

**GSA Schedule 70**  
**Authorized Information Technology Schedule**  
**Labor Category Descriptions and Price List**  
**General Purpose Commercial Information Technology**  
**Equipment, Software and Services**

**Special Item No: 132-34 Maintenance of Software as a Service**

**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 D316	IT Network Management Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified



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## 1.0 INTRODUCTION

GSA Schedule 70 proposed Labor Categories (LCAT) descriptions are contained in this section. Each LCAT lists the commercial labor category name, minimum experience, functional responsibility and minimum educational requirements. Allowable educational substitutions for stated LCAT educational requirements are as follows:

- A Master's degree in an appropriate discipline will be considered equivalent to two (2) years of relevant experience. A doctoral or Ph.D. degree in an appropriate discipline will be considered equivalent to four (4) years of relevant experience.
- Eight (8) years for non- IT Analyst Series, and six (6) years for the IT Analyst Series, of relevant experience for the position will be considered equivalent to a bachelor's degree.
- Four (4) years for non- IT Analyst Series, and three (3) years for the IT Analyst Series, of relevant experience for the position will be considered equivalent to an associate degree.
- Six (6) years for non- IT Analyst Series, and five (5) years for the IT Analyst Series, of relevant experience for the position will be considered equivalent to a bachelor's degree, when combined with relevant, non-introductory and non-survey training totaling 60 Continuing Education Credits (CEU).
- Three (3) years for non- IT Analyst Series, and two (2) year for the IT Analyst Series, of relevant experience for the position will be considered equivalent to an associate degree.
- Five (5) years for non- IT Analyst Series, and four (4) years for the IT Analyst Series, of relevant experience for the position will be considered equivalent to a bachelor's degree, when combined with an LCAT-relevant Cisco, Microsoft, Information Assurance or Project Management certification.
- Two (2) years for non- IT Analyst Series, and one (1) year for the IT Analyst Series, of relevant experience for the position will be considered equivalent to an associate degree, when combined with an LCAT-relevant Cisco, Microsoft, Information Assurance or Project Management certification.
- In the support labor categories, an appropriate Bachelors' degree will be considered equivalent to two (2) years of general experience. In the support labor categories, an appropriate Associates degree will be considered equivalent to one (1) year of general experience.
- An accredited bachelor's or master's degree not listed or not considered equivalent will be counted as one (1) year of relevant experience; an accredited Ph.D. degree not listed or not considered equivalent will be counted as (2) two years of relevant experience.
- There is no education substitution for a Ph.D.

## 2.0 LABOR CATEGORIES

### 2.1 COMMERCIAL LCAT: PROGRAM MANAGER

**Minimum General Experience:** 15 years

**Functional Responsibility:** The Program Manager (PM) is the most senior of the series and has responsibility for more than one project or has responsibility for a very large project. The PM provides direct supervision for technical and non-technical staff and serves as the company's authorized interface with the Government Contracting Officer (CO), the Contracting Officer's Technical Representative (COTR), government management personnel and customer agency representatives. The PM manages technical and non-technical teams providing day-to-day management of contract support operations and planning and production of contract deliverables.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, Communications or engineering field and Program Management Professional (PMP) or equivalent certification.

### 2.2 COMMERCIAL LCAT: TECHNICAL PROJECT MANAGER

**Minimum General Experience:** 10 years

**Functional Responsibility:** The Technical Project Manager (TPM) provides project management functions including technical leadership, quality assurance and decision-oriented recommendations. The TPM may be responsible for more than one project. The TPM serves as the acting Program Manager when the Program Manager is not available and interfaces with the government management personnel and customer agency representatives. The TPM provides day-to-day management of technical projects and organizes, directs, and coordinates the planning and production of project deliverables.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, Communications or engineering field and Program Management Professional (PMP) or equivalent certification.

### 2.3 COMMERCIAL LCAT: ADMINISTRATIVE PROJECT MANAGER

**Minimum General Experience:** 10 years

**Functional Responsibility:** The Administrative Project Manager (APM) supports contracts that require no technical leadership, provides status, progress reporting while providing an administrative connection between onsite contractor staff and a contractor's home office. The APM supports program management activities, reporting activities and preparation and submission of deliverables.

**Minimum Education:** Bachelor's Degree in Information Technology related field

### 2.4 COMMERCIAL LCAT: TASK LEADER

**Minimum General Experience:** 6 years

**Functional Responsibility:** The Task Leader ensures that personnel assigned to a task complete the task successfully on schedule. The Task Leader provides assignments and supervision for the personnel working on a task and is responsible for verifying progress and reporting the task

status management. The Task Leader ensures that progress is continually being made according to schedule and assists task members overcome issues to remain on schedule.

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, Communications, Engineering or related field.

## **2.5 COMMERCIAL LCAT: PROJECT CONTROL ANALYST**

**Minimum General Experience:** 2 years

**Functional Responsibility:** The Project Control Analyst (PCA) provides project control by using a scheduling tool to create project schedules. The PCA creates project plans, identifies the schedule critical path, performs dependency analysis, assists in allocating resources, supports baseline management, status monitoring, and related project management activities.

**Minimum Education:** Bachelor's Degree in Computer Science, Information Systems, Communications, Engineering or related field.

## **2.6 COMMERCIAL LCAT: ASSOCIATE SCIENTIST/ENGINEER/SYSTEMS ANALYST**

**Minimum General Experience:** 1 year

**Functional Responsibility:** The Associated Scientist, Engineer or System Analyst provides services in support of Information Technology (IT) systems, engineering services and activities related to IT operational needs and IT facility maintenance, modification and remediation and equipment repair. Provide research and development support services for IT systems to include requirements analysis and logistical elements requiring engineering support.

**Minimum Education:** Bachelor's Degree in engineering, math, or science field.

## **2.7 COMMERCIAL LCAT: INTERMEDIATE I SCIENTIST/ENGINEER/SYSTEMS ANALYST**

**Minimum General Experience:** 3 years

**Functional Responsibility:** The Intermediate I Scientist, Engineer or System Analyst provides services in support of Information Technology (IT) systems, engineering services and activities related to IT operational needs and IT facility maintenance, modification and remediation and equipment repair. Provide research and development support services for IT systems to include requirements analysis and logistical elements requiring engineering support.

**Minimum Education:** Bachelor's Degree in engineering, math, or science field.

## **2.8 COMMERCIAL LCAT: INTERMEDIATE II SCIENTIST/ENGINEER/SYSTEMS ANALYST**

**Minimum General Experience:** 5 years

**Functional Responsibility:** The Intermediate II Scientist, Engineer or System Analyst provides services in support of Information Technology (IT) systems, engineering services and activities related to IT operational needs and IT facility maintenance, modification and remediation and equipment repair. Provide research and development support services for IT systems to include requirements analysis and logistical elements requiring engineering support.

**Minimum Education:** Bachelor's Degree in engineering, math, or science field.

## **2.9 COMMERCIAL LCAT: SENIOR CERTIFIED SCIENTIST/ENGINEER/SYSTEMS ANALYST**

**Minimum General Experience:** 10 years

**Functional Responsibility:** The Certified Scientist, Engineer or System Analyst provides services in support of Information Technology (IT) systems, engineering services and activities related to IT operational needs and IT facility maintenance, modification and remediation and equipment repair. Provide research and development support services for IT systems to include requirements analysis and logistical elements requiring engineering support.

**Minimum Education:** Bachelor's Degree in engineering, math, or science field and relevant professional certification.

## **2.10 COMMERCIAL LCAT: SENIOR II SCIENTIST/ENGINEER/SYSTEMS ANALYST**

**Minimum General Experience:** 15 years

**Functional Responsibility:** The Certified Scientist, Engineer or System Analyst provides services in support of Information Technology (IT) systems, engineering services and activities related to IT operational needs and IT facility maintenance, modification and remediation and equipment repair. Provide research and development support services for IT systems to include requirements analysis and logistical elements requiring engineering support. As necessary, provides oversight, supervision and task assignments for assigned personnel.

**Minimum Education:** Bachelor's Degree in engineering, math, or science field.

## **2.11 COMMERCIAL LCAT: INTERMEDIATE I COMPUTER SCIENTIST/SYSTEMS ANALYST**

**Minimum General Experience:** 3 years

**Functional Responsibility:** The Intermediate I Computer Scientist / Systems Analyst provide computer science or software engineering support. This labor category provides real time, critical enterprise support and administrative systems support for IT, sensors and communication systems. Primary duties include software development, system requirements analysis, design support, test support, and operational analysis.

**Minimum Education:** Bachelor's Degree in computer science, engineering, math, or science field.

## **2.12 COMMERCIAL LCAT: SENIOR I COMPUTER SCIENTIST/SYSTEMS ANALYST**

**Minimum General Experience:** 8 years

**Functional Responsibility:** The Senior I Computer Scientist / Systems Analyst provide computer science or software engineering support. This labor category provides real time, critical enterprise support and administrative systems support for IT, sensors and communication systems. Primary duties include software development, system requirements analysis, design support, test support, and operational analysis.

**Minimum Education:** Bachelor's Degree in computer science, engineering, math, or science field.



### 2.13 COMMERCIAL LCAT: SENIOR II COMPUTER SCIENTIST/SYSTEMS ANALYST

**Minimum General Experience:** 15 years

**Functional Responsibility:** The Senior II Computer Scientist / Systems Analyst provide computer science or software engineering support. This labor category provides real time, critical enterprise support and administrative systems support for IT, sensors and communication systems. Primary duties include software development, system requirements analysis, design support, test support, and operational analysis. As necessary, provides oversight, supervision and task assignments for other personnel on large efforts.

**Minimum Education:** Bachelor's Degree in computer science, engineering, math, or science field.

### 2.14 COMMERCIAL LCAT: ASSOCIATE IT ANALYST

**Minimum General Experience:** 1 year

**Functional Responsibility:** The Associate Information Technology Analyst provides facilities planning, operations and support; storage systems analysis, design/test, and administration; server system analysis, design/test and administration; database analysis, design/test, administration; website analysis, design/test, and administration; web application analysis, design/test and administration; LAN analysis, design/test and administration; user support planning, operations and administration; and related IT systems functions.

**Minimum Education:** Bachelor's Degree in Information Systems, Business Systems, Management Information Systems or IT field. Bachelor's Degree in engineering, math, or science degrees can be substituted.

### 2.15 COMMERCIAL LCAT: INTERMEDIATE I IT ANALYST

**Minimum General Experience:** 3 years

**Functional Responsibility:** The Intermediate I Information Technology Analyst provides facilities planning, operations and support; storage systems analysis, design/test, and administration; server system analysis, design/test and administration; database analysis, design/test, administration; website analysis, design/test, and administration; web application analysis, design/test and administration; LAN analysis, design/test and administration; user support planning, operations and administration; and related IT systems functions.

**Minimum Education:** Bachelor's Degree in Information Systems, Business Systems, Management Information Systems or IT field. Bachelor's Degree in engineering, math, or science degrees can be substituted.

### 2.16 COMMERCIAL LCAT: INTERMEDIATE II IT ANALYST

**Minimum General Experience:** 5 years

**Functional Responsibility:** The Intermediate II Information Technology Analyst provides facilities planning, operations and support; storage systems analysis, design/test, and administration; server system analysis, design/test and administration; database analysis, design/test, administration; website analysis, design/test, and administration; web application

analysis, design/test and administration; LAN analysis, design/test and administration; user support planning, operations and administration; and related IT systems functions.

**Minimum Education:** Bachelor's Degree in Information Systems, Business Systems, Management Information Systems or IT field. Bachelor's Degree in engineering, math, or science degrees can be substituted.

### **2.17 COMMERCIAL LCAT: SENIOR I IT ANALYST**

**Minimum General Experience:** 8 years

**Functional Responsibility:** The Senior I Information Technology Analyst provides facilities planning, operations and support; storage systems analysis, design/test, and administration; server system analysis, design/test and administration; database analysis, design/test, administration; website analysis, design/test, and administration; web application analysis, design/test and administration; LAN analysis, design/test and administration; user support planning, operations and administration; and related IT systems functions.

**Minimum Education:** Bachelor's Degree in Information Systems, Business Systems, Management Information Systems or IT field. Bachelor's Degree in engineering, math, or science degrees can be substituted.

### **2.18 COMMERCIAL LCAT: ASSOCIATE SYSTEM SECURITY/INFORMATION ASSURANCE ANALYST**

**Minimum General Experience:** 1 year

**Functional Responsibility:** The Associate System Security / Information Assurance Analyst provide systems security engineering and IT systems security in compliance with the National Institute of Standards and Technology (NIST) standards in compliance with applicable site, agency and other governing security policies. The engineer provides security related engineering functions for information assurance of computer systems, support security-first software and system development practices and provides cyber security support to include investigation and reporting for real-time systems.

**Minimum Education:** Bachelor's Degree in engineering, math, or science field.

### **2.19 COMMERCIAL LCAT: INTERMEDIATE I SYSTEM SECURITY/INFORMATION ASSURANCE ANALYST**

**Minimum General Experience:** 3 years

**Functional Responsibility:** The Intermediate I System Security / Information Assurance Analyst provide systems security engineering and IT systems security in compliance with the National Institute of Standards and Technology (NIST) standards in compliance with applicable site, agency and other governing security policies. The engineer provides security related engineering functions for information assurance of computer systems, support security-first software and system development practices and provides cyber security support to include investigation and reporting for real-time systems.

**Minimum Education:** Bachelor's Degree in engineering, math, or science field.

## 2.20 COMMERCIAL LCAT: INTERMEDIATE II SYSTEM SECURITY/INFORMATION ASSURANCE ANALYST

**Minimum General Experience:** 5 years

**Functional Responsibility:** The Intermediate II System Security / Information Assurance Analyst provide systems security engineering and IT systems security in compliance with the National Institute of Standards and Technology (NIST) standards in compliance with applicable site, agency and other governing security policies. The engineer provides security related engineering functions for information assurance of computer systems, support security-first software and system development practices and provides cyber security support to include investigation and reporting for real-time systems.

**Minimum Education:** Bachelor's Degree in engineering, math, or science field.

## 2.21 COMMERCIAL LCAT: SENIOR CERTIFIED SYSTEM SECURITY/INFORMATION ASSURANCE ANALYST

**Minimum General Experience:** 10 years

**Functional Responsibility:** The Senior Certified System Security / Information Assurance Analyst provide systems security engineering and IT systems security in compliance with the National Institute of Standards and Technology (NIST) standards in compliance with applicable site, agency and other governing security policies. The engineer provides security related engineering functions for information assurance of computer systems, support security-first software and system development practices and provides cyber security support to include investigation and reporting for real-time systems.

**Minimum Education:** Bachelor's Degree in engineering, math, or science field and relevant professional certification.

## 2.22 COMMERCIAL LCAT: SENIOR II SYSTEM SECURITY/INFORMATION ASSURANCE ANALYST

**Minimum General Experience:** 15 years

**Functional Responsibility:** The Senior II System Security / Information Assurance Analyst provide systems security engineering and IT systems security in compliance with the National Institute of Standards and Technology (NIST) standards in compliance with applicable site, agency and other governing security policies. The engineer provides security related engineering functions for information assurance of computer systems, support security-first software and system development practices and provides cyber security support to include investigation and reporting for real-time systems. As necessary, provides oversight, supervision and task assignments for other personnel on large efforts.

**Minimum Education:** Bachelor's Degree in engineering, math, or science field.

## 2.23 COMMERCIAL LCAT: ASSOCIATE WRITER/EDITOR

**Minimum General Experience:** 1 year

**Functional Responsibility:** The Associate Writer / Editor provide non-technical writing support. The Writer prepares documents as part of business operations to include reports, processes, and

procedures. The Editor is focused on non-technical review, formatting and correction of business related documents to include reports, processes, and procedures. The Writer/Editor creates, reviews, formats information for publication to include information released via the web, print media and electronic media.

**Minimum Education:** Bachelor's Degree in education, English, journalism, history, political science or equivalent field.

#### **2.24 COMMERCIAL LCAT: INTERMEDIATE I WRITER/EDITOR**

**Minimum General Experience:** 3 years

**Functional Responsibility:** The Intermediate I Writer / Editor provide non-technical writing support. The Writer prepares documents as part of business operations to include reports, processes, and procedures. The Editor is focused on non-technical review, formatting and correction of business related documents to include reports, processes, and procedures. The Writer/Editor creates, reviews, formats information for publication to include information released via the web, print media and electronic media.

**Minimum Education:** Bachelor's Degree in education, English, journalism, history, political science or equivalent field.

#### **2.25 COMMERCIAL LCAT: INTERMEDIATE II WRITER/EDITOR**

**Minimum General Experience:** 5 years

**Functional Responsibility:** The Intermediate II Writer / Editor provide non-technical writing support. The Writer prepares documents as part of business operations to include reports, processes, and procedures. The Editor is focused on non-technical review, formatting and correction of business related documents to include reports, processes, and procedures. The Writer/Editor creates, reviews, formats information for publication to include information released via the web, print media and electronic media.

**Minimum Education:** Bachelor's Degree in education, English, journalism, history, political science or equivalent field.

#### **2.26 COMMERCIAL LCAT: SENIOR I WRITER/EDITOR**

**Minimum General Experience:** 8 years

**Functional Responsibility:** The Senior I Writer / Editor provide non-technical writing support. The Writer prepares documents as part of business operations to include reports, processes, and procedures. The Editor is focused on non-technical review, formatting and correction of business related documents to include reports, processes, and procedures. The Writer/Editor creates, reviews, formats information for publication to include information released via the web, print media and electronic media.

**Minimum Education:** Bachelor's Degree in education, English, journalism, history, political science or equivalent field.

#### **2.27 COMMERCIAL LCAT: SENIOR CERTIFIED WRITER/EDITOR**

**Minimum General Experience:** 10 years

**Functional Responsibility:** The Senior Certified Writer / Editor provide non-technical writing support. The Writer prepares documents as part of business operations to include reports, processes, and procedures. The Editor is focused on non-technical review, formatting and correction of business related documents to include reports, processes, and procedures. The Writer/Editor creates, reviews, formats information for publication to include information released via the web, print media and electronic media.

**Minimum Education:** Bachelor's Degree in education, English, journalism, history, political science or equivalent field and relevant professional certification.

## **2.28 COMMERCIAL LCAT: SENIOR II WRITER/EDITOR**

**Minimum General Experience:** 15 years

**Functional Responsibility:** The Senior II Writer / Editor provide non-technical writing support. The Writer prepares documents as part of business operations to include reports, processes, and procedures. The Editor is focused on non-technical review, formatting and correction of business related documents to include reports, processes, and procedures. The Writer/Editor creates, reviews, formats information for publication to include information released via the web, print media and electronic media. As necessary, provides oversight, supervision and task assignments for other personnel on large efforts.

**Minimum Education:** Bachelor's Degree in education, English, journalism, history, political science or equivalent field.

## **2.29 COMMERCIAL LCAT: ASSOCIATE BUSINESS/FINANCIAL/MANAGEMENT/ANALYST**

**Minimum General Experience:** 1 year

**Functional Responsibility:** The Associate provides the business/financial/management/analyst focused on the coordination, accounting, planning and administration functions. The analyst provides business management functions such as budgeting, financial analysis and planning and control of funding and allocation of funding. These functions include business process analysis to describe and create defined business and operations controls and processes.

**Minimum Education:** Bachelor's Degree in any field with 24 semester hours related to accounting, finance, law, contracts, economics, and marketing.

## **2.30 COMMERCIAL LCAT: INTERMEDIATE I BUSINESS/FINANCIAL/MANAGEMENT/ANALYST**

**Minimum General Experience:** 3 years

**Functional Responsibility:** The Intermediate I provide the business/financial/management/analyst focused on the coordination, accounting, planning and administration functions. The analyst provides business management functions such as budgeting, financial analysis and planning and control of funding and allocation of funding. These functions include business process analysis to describe and create defined business and operations controls and processes.

**Minimum Education:** Bachelor's Degree in any field with 24 semester hours related to accounting, finance, law, contracts, economics, and marketing.

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### 2.31 COMMERCIAL LCAT: INTERMEDIATE II BUSINESS/FINANCIAL/MANAGEMENT/ANALYST

**Minimum General Experience:** 5 years

**Functional Responsibility:** The Intermediate II provides the business/financial/management/analyst focused on the coordination, accounting, planning and administration functions. The analyst provides business management functions such as budgeting, financial analysis and planning and control of funding and allocation of funding. These functions include business process analysis to describe and create defined business and operations controls and processes.

**Minimum Education:** Bachelor's Degree in any field with 24 semester hours related to accounting, finance, law, contracts, economics, and marketing.

### 2.32 COMMERCIAL LCAT: SENIOR I BUSINESS/FINANCIAL/MANAGEMENT/ANALYST

**Minimum General Experience:** 8 years

**Functional Responsibility:** The Senior I provides the business/financial/management/analyst focused on the coordination, accounting, planning and administration functions. The analyst provides business management functions such as budgeting, financial analysis and planning and control of funding and allocation of funding. These functions include business process analysis to describe and create defined business and operations controls and processes.

**Minimum Education:** Bachelor's Degree in any field with 24 semester hours related to accounting, finance, law, contracts, economics, and marketing.

### 2.33 COMMERCIAL LCAT: SENIOR CERTIFIED BUSINESS/FINANCIAL/MANAGEMENT/ANALYST

**Minimum General Experience:** 10 years

**Functional Responsibility:** The Senior Certified provides the business/financial/management/analyst focused on the coordination, accounting, planning and administration functions. The analyst provides business management functions such as budgeting, financial analysis and planning and control of funding and allocation of funding. These functions include business process analysis to describe and create defined business and operations controls and processes.

**Minimum Education:** Bachelor's Degree in any field with 24 semester hours related to accounting, finance, law, contracts, economics, and marketing and relevant professional certification.

### 2.34 COMMERCIAL LCAT: SENIOR II BUSINESS/FINANCIAL/MANAGEMENT/ANALYST

**Minimum General Experience:** 15 years

**Functional Responsibility:** The Senior II provides the business/financial/management/analyst focused on the coordination, accounting, planning and administration functions. The analyst provides business management functions such as budgeting, financial analysis and planning and control of funding and allocation of funding. These functions include business process analysis to describe and create defined business and operations controls and processes. As necessary, provides oversight, supervision and task assignments for other personnel on large efforts.

**Minimum Education:** Bachelor's Degree in any field with 24 semester hours related to accounting, finance, law, contracts, economics, and marketing.

### **2.35 COMMERCIAL LCAT: ASSOCIATE TRAINER/TRAINING MATERIAL SPECIALIST**

**Minimum General Experience:** 1 year

**Functional Responsibility:** The Associate Trainer provides IT application and business-related training in person, online, through video teleconference and written material. The trainer designs and authors structured lesson plans and formal training programs. The trainer relies on technical experts to develop technical portion of the documents.

**Minimum Education:** Bachelor's Degree in education, English, journalism, history or political science.

### **2.36 COMMERCIAL LCAT: INTERMEDIATE II TRAINER/TRAINING MATERIAL SPECIALIST**

**Minimum General Experience:** 5 years

**Functional Responsibility:** The Intermediate II Trainer provides IT application and business-related training in person, online, through video teleconference and written material. The trainer designs and authors structured lesson plans and formal training programs. The trainer relies on technical experts to develop technical portion of the documents.

**Minimum Education:** Bachelor's Degree in education, English, journalism, history or political science.

### **2.37 COMMERCIAL LCAT: SENIOR I TRAINER/TRAINING MATERIAL SPECIALIST**

**Minimum General Experience:** 8 years

**Functional Responsibility:** The Senior I Trainer provide IT application and business-related training in person, online, through video teleconference and written material. The trainer designs and authors structured lesson plans and formal training programs. The trainer relies on technical experts to develop technical portion of the documents.

**Minimum Education:** Bachelor's Degree in education, English, journalism, history or political science.

### **2.38 COMMERCIAL LCAT: SENIOR CERTIFIED TRAINER/TRAINING MATERIAL SPECIALIST**

**Minimum General Experience:** 10 years

**Functional Responsibility:** The Senior Certified Trainer provides IT application and business-related training in person, online, through video teleconference and written material. The trainer designs and authors structured lesson plans and formal training programs. The trainer relies on technical experts to develop technical portion of the documents. Lead the development of training material for large systems.

**Minimum Education:** Bachelor's Degree in education, English, journalism, history or political science and relevant professional certification.

### **2.39 COMMERCIAL LCAT: SENIOR II TRAINER/TRAINING MATERIAL SPECIALIST**

**Minimum General Experience:** 15 years

**Functional Responsibility:** The Senior II Trainer provides IT application and business-related training in person, online, through video teleconference and written material. The trainer designs and authors structured lesson plans and formal training programs. The trainer relies on technical experts to develop technical portion of the documents. Lead the development of training material for large systems. As necessary, provides oversight, supervision and task assignments for other personnel on large efforts.

**Minimum Education:** Bachelor's Degree in education, English, journalism, history or political science.

#### **2.40 COMMERCIAL LCAT: TECHNICAL SUPPORT I**

**Minimum General Experience:** 0 years

**Functional Responsibility:** The Technical Support I provide technical support that includes everything from modification of facilities, to testing sites, remediation of sites, and similar technician activity and engineering activities. Support includes test technicians, installation technicians, support technicians, helpdesk, computer installation, copier support, telephone support, and equipment repair technician. Technical support also includes graphic design specialists.

**Minimum Education:** High School Diploma or equivalent.

#### **2.41 COMMERCIAL LCAT: TECHNICAL SUPPORT II**

**Minimum General Experience:** 3 years

**Functional Responsibility:** The Technical Support II provides technical support that includes everything from modification of facilities, to testing sites, remediation of sites, and similar technician activity and engineering activities. Support includes test technicians, installation technicians, support technicians, helpdesk, computer installation, copier support, telephone support, and equipment repair technician. Technical support also includes graphic design specialists.

**Minimum Education:** High School Diploma or equivalent.

#### **2.42 COMMERCIAL LCAT: TECHNICAL SUPPORT III**

**Minimum General Experience:** 6 years

**Functional Responsibility:** The Technical Support III provides technical support that includes everything from modification of facilities, to testing sites, remediation of sites, and similar technician activity and engineering activities. Support includes test technicians, installation technicians, support technicians, helpdesk, computer installation, copier support, telephone support, and equipment repair technician. Technical support also includes graphic design specialists.

**Minimum Education:** High School Diploma or equivalent.

#### **2.43 COMMERCIAL LCAT: TECHNICAL SUPPORT IV**



**Minimum General Experience:** 10 years

**Functional Responsibility:** The Technical Support VI provides technical support that includes everything from modification of facilities, to testing sites, remediation of sites, and similar technician activity and engineering activities. Support includes test technicians, installation technicians, support technicians, helpdesk, computer installation, copier support, telephone support, and equipment repair technician. Technical support also includes graphic design specialists. As necessary, provides oversight, supervision and task assignments for other personnel on large efforts.

**Minimum Education:** High School Diploma or equivalent.

#### **2.44 COMMERCIAL LCAT: ADMINISTRATIVE SUPPORT I**

**Minimum General Experience:** 0 years

**Functional Responsibility:** The Administrator I provide office oriented, clerical, coordinating, and general administrative support. Typical functions include telephone answering, staffing, copying, data entry, regular cyclical report generation, distribution, and pre-defined task execution.

**Minimum Education:** High School Diploma or equivalent.

#### **2.45 COMMERCIAL LCAT: ADMINISTRATIVE SUPPORT II**

**Minimum General Experience:** 3 years

**Functional Responsibility:** The Administrator II provides office oriented, clerical, coordinating, and general administrative support. Typical functions include telephone answering, staffing, copying, data entry, regular cyclical report generation, distribution, and pre-defined task execution.

**Minimum Education:** High School Diploma or equivalent.

#### **2.46 COMMERCIAL LCAT: ADMINISTRATIVE SUPPORT III**

**Minimum General Experience:** 6 years

**Functional Responsibility:** The Administrator III provides office oriented, clerical, coordinating, and general administrative support. Typical functions include telephone answering, staffing, copying, data entry, regular cyclical report generation, distribution, and pre-defined task execution.

**Minimum Education:** High School Diploma or equivalent.

#### **2.47 COMMERCIAL LCAT: ADMINISTRATIVE SUPPORT IV**

**Commercial LCAT:** Administrative Support IV

**Minimum General Experience:** 10 years

**Functional Responsibility:** The Administrator IV provides office oriented, clerical, coordinating, and general administrative support. Typical functions include telephone answering, staffing, copying, data entry, regular cyclical report generation, distribution, and pre-

defined task execution. As necessary, provides oversight, supervision and task assignments for other personnel on large efforts.

**Minimum Education:** High School Diploma or equivalent.

### 3.0 SERVICE PRICE LIST SIN 132-34 & 132-51

SIN	LCAT	FY2014 Rate
132-34 & 132-51	Program Manager	\$106.13
132-34 & 132-51	Technical Project Manager	\$92.08
132-34 & 132-51	Administrative Project Manager	\$71.79
132-34 & 132-51	Task Leader	\$63.99
132-34 & 132-51	Project Control Analyst	\$58.91
132-34 & 132-51	Associate Scientist/Engineer/Systems Analyst	\$39.43
132-34 & 132-51	Intermediate I Scientist/Engineer/Systems Analyst	\$50.33
132-34 & 132-51	Intermediate II Scientist/Engineer/Systems Analyst	\$60.47
132-34 & 132-51	Senior Cert Scientist/Engineer/Systems Analyst	\$76.47
132-34 & 132-51	Senior II Scientist/Engineer/Systems Analyst	\$93.65
132-34 & 132-51	Intermediate I Computer Scientist/Systems Analyst	\$56.19
132-34 & 132-51	Senior I Computer Scientist/Systems Analyst	\$71.79
132-34 & 132-51	Senior II Computer Scientist/Systems Analyst	\$86.37
132-34 & 132-51	Associate IT Analyst	\$43.52
132-34 & 132-51	Intermediate I IT Analyst	\$50.74
132-34 & 132-51	Intermediate II IT Analyst	\$56.28
132-34 & 132-51	Senior I IT Analyst	\$80.02
132-34 & 132-51	Associate System Security/Info. Assurance Analyst	\$47.68
132-34 & 132-51	Intermediate I System Security/Info. Assurance Analyst	\$65.70
132-34 & 132-51	Intermediate II System Security/Info. Assurance Analyst	\$74.91
132-34 & 132-51	Senior Cert System Security/Info. Assurance Analyst	\$90.51
132-34 & 132-51	Senior II System Security/Information Assurance Analyst	\$101.74
132 51	Associate Writer/Editor	\$23.86
132 51	Intermediate I Writer/Editor	\$27.08
132 51	Intermediate II Writer/Editor	\$35.12
132 51	Senior I Writer/Editor	\$39.02
132 51	Senior Cert Writer/Editor	\$54.62
132 51	Senior II Writer/Editor	\$67.11
132 51	Associate Business/Financial/Management/Analyst	\$43.31
132 51	Intermediate I Business/Financial/Management/Analyst	\$48.78
132 51	Intermediate II Business/Financial/Management/Analyst	\$65.54
132 51	Senior I Business/Financial/Management/Analyst	\$78.79
132 51	Senior Cert Business/Financial/Management/Analyst	\$85.84
132 51	Senior II Business/Financial/Management/Analyst	\$96.76
132 51	Associate Trainer/Training Material Specialist	\$39.02
132 51	Intermediate II Trainer/Training Material Specialist	\$54.62
132 51	Senior I Trainer/Training Material Specialist	\$65.54
132 51	Senior Cert Trainer/Training Material Specialist	\$71.79
132 51	Senior II Trainer/Training Material Specialist	\$84.28

SIN	LCAT	FY2014 Rate
132-34 & 132-51	Technical Support I	\$33.35
132-34 & 132-51	Technical Support II	\$41.26
132-34 & 132-51	Technical Support III	\$49.94
132-34 & 132-51	Technical Support IV	\$60.09
132 51	Administrative Support I	\$27.32
132 51	Administrative Support II	\$31.51
132 51	Administrative Support III	\$36.06
132 51	Administrative Support IV	\$39.94

#### 4.0 INFORMATION FOR ORDERING ACTIVITIES

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

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

For orders exceeding the 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!™ on-line shopping service ([www.gsaadvantage.gov](http://www.gsaadvantage.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page ([www.gsa.gov/fas](http://www.gsa.gov/fas)) 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.

#### 5.0 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.

#### 6.0 CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Information Systems Solutions, Inc.  
Attn: Robert L. Buran  
51 Monroe Street, Suite 1609  
Rockville, MD 20850

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79)

Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

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

(Voice) 301-251-5101

(Facsimile) 301-251-5103

## **7.0 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.

## **8.0 STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:**

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

Block 16: Data Universal Numbering System (DUNS) Number: 01-661-0250

Block 30: Type of Contractor: B. Other Small Business

Block 31: Woman-Owned Small Business – Yes

Block 37: Contractor's Taxpayer Identification Number (TIN): 52-206-3261

Block 40: Veteran Owned Small Business (VOSB): A: Service Disabled Veteran Owned Small Business

4a. CAGE Code: 1EFB9

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

## **9.0 FOB DESTINATION**

Destination

## **10.0 DELIVERY SCHEDULE**

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-34	30 Days
132-51	30 Days

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.

c. i. SIN 132-54 and SIN 132-55, ACCELERATED SERVICE DELIVERY (7 calendar days or less): the time required for COMSATCOM services to be available after order award. Under Accelerated Service Task Orders, service acceptance testing, unless otherwise required by the satellite provider or host nation, shall be deferred until Ordering Activity operations permit.

ii. SIN 132-54 and SIN 132-55, TIME-CRITICAL DELIVERY (4 hours or less): the time required for COMSATCOM services to be available after order award. Under Time-Critical Task Orders, service acceptance testing unless otherwise required by the satellite provider or host nation shall be deferred until Ordering Activity operations permit. Time-Critical Delivery shall be predicated on the availability of COMSATCOM transponder capacity (contracted bandwidth and power, pre-arranged Host Nation Agreements, frequency clearance) or COMSATCOM subscription services (bandwidth, terminals, network resources, etc.).

iii. For SIN 132-54 and SIN 132-55, EXTENDED SERVICE DELIVERY TIMES: the time required under extenuating circumstances for COMSATCOM services to be available after order award. Such extenuating circumstances may include extended time required for host nation agreements or landing rights, or other time intensive service delivery requirements as defined in the individual requirement. Any such extended delivery times will be negotiated between the Ordering Activity and Contractor.

## **11.0 DISCOUNTS**

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

- a. Prompt Payment: Not Applicable.
- b. Quantity: Not Applicable.
- c. Dollar Volume: Not Applicable.
- d. Government Educational Institutions are offered the same discounts as all other Government customers.

## **12.0 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.

## **13.0 STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:**

Not applicable.

## **14.0 SMALL REQUIREMENTS**

The minimum dollar value of orders to be issued is \$100.00.

## **15.0 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 Number 132-34 - Maintenance of Software as a Service  
Special Item Number 132-51 - Information Technology Professional Services

## **16.0 ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

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

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

## **17.0 FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS**

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

### **13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS**

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

### **13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):**

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

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**18.0 CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)**

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



Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

### **19.0 CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:**

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

### **20.0 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.gsaadvantage.gov>.

### **21.0 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 as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

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

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

### **22.0 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.

### **23.0 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:

Not applicable.

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.

### **24.0 BLANKET PURCHASE AGREEMENTS (BPAS)**

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

### **25.0 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.

### **26.0 INSTALLATION, DEINSTALLATION, REINSTALLATION**

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

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

### **27.0 SECTION 508 COMPLIANCE.**

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: [www.issits.com](http://www.issits.com)  
The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

### **28.0 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.

### **29.0 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.

### **30.0 SOFTWARE INTEROPERABILITY**

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent

organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

### **31.0 ADVANCE PAYMENTS**

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

## **32.0 TERMS AND CONDITIONS 132-34**

**TERMS AND CONDITIONS APPLICABLE TO TERM SOFTWARE LICENSES (SPECIAL ITEM NUMBER 132-32), PERPETUAL SOFTWARE LICENSES (SPECIAL ITEM NUMBER 132-33) AND MAINTENANCE AS A SERVICE (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 post acceptance 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.

Information Systems Solutions, Inc. does not provided commercial software therefore guarantee/warranty clauses do not apply.

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 for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number will be established for resulting contracts and will be available according to the term and conditions contained within such contract.

### **4. SOFTWARE MAINTENANCE**

a. Software maintenance as it is defined: (select software maintenance type) :

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\_\_\_\_\_ 1. Software Maintenance as a Product (SIN 132-32 or SIN 132-33)

Software maintenance as a product includes the publishing of bug/defect fixes via patches and updates/upgrades in function and technology to maintain the operability and usability of the software product. It may also include other no charge support that are included in the purchase price of the product in the commercial marketplace. No charge support includes items such as user blogs, discussion forums, on-line help libraries and FAQs (Frequently Asked Questions), hosted chat rooms, and limited telephone, email and/or web-based general technical support for user's self-diagnostics.

Software maintenance as a product does NOT include the creation, design, implementation, integration, etc. of a software package. These examples are considered software maintenance as a service.

Software Maintenance as a product is billed at the time of purchase.

  X   2. Software Maintenance as a Service (SIN 132-34)

Software maintenance as a service creates, designs, implements, and/or integrates customized changes to software that solve one or more problems and is not included with the price of the software. Software maintenance as a service includes person-to-person communications regardless of the medium used to communicate: telephone support, on-line technical support, customized support, and/or technical expertise which are charged commercially. Software maintenance as a service is billed arrears in accordance with 31 U.S.C. 3324.

Software maintenance as a service is billed in arrears in accordance with 31 U.S.C. 3324.

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 TERM LICENSES (SIN 132-32) AND MAINTENANCE (SIN 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   N/A  % 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   N/A   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 - (SIN 132-32, SIN 132-33, AND SIN 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 - (SIN 132-32 AND SIN 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.

### **33.0 TERMS AND CONDITIONS 132-51**

<p style="text-align: center;"><b>TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) AND IDENTITY ACCESS MANAGEMENT PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-60F)</b></p>
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#### **1. SCOPE**

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

#### **2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)**

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

#### **3. ORDER**

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

#### **4. PERFORMANCE OF SERVICES**

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

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

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
  - (1) Cancel the stop-work order; or
  - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
  - (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
  - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## **6. INSPECTION OF SERVICES**

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

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

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

## **8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

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

## **9. INDEPENDENT CONTRACTOR**

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

## **10. ORGANIZATIONAL CONFLICTS OF INTEREST**

### **a. Definitions.**

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

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

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

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

## **11. INVOICES**

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

## **12. PAYMENTS**

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

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

## **13. RESUMES**

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

#### **14. INCIDENTAL SUPPORT COSTS**

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

#### **15. APPROVAL OF SUBCONTRACTS**

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

#### **16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING**

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

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

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

**EXAMPLE:** Commercial Job Title: System Engineer

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

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

Minimum Education: Bachelor's Degree in Computer Science

### **34.0 SMALL BUSINESS PARTICIPATION**

<p style="text-align: center;"><b>USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS</b></p>
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Information Systems Solutions, Inc. is a small business therefore, and in accordance with the GSA instructions, a small business plan is not required.

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

(Insert Customer Name),

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and Information Systems Solutions, Inc. (ISS) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) \_\_\_\_\_.

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

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

Signatures

_____	_____	_____	_____
Ordering Activity	Date	ISS	Date



### 36.0 BLANKET PURCHASE AGREEMENT

BPA NUMBER \_\_\_\_\_

(CUSTOMER NAME)

#### BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements, the Information Systems Solutions, Inc. 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.

### **37.0 BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”**

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

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

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

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

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

Here is a general outline on how it works:

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