functional Responsibility: May act as lead and supervise team of Network Engineers through project completion. Responsible for major technical/engineering projects of higher complexity and importance than those normally assigned to lower level engineers. Coordinates the activities of Network Engineers and Network Technicians assigned to specific network engineering projects.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, Information Technology, MIS, Physical Sciences or equivalent.

0018: Commercial Job Title: Network Technician I

Minimum/General Experience: Two (2) years experience performing a variety of network engineering tasks that are broad in nature and are concerned with the design and implementation of integrated networks, including hardware, software and support facilities and/or equipment.

Functional Responsibility: Works under supervision in the engineering and implementation of network designs.

Minimum Education: Bachelor's Degree in computer science or related discipline, or equivalent.

0019: Commercial Job Title: Network Technician II

Minimum/General Experience: Four (4) years experience in a variety of network engineering tasks which are broad in nature, including design and implementation of integrated networks, hardware, software and support facilities and/or equipment.

Functional Responsibility: Supervises junior personnel in the engineering and implementation of network designs.

Minimum Education: Bachelor's Degree in computer science or related discipline, or equivalent.

0020: Commercial Job Title: Operations Engineer I

Minimum/General Experience: Two (2) years experience performing computer system analysis, testing, operations or systems management.

Functional Responsibility: Under supervision, provides operation and systems management support to simulation systems.

Minimum Education: High School diploma or equivalent.

0021: Commercial Job Title: Operations Engineer II

Minimum/General Experience: Four (4) years experience in computer system analysis, testing, operations, or systems management.

Functional Responsibility: Provides operation and systems management support to simulation systems. Understands simulation hardware configurations, simulation capabilities, and limitations and constraints of simulation programs.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, Operations Research, Information Systems or other relevant discipline, or equivalent.

0022: Commercial Job Title: Program Manager I

Minimum/General Experience: Four (4) experience handling contractual matters and serving as a liaison between the Customer Representative and corporate management.

Functional Responsibility: Provides administrative oversight, plans, organizes and controls the overall activities of the project (management, technical work, quality of work, schedule, and costs associated with various tasks under the contract). Ensures that all activities conform to the terms and conditions of the contract.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline, or equivalent.

0023: Commercial Job Title: Program Manager II

Minimum/General Experience: Eight (8) years experience handling contractual matters and serving as a liaison between the Customer Representative and corporate management.

Functional Responsibility: Provides administrative oversight, plans, organizes and controls the overall activities of the project (management, technical work, quality of work, schedule, and costs associated with various tasks under the contract). Ensures that all activities conform to the terms and conditions of the contract.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline, or equivalent.

0024: Commercial Job Title: Program Manager III

Minimum/General Experience: Ten (10) years experience handling contractual matters and serving as a liaison between the Customer Representative and corporate management.

Functional Responsibility: Provides administrative oversight, plans, organizes and controls the overall activities of the project (management, technical work, quality of work, schedule, and costs associated with various tasks under the contract). Ensures that all activities conform to the terms and conditions of the contract.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline, or equivalent.

0025: Commercial Job Title: Project Control Specialist

Minimum/General Experience: Two (2) years experience directing all financial management and administrative activities such as budgeting, manpower and resource planning, and financial reporting.

Functional Responsibility: Develops work breakdown structures, prepares charts, tables, graphics, and diagrams to assist in analyzing problems. Performs complex evaluations of existing procedures, processes, and techniques related to management problems or contractual issues that would require a report and recommended solutions.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Accounting or other related discipline, or equivalent.

0026: Commercial Job Title: Project Manager

Minimum/General Experience: Four (4) years experience managing complex task orders and assisting the Program Manager in working with the Customer's Representative, management personnel and customer agency representatives.

Functional Responsibility: Serves as the lead, responsible for the overall management of the specific task order and insures solutions and schedule are implemented in a timely manner.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline, or equivalent.

0027: Commercial Job Title: Quality Assurance Specialist I

Minimum/General Experience: Two (2) years experience planning and implementing QA programs to verify product design and development to requirements and specifications.

Functional Responsibility: Assists in the implementation of QA programs to ensure products satisfy system specifications.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or other related discipline, or equivalent.

0028: Commercial Job Title: Quality Assurance Specialist II

Minimum/General Experience: Four (4) years experience in a wide range of both hardware and software QA activities.

Functional Responsibility: Provides supervision in planning and implementing QA programs to verify design and development meet client requirements and specifications.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline, or equivalent.

0029: Commercial Job Title: Research Analyst I

Minimum/General Experience: Two (2) years experience analyzing existing and potential product and service information, prospective customers and markets.

Functional Responsibility: Collates information into meaningful reports and presentation material. Maintains any technical information in a systems library.

Minimum Education: Associate's Degree in business or related field, or equivalent.

0030: Commercial Job Title: Research Analyst II

Minimum/General Experience: Four (4) years experience applying appropriate operations research modeling techniques to problems that model input, output, and logical flow in sufficient detail for programming.

Functional Responsibility: Monitors the mathematical and programming aspects of a project for adherence to the objectives of the model. Adheres to principles, theories, procedures, and techniques of cost analysis and modeling.

Minimum Education: Bachelor's Degree in Business, Accounting, Economics or other related discipline, or equivalent.

0031: Commercial Job Title: Software Engineer I

Minimum/General Experience: Two (2) years experience designing, developing, testing and evaluating software solutions based upon client requirements.

Functional Responsibility: Under supervision, uses Commercial off the Shelf (COTS) and Computer Aided Software Engineering (CASE) tools as required. Develops technical documentation detailing the project design parameters.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, MIS, Information Technology or equivalent.

0032: Commercial Job Title: Software Engineer II

Minimum/General Experience: Four (4) years experience engineering software solutions based upon client requirements.

Functional Responsibility: Acting independently, makes use of commercially available or custom Computer Aided Software Engineering (CASE) tools as required. Engineers software solutions based upon client requirements. Uses commercially available or custom Computer Aided Software Engineering (CASE) tools as required. Develops technical documentation detailing the project design parameters.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, MIS, Information Technology or equivalent.

0033: Commercial Job Title: Software Engineer III

Minimum/General Experience: Six (6) years experience engineering software solutions based upon client requirements.

Functional Responsibility: Acting as lead, manages projects that make use of commercially available or custom Computer Aided Software Engineering (CASE) tools as required. Develops technical documentation detailing the project design parameters.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, MIS, Information Technology or equivalent.

0034: Commercial Job Title: System Engineer I

Minimum/General Experience: Two (2) years experience in systems engineering planning; performance management; capacity planning, testing and validation; benchmarking. Supports a Systems Engineer, as required.

Functional Responsibility: Under supervision, analyzes and develops technical documentation detailing the integration and system performance.

Minimum Education: Bachelor's Degree in Engineering, Computer Science, Information Technology, Physical Sciences or equivalent.

0035: Commercial Job Title: System Engineer II

Minimum/General Experience: Four (4) years experience defining and executing systems engineering activities within a project.

Functional Responsibility: Independently performs systems engineering planning; performance management; capacity planning, testing and validation; benchmarking; information engineering, as required.

Minimum Education: Bachelor's Degree in Engineering, Computer Science, Information Technology, Physical Sciences or equivalent.

0036: Commercial Job Title: System Engineer III

Minimum/General Experience: Six (6) years experience defining and executing systems engineering activities.

Functional Responsibility: Acts as the lead, performs systems engineering planning; performance management; capacity planning, testing and validation; benchmarking; information engineering, as required. Develops and staffs a systems engineering management plan. Supports other Sr. Systems Engineers and Program Managers, as required. Analyzes and develops technical documentation detailing the integration and system performance. Coordinates the activities of Systems Engineers and Jr. Systems Engineers assigned to specific systems engineering projects.

Minimum Education: Bachelor's Degree in Engineering, Computer Science, Information Technology, Physical Sciences or equivalent.

0037: Commercial Job Title: System Programmer I

Minimum/General Experience: Two (2) years experience in support of the maintenance and operating efficiency of a system.

Functional Responsibility: Works under supervision to monitor, modify, design, code and test systems performance.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, MIS, Information Technology or equivalent.

0038: Commercial Job Title: System Programmer II

Minimum/General Experience: Four (4) years experience supporting the activities of a Sr. Programmer. Analyzing performance indicators such as system's response time and number of programs being processed to ensure operational efficiency.

Functional Responsibility: Works independently to design, code, install, and maintain appropriate systems software programs. Trains users in applications programming and other user personnel in the use of systems software and related hardware.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, MIS, Information Technology or equivalent.

0039: Commercial Job Title: System Programmer III

Minimum/General Experience: Six (6) years experience designing, coding, installing, and maintaining systems software.

Functional Responsibility: Acts as lead with management review of end results. Continually assesses the performance of appropriate software systems to identify and correct problems which impact operation efficiency and work quality. Ensures the maintenance of software systems documentation.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, MIS, Information Technology or equivalent.

0040: Commercial Job Title: Systems Administrator I

Minimum/General Experience: Two (2) years experience in the performance of systems administration functions.

Functional Responsibility: Under supervision performs system backup/recovery, basic software management, security management, library management, operating computer systems, sizing, performance, tuning, hardware/software troubleshooting, and resource allocation.

Minimum Education: High School Diploma or equivalent.

0041: Commercial Job Title: Systems Administrator II

Minimum/General Experience: Four (4) years experience in the performance of systems administration functions.

Functional Responsibility: Under general direction supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, MIS, Information Technology or equivalent.

0042: Commercial Job Title: Systems Administrator III

Minimum/General Experience: Six (6) years experience in the performance of systems administration functions.

Functional Responsibility: Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, MIS, Information Technology or equivalent.

0043: Commercial Job Title: Systems Analyst I

Minimum/General Experience: Two (2) years experience performing systems analysis of computer and communications/network systems.

Functional Responsibility: Under supervision, supports the installation of computer operating systems, network, and application software, and computer/network hardware. Provides hotline support to customers. Develops technical documentation detailing the installation procedures. May perform other duties, as assigned.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline, or equivalent.

0044: Commercial Job Title: Systems Analyst II

Minimum/General Experience: Four (4) years experience performing systems analysis of computer and communications/network systems.

Functional Responsibility: Acting independently, performs systems installation of computer operating systems, network, and applications software, and computer/network hardware. Oversees hotline support to customers. Analyzes and develops technical documentation detailing the installation procedures.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline, or equivalent.

0045: Commercial Job Title: Systems Analyst III

Minimum/General Experience: Six (6) years experience performing systems analysis of computer and communications/networks systems.

Functional Responsibility: Acts as a lead in the installation of computer operating systems, network, and application software. Manages hotline support to customers. Analyzes and develops technical documentation detailing the installation procedures.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline, or equivalent.

0046: Commercial Job Title: Systems Operator I

Minimum/General Experience: Two (2) years experience monitoring and supporting computer systems operations.

Functional Responsibility: Coordinates input, output, and file media. Distributes output and controls computer operation that may be mainframe, mini, or client/server based.

Minimum Education: High School Diploma or equivalent.

0047: Commercial Job Title: Systems Operator II

Minimum/General Experience: Four (4) years experience performing a wide variety of computer resource management functions in support of computer operations.

Functional Responsibility: Coordinates with Help Desk to resolve user problems. Helps minimize the impact of service interruptions by initiating recovery processes. Monitors and records hardware, software, and communications performance indicators/utilization.

Minimum Education: High School Diploma or equivalent.

0048: Commercial Job Title: Technical Support Specialist I

Minimum/General Experience: Three (3) years experience providing support to end users on a variety of technical issues, identifying, researching, and resolving technical problems.

Functional Responsibility: Under supervision, serves as the initial point of contact for troubleshooting hardware/software, PC, and printer problems. Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and custom developed applications.

Minimum Education: High School diploma or equivalent.

0049: Commercial Job Title: Technical Support Specialist II

Minimum/General Experience: Four (4) years experience providing support to end users on a variety of technical issues, identifying, researching, and resolving technical problems.

Functional Responsibility: Under supervision, provides daily supervision and direction to staff who are responsible for phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and custom applications.

Minimum Education: High School diploma or equivalent.

0050: Commercial Job Title: Technical Writer I

Minimum/General Experience: Two (2) years experience in the use of general purpose word processing software.

Functional Responsibility: Under supervision, creates a variety of documents including operational procedures, user's guides, status reports, trip reports, meeting minutes, briefing slides, file setup and maintenance, classified material, handling and storage procedures, and reproduction/publishing techniques.

Minimum Education: High School Diploma or equivalent plus two (2) years of typing experience of which one (1) year is with computerized word processing, data entry forms, or similar systems.

0051: Commercial Job Title: Technical Writer II

Minimum/General Experience: Four (4) years experience in the preparation of information resources obtained from original authors and authoring original material based on interviews of subject matter specialists.

Functional Responsibility: Works independently or provides supervision of staff. Conducts intensive reviews of manuscripts and suites of documents for audience appeal,

consistency, and production feasibility. Applies techniques for desktop and print-shop publication, and electronic information presentation and management such as hypertext design and creation, or supporting interactive support of audio, video, and animated information.

Minimum Education: Bachelors Degree in English, Journalism, or equivalent.

0052: Commercial Job Title: Training Specialist I

Minimum/General Experience: Two (2) years experience preparing instructor materials (course outline, background material, and training aids).

Functional Responsibility: Under supervision, Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops and seminars.

Minimum Education: Bachelor's Degree in Education, English, Sciences or equivalent with specialized experience in the techniques and methodologies of instruction.

0053: Commercial Job Title: Training Specialist II

Minimum/General Experience: Four (4) years experience preparing instructor materials (course outline, background material, and training aids) and conducting research necessary to develop and revise training courses.

Functional Responsibility: Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor and student materials. Trains personnel by conducting formal classroom courses, workshops and seminars.

Minimum Education: Bachelor's Degree in Education, English, Sciences or equivalent with specialized experience in the techniques and methodologies of instruction.

**INTECS PRICE LIST FOR INFORMATION TECHNOLOGY SERVICES
 AT HOURLY RATES
 CONTRACTOR SITE**

		11/18/99 To 11/17/00	11/18/00 To 11/17/01	11/18/01 To 11/17/02	11/18/02 To 11/17/03	11/18/03 To 11/17/04
	Labor Category					
0001	ADP Security Specialist I	54.85	56.49	58.19	59.93	61.73
0002	ADP Security Specialist II	62.78	64.66	66.60	68.60	70.65
0003	ADP Security Specialist III	73.10	75.29	77.55	79.87	82.27
0004	Computer Operator I	43.49	44.80	46.14	47.52	48.95
0005	Computer Operator II	84.75	87.29	89.91	92.61	95.38
0006	Configuration Management Specialist I	42.91	44.19	45.52	46.88	48.29
0007	Configuration Management Specialist II	69.19	71.26	73.40	75.60	77.87
0008	Data Entry Clerk I	26.60	27.40	28.22	29.07	29.94
0009	Data Entry Clerk II	33.57	34.58	35.61	36.68	37.78
0010	Hardware/Software Installation Technician I	34.31	35.34	36.40	37.50	38.62
0011	Hardware/Software Installation Technician II	42.27	43.53	44.84	46.19	47.57
0012	Information Engineer I	51.55	53.10	54.69	56.33	58.02
0013	Information Engineer II	59.37	61.15	62.99	64.88	66.82
0014	Information Engineer III	73.10	75.29	77.55	79.87	82.27
0015	Network Engineer I	39.26	40.44	41.65	42.90	44.19
0016	Network Engineer II	40.80	42.03	43.29	44.59	45.93
0017	Network Engineer III	43.38	44.69	46.03	47.41	48.83
0018	Network Technician I	39.26	40.44	41.65	42.90	44.19
0019	Network Technician II	51.55	53.10	54.69	56.33	58.02
0020	Operations Engineer I	39.53	40.71	41.93	43.19	44.49
0021	Operations Engineer II	59.29	61.07	62.90	64.79	66.73
0022	Program Manager I	63.95	65.86	67.84	69.88	71.97
0023	Program Manager II	104.86	108.00	111.24	114.58	118.02
0024	Program Manager III	167.79	172.82	178.01	183.35	188.85
0025	Project Control Specialist I	32.43	33.40	34.40	35.43	36.49
0026	Project Manager	73.89	76.11	78.39	80.75	83.17
0027	Quality Assurance Specialist I	38.33	39.48	40.66	41.88	43.14
0028	Quality Assurance Specialist II	41.07	42.30	43.57	44.88	46.22
0029	Research Analyst I	40.48	41.70	42.95	44.24	45.57
0030	Research Analyst II	57.03	58.74	60.50	62.32	64.19
0031	Software Engineer I	51.55	54.13	56.83	59.68	62.66
0032	Software Engineer II	59.37	62.34	65.46	68.73	72.17
0033	Software Engineer III	73.10	76.75	80.59	84.62	88.85

	(Contractor Site Rates – continued)	11/18/99 To 11/17/00	11/18/00 To 11/17/01	11/18/01 To 11/17/02	11/18/02 To 11/17/03	11/18/03 To 11/17/04
	Labor Category					
0034	System Engineer I	53.36	54.96	56.61	58.31	60.06
0035	System Engineer II	65.25	67.21	69.22	71.30	73.44
0036	System Engineer III	82.73	85.21	87.76	90.40	93.11
0037	System Programmer I	50.57	52.08	53.65	55.25	56.91
0038	System Programmer II	76.37	78.66	81.02	83.45	85.95
0039	System Programmer III	85.78	88.36	91.01	93.74	96.55
0040	Systems Administrator I	35.24	36.30	37.39	38.51	39.67
0041	Systems Administrator II	40.80	42.03	43.29	44.59	45.93
0042	Systems Administrator III	43.38	44.69	46.03	47.41	48.83
0043	Systems Analyst I	51.55	53.10	54.69	56.33	58.02
0044	Systems Analyst II	59.37	61.15	62.99	64.88	66.82
0045	Systems Analyst III	85.78	88.36	91.01	93.74	96.55
0046	Systems Operator I	29.23	30.11	31.01	31.94	32.90
0047	Systems Operator II	35.99	37.07	38.18	39.33	40.51
0048	Technical Support Specialist I	28.46	29.32	30.20	31.10	32.03
0049	Technical Support Specialist II	59.37	61.15	62.99	64.88	66.82
0050	Technical Writer I	39.95	41.15	42.39	43.66	44.97
0051	Technical Writer II	57.03	58.74	60.50	62.32	64.19
0052	Training Specialist I	53.89	55.51	57.17	58.89	60.65
0053	Training Specialist II	74.13	76.36	78.65	81.01	83.44

**INTECS PRICE LIST FOR INFORMATION TECHNOLOGY SERVICES
 AT HOURLY RATES
 GOVERNMENT SITE**

	Labor Category	11/18/99 To 11/17/00	11/18/00 To 11/17/01	11/18/01 To 11/17/02	11/18/02 To 11/17/03	11/18/03 To 11/17/04
0001	ADP Security Specialist I	35.98	37.06	38.17	39.32	40.50
0002	ADP Security Specialist II	41.18	42.42	43.69	45.00	46.35
0003	ADP Security Specialist III	47.95	49.39	50.87	52.40	53.97
0004	Computer Operator I	28.53	29.39	30.27	31.18	32.11
0005	Computer Operator II	55.59	57.26	58.98	60.75	62.57
0006	Configuration Management Specialist I	28.15	28.99	29.86	30.76	31.68
0007	Configuration Management Specialist II	45.39	46.75	48.15	49.60	51.08
0008	Data Entry Clerk I	17.45	17.97	18.51	19.07	19.64
0009	Data Entry Clerk II	22.02	22.68	23.36	24.06	24.79
0010	Hardware/Software Installation Technician I	22.51	23.19	23.88	24.60	25.34
0011	Hardware/Software Installation Technician II	27.73	28.56	29.42	30.30	31.21
0012	Information Engineer I	33.82	34.83	35.88	36.95	38.06
0013	Information Engineer II	38.95	40.12	41.32	42.56	43.84
0014	Information Engineer III	47.95	49.39	50.87	52.40	53.97
0015	Network Engineer I	25.76	26.53	27.32	28.14	28.99
0016	Network Engineer II	26.77	27.57	28.40	29.25	30.13
0017	Network Engineer III	28.46	29.31	30.19	31.10	32.03
0018	Network Technician I	25.76	26.53	27.32	28.14	28.99
0019	Network Technician II	33.82	34.83	35.88	36.95	38.06
0020	Operations Engineer I	25.93	26.71	27.51	28.33	29.18
0021	Operations Engineer II	38.90	40.06	41.26	42.50	43.78
0022	Program Manager I	41.95	43.21	44.50	45.84	47.21
0023	Program Manager II	68.79	70.85	72.98	75.17	77.42
0024	Program Manager III	110.07	113.38	116.78	120.28	123.89
0025	Project Control Specialist I	21.27	21.91	22.57	23.24	23.94
0026	Project Manager	48.48	49.93	51.43	52.97	54.56
0027	Quality Assurance Specialist I	25.15	25.90	26.68	27.48	28.30
0028	Quality Assurance Specialist II	26.94	27.75	28.58	29.44	30.32
0029	Research Analyst I	26.56	27.36	28.18	29.02	29.89
0030	Research Analyst II	37.41	38.53	39.69	40.88	42.11
0031	Software Engineer I	33.82	35.51	37.28	39.15	41.11
0032	Software Engineer II	38.95	40.90	42.94	45.09	47.34
0033	Software Engineer III	47.95	50.35	52.87	55.51	58.29

	(Government Site Rates – continued)	11/18/99 To 11/17/00	11/18/00 To 11/17/01	11/18/01 To 11/17/02	11/18/02 To 11/17/03	11/18/03 To 11/17/04
	Labor Category					
0034	System Engineer I	35.00	36.05	37.14	38.25	39.40
0035	System Engineer II	42.80	44.09	45.41	46.77	48.18
0036	System Engineer III	54.27	55.90	57.57	59.30	61.08
0037	System Programmer I	33.17	34.17	35.19	36.25	37.34
0038	System Programmer II	50.10	51.60	53.15	54.74	56.39
0039	System Programmer III	56.28	57.96	59.70	61.49	63.34
0040	Systems Administrator I	23.12	23.81	24.53	25.26	26.02
0041	Systems Administrator II	26.77	27.57	28.40	29.25	30.13
0042	Systems Administrator III	28.46	29.31	30.19	31.10	32.03
0043	Systems Analyst I	33.82	34.83	35.88	36.95	38.06
0044	Systems Analyst II	38.95	40.12	41.32	42.56	43.84
0045	Systems Analyst III	56.28	57.96	59.70	61.49	63.34
0046	Systems Operator I	19.18	19.75	20.35	20.96	21.58
0047	Systems Operator II	23.61	24.32	25.05	25.80	26.57
0048	Technical Support Specialist I	18.67	19.23	19.81	20.40	21.01
0049	Technical Support Specialist IV	69.47	71.55	73.70	75.91	78.19
0050	Technical Writer I	26.21	27.00	27.81	28.64	29.50
0051	Technical Writer II	37.41	38.53	39.69	40.88	42.11
0052	Training Specialist I	35.35	36.41	37.51	38.63	39.79
0053	Training Specialist II	48.63	50.09	51.59	53.14	54.74