

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

Special Item No. 132-51 Information Technology Professional Services

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

| | |
|----------------|--|
| FPDS Code D301 | IT Facility Operation and Maintenance |
| FPDS Code D302 | IT Systems Development Services |
| FPDS Code D306 | IT Systems Analysis Services |
| FPDS Code D307 | Automated Information Systems Design and Integration Services |
| FPDS Code D308 | Programming Services |
| FPDS Code D310 | IT Backup and Security Services |
| FPDS Code D311 | IT Data Conversion Services |
| FPDS Code D313 | Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services |
| FPDS Code D316 | IT Network Management Services |
| FPDS Code D317 | Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76) |
| FPDS Code D399 | Other Information Technology Services, Not Elsewhere Classified |

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

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

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

Electronic Consulting Services, Inc. (ECS)
2750 Prosperity Avenue, Suite 600
Fairfax, VA 22031
Phone: 703.270.1540
Fax: 703.270.1541
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Contract Number: GS-35F-0601K

Period Covered by Contract: August 22, 2005 through August 21, 2015

**General Services Administration
Federal Acquisition Service**

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsaadvantage.gov>).

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

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal 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 micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!TM on-line shopping service (www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage!TM and the Federal Acquisition Service Home Page (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 micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

Offerors are requested to check one of the following boxes:

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

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Electronic Consulting Services, Inc.
2750 Prosperity Avenue, Suite 600
Fairfax, VA 22031

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

The following telephone number(s) can be used by ordering agencies to obtain technical and/or ordering assistance: **703.270.1540**

3. LIABILITY FOR INJURY OR DAMAGE

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

4. STATICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: 80-602-6852
Block 30: Type of Contractor - A. Small Disadvantaged Business
Block 31: Woman-Owned Small Business - No
Block 36: Contractor's Taxpayer Identification Number (TIN): 59-3176720

- 4a. CAGE Code: 1T1E5
- 4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB Destination

6. DELIVERY SCHEDULE

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

| SPECIAL ITEM NUMBER | DELIVERY TIME (Days ARO) |
|---------------------|--------------------------|
| 132-51 | As negotiated |

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

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

- a. Government Educational Institutions receive the same discounts as all other Government customers.

8. TRADE AGREEMENTS ACT OF 1979, as amended:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING: Not applicable

10. SMALL REQUIREMENTS: The minimum dollar value of orders to be issued is \$100.

11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:
Special Item Number 132-51 - Information Technology (IT) Professional Services

12. ORDERING PROCEEDURES 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.

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

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

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal 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.

14. 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).

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

16. GSA ADVANTAGE!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated 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.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

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

19. OVERSEAS ACTIVITIES

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

None

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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).

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

The 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.

23. SECTION 508 COMPLIANCE.

Not applicable

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

(b) The following statement:

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

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

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. 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>.

27. 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)

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)****1. SCOPE**

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

The Inspection of Services–Fixed Price (AUG 1996) (Deviation 1 – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (May 2001) (Deviation 1 – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – 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 (OCT 2008) (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 (OCT 2008) (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

LABOR CATEGORY PRICING/DESCRIPTIONS
ON-SITE AND OFF-SITE PRICING

| LABOR CATEGORY | 8/22/11 - 8/21/12 | 8/22/12 - 8/21/13 | 8/22/13 - 8/21/14 | 8/22/14 - 8/21/15 |
|----------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| Internet Infrastructure Advisor | \$264.86 | \$271.21 | \$277.72 | \$284.39 |
| Technical Account Manager | \$230.71 | \$236.24 | \$241.91 | \$247.72 |
| Project Manager | \$143.07 | \$146.51 | \$150.02 | \$153.62 |
| Task Manager | \$123.15 | \$126.10 | \$129.13 | \$132.23 |
| Senior Network Engineer | \$256.51 | \$262.67 | \$268.97 | \$275.43 |
| Network Engineer | \$147.21 | \$150.74 | \$154.36 | \$158.07 |
| Internet Communications Engineer | \$191.38 | \$195.97 | \$200.67 | \$205.49 |
| Senior Software Engineer | \$132.39 | \$135.57 | \$138.82 | \$142.16 |
| Software Engineer | \$89.92 | \$92.08 | \$94.29 | \$96.55 |
| Senior Programmer/Analyst | \$150.38 | \$153.99 | \$157.69 | \$161.47 |
| Programmer/Analyst | \$103.78 | \$106.27 | \$108.82 | \$111.44 |
| Junior Programmer/Analyst | \$74.24 | \$76.02 | \$77.85 | \$79.71 |
| Junior Network Administrator | \$58.19 | \$59.59 | \$61.02 | \$62.49 |
| Computer Hardware Technician | \$54.06 | \$55.35 | \$56.68 | \$58.04 |
| Contracts Administrator | \$60.97 | \$62.43 | \$63.93 | \$65.46 |
| Senior Project Administrator | \$61.04 | \$62.51 | \$64.01 | \$65.54 |
| Project Administrator | \$42.91 | \$43.94 | \$44.99 | \$46.07 |

| LABOR CATEGORY | 2/27/12 – 8/21/13 | 8/22/13 – 8/21/14 | 8/22/14 – 8/21/15 |
|---|------------------------------|------------------------------|------------------------------|
| Configuration Management Lead | \$98.17 | \$100.53 | \$102.94 |
| Information Technical Consultant Senior | \$151.54 | \$155.18 | \$158.90 |
| Lead Team Manager | \$154.22 | \$157.92 | \$161.71 |
| Senior Project Manager | \$164.56 | \$168.51 | \$172.55 |
| Subject Matter Expert | \$193.71 | \$198.36 | \$203.12 |
| Senior Systems Engineer | \$160.80 | \$164.66 | \$168.61 |
| Systems Analysis and Programming Director | \$96.64 | \$98.96 | \$101.33 |
| Functional Analyst Senior | \$109.59 | \$112.22 | \$114.91 |
| Database Management Specialist (Senior) | \$128.06 | \$131.13 | \$134.28 |
| Data Architect | \$111.90 | \$114.59 | \$117.34 |
| Capture Planning Architect | \$116.06 | \$118.85 | \$121.70 |
| Engineering Subject Matter Specialist | \$199.20 | \$203.98 | \$208.88 |
| IT Subject Matter Specialist | \$203.98 | \$208.88 | \$213.89 |
| E-Business Manager | \$254.77 | \$260.88 | \$267.15 |
| Help Desk Coordinator Intermediate | \$23.30 | \$23.86 | \$24.43 |
| Help Desk Coordinator Senior | \$31.13 | \$31.88 | \$32.64 |
| Help Desk Service Specialist Intermediate | \$35.83 | \$36.69 | \$37.57 |
| Graphics Specialist | \$65.13 | \$66.69 | \$68.29 |
| Security Coordinator | \$105.83 | \$108.37 | \$110.97 |
| Telecommunications Technician | \$91.52 | \$93.72 | \$95.97 |
| Telecommunications/Communications Integration Engineer | \$107.51 | \$110.09 | \$112.73 |
| Voice Communications Manager | \$100.85 | \$103.27 | \$105.75 |
| Chief Information Security Officer | \$217.68 | \$222.90 | \$228.25 |
| Communications Installer | \$99.67 | \$102.06 | \$104.51 |
| Information Security Business Analyst | \$105.83 | \$108.37 | \$110.97 |
| Telecommunications Engineer/Analyst Senior | \$120.08 | \$122.96 | \$125.91 |
| Telecommunications Engineer/Analyst Intermediate | \$95.02 | \$97.30 | \$99.64 |

LABOR CATEGORY DESCRIPTIONS

It is the policy of ECS to recognize equivalencies between education, training and work experience as may be required to ensure the right skill mix to support our customers. Each year of relevant post high school technical training and/or college education may count as one year of experience and each year of experience appropriate to information technology (IT) work may count as one year of college education. Four years of experience relevant to IT work may count towards the required Bachelor's degree. Each IT Technical or functional certification may each count as one year of required experience.

JOB TITLE: INTERNET INFRASTRUCTURE SPECIALIST

1. Minimum/General Experience

Fifteen years of technical experience with complex systems development and technical service implementation with increasing experience related to a specific area of concentration.

The Internet Infrastructure Specialist is considered a resident subject matter expert.

2. Functional /Responsibility

Senior technical or functional professional.

Provides expert consultation and direction for complex system development and technical service implementation.

The Internet Infrastructure Specialist will primarily be used on a project on an as needed temporary basis.

The Internet Senior Advisor will have a specific field of expertise.

3. Minimum Education

Bachelor's degree required, Master's preferred

Typically has a formal certification.

JOB TITLE: TECHNICAL ACCOUNT MANAGER

1. Minimum/General Experience

Ten (10) years of experience in complete engineering project development from inception to deployment, with a demonstrated ability to provide guidance and direction in tasks of a technical nature.

The Technical Account Manager shall also have demonstrated capability in the overall management of multi-task contracts of the type and/or complexity.

2. Functional Responsibility

Interfaces with government management personnel, contract managers, and customer agency representatives.

Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work quality, communicating policies, purposes, and goals of the organization to subordinates.

3. Minimum Education

Bachelor's degree required, Master's degree preferred.

JOB TITLE: PROJECT MANAGER

1. Minimum/General Experience

Seven (7) years of experience in complete engineering project development from inception to deployment, with a demonstrated ability to provide guidance and direction in tasks of a technical nature.

2. Functional Responsibility:

Reports directly to the Technical Account Manager.

Has extensive technical project management expertise.

Responsible for the technical specifications and technical performance of either a large scale development effort or a series of low to medium scale efforts.

Technical background preferred.

3. Minimum Education:

Bachelor's degree required, Master's degree preferred.

JOB TITLE: TASK MANAGER

1. Minimum/General Experience:

Four (4) years of progressive experience in project implementation.

Requires competence in technical requirements and methodologies for a given effort.

2. Functional Responsibility:

Serves as an individual task manager.

Reports directly to the Project Manager.

Supervises ten or fewer employees.

Typically performs on a large scale development effort.

3. Minimum Education:

Bachelor's degree required, coursework towards Master's degree preferred.

JOB TITLE: SENIOR NETWORK ENGINEER

1. Minimum/General Experience:

Ten (10) years of increasing experience in systems engineering process re-engineering, and/or network systems integration and systems applications.

May be well versed in all aspects of LAN/WAN/MAN standards and architectures or process re-engineering techniques and methodologies.

2. Functional Responsibility:

Highly skilled information technology professional.

Serves as resident senior systems architect.

Provides macro level understanding and guidance of system's implementation or process re-engineering efforts.

3. Minimum Education:

Bachelor's degree required, Master's degree preferred.

Formal certification (e.g., MSCNE)

JOB TITLE: NETWORK ENGINEER

1. Minimum/General Experience:

Five (5) years of experience in the analysis specification, development, integration and acquisition of open systems.

Progressive experience in one or more of the following disciplines: communications engineering, communications security, network analysis, command and control mission analysis, interoperability analysis, and system standards.

2. Functional Responsibility:

Under minimal supervision, applies software, hardware, and standards information technology skills in the analysis specification, development, integration and acquisition of open systems.

Performs professional engineering assignments in one or more of the following disciplines: communications engineering, communications security, network analysis, command and control mission analysis, inoperability analysis, and system standards.

Knowledgeable of COTS products and methods that can be acquired to provide interoperable, portable, and scalable information technology solutions.

Performs analysis and validation of reusable software/hardware components to ensure the integration these components into interoperable IP designs.

3. Minimum Education:

Bachelor's degree required, Master's degree preferred.

Formal certification preferred.

JOB TITLE: INTERNET COMMUNICATIONS ENGINEER

1. Minimum/General Experience:

Two (2) years of experience in systems analysis and design with growing responsibilities in development and integration and acquisition of multiple systems.

2. Functional Responsibility:

Under general supervision, applies software, hardware and standards information technology skills in the analysis specification, development, integration and acquisition of open systems.

Performs analysis and validation of reusable software/hardware components to ensure the integration of the components in to interoperable IP designs.

3. Minimum Education:

Bachelor's degree required.

Coursework towards master's degree and/or formal certification preferred.

JOB TITLE: SENIOR SOFTWARE ENGINEER

1. Minimum/General Experience:

Ten (10) years of progressive experience in information systems design, development and specification translation to design.

Demonstrated expertise in ADP systems analysis and programming and utilizing major application programming on large-scale database management systems.

Knowledge of state-of-the-art computer equipment and high-level computer languages.

2. Functional Responsibility:

Acts as the technical lead on software development efforts

Responsible for software systems design, development and specifications translation to design

Provides technical direction and guidance to the programming team.

Ensures adherence to *Federal Information Processing Standards (FIPS)*, DOD guidelines, Software Engineering Institute standards and commercial practices.

3. Minimum Education:

Bachelor's degree required, Master's degree preferred.

Formal certification (e.g., Certified Oracle DBA).

JOB TITLE: SOFTWARE ENGINEER

1. Minimum/General Experience:

Three (3) years of experience in ADP system analysis and programming and utilizing major concepts of application programming on large scale database management systems.

Experience with the development of block diagrams and logic flow charts.

2. Functional Responsibility:

Under general supervision of the Senior Software Engineer, develops and/or maintains operating systems, communications software, database packages, compilers, assemblers, and utility programs.

Modifies existing and creates special purpose software and ensures systems efficiency and integrity.

Analyzes systems requirements and design specifications.

Develops block diagrams and logic flow charts.

Translates detailed design into computer software.

Tests, debugs, and refines the computer software to produce the required product.

Prepares required documentation, including project plans, software program and user documentation.

Enhances software to reduce operating time or improve efficiency.

Provides technical direction to less experienced programmers.

3. Minimum Education

Bachelor's degree required.

Coursework towards Master's degree or formal certification preferred.

JOB TITLE: SENIOR PROGRAMMER/ANALYST

1. Minimum/General Experience:

Ten (10) years of increasing experience in engineering systems using incremental development, joint application development, rapid prototyping, and CASE technology concepts and techniques.

May have related government or military systems experience.

2. Functional Responsibility:

Under minimal supervision, applies process improvement and re-engineering methodologies/principles to conduct modernization projects.

Develops functional area process and data models for use in designing and building integrated, shared software and database management systems.

Translates user specifications and input from staff members to design requirements.

3. Minimum Education:

Bachelor's degree required, Master's degree preferred.

JOB TITLE: PROGRAMMER/ANALYST

1. Minimum/General Experience:

Five (5) years of progressive experience in engineering systems using incremental development, joint application development, rapid prototyping, and CASE technology concepts and techniques.

2. Functional responsibility:

Under general supervision, applies process improvement and re-engineering methodologies/principles to conduct process modernization projects.

Develops functional area process and data models for use in designing and building integrated, shared software and database management systems

Works to determine User requirements for integration in to the application development process.

3. Minimum Education:

Bachelor's degree required.

JOB TITLE: JUNIOR PROGRAMMER/ANALYST

1. Minimum/General Experience:

Entry level analyst position.

Developing experience in engineering systems using incremental development, joint application development, rapid prototyping, and CASE technology concepts and techniques.

2. Functional Responsibility:

Under close supervision, works to determine User requirements for integration in to the application development process.

3. Minimum Education:

Bachelor's degree required.

JOB TITLE: JUNIOR NETWORK ADMINISTRATOR

1. Minimum/General Experience:

May be company intern in training as a programmer.

Applicable coursework preferred.

2. Functional Responsibility:

Provides rudimentary programming support.

May staff a project help desk. Works under strict supervision.

3. Minimum Education:

Completed coursework towards Bachelor's degree required.

JOB TITLE: COMPUTER HARDWARE TECHNICIAN

1. Minimum/General Experience:

May be company intern in training as an analyst.

Applicable coursework preferred.

2. Functional Responsibility:

Provides rudimentary analysis support.

Serves as liaison with users.

May staff a project help desk.

Works under strict supervision.

3. Minimum Education:

Completed coursework toward Bachelor's degree required.

JOB TITLE: CONTRACTS ADMINISTRATOR

1. Minimum/General Experience:

One (1) year of experience in project support work including contract compliance or administrative procedures.

2. Functional Responsibility:

Supports Program Director by performing project support works such as: Data Management, Business Management/Contract Management, Cost Variance Analysis, General Management, Procurement Strategy and Analysis.

Typical duties include analysis, planning, establishment of contract compliance and accounting requirements, development of procedures and other related management and technical duties.

3. Minimum Education:

Bachelor's degree required.

JOB TITLE: SENIOR PROJECT ADMINISTRATOR

1. Minimum/General Experience:

One (1) year of experience in filing techniques, administrative typing, and using word processing equipment.

May provide limited computer graphics support.

2. Functional Responsibility:

Provides administrative support work including filing and word processing.

May provide limited computer graphics support.

3. Minimum Education:

High School degree required.

JOB TITLE: PROJECT ADMINISTRATOR

1. **Minim/General Experience:** Entry level administrative support position.
2. **Functional Responsibility:** Serves as file clerk and general office liaison.
3. **Minimum Education:** High School degree required.

JOB TITLE: CONFIGURATION MANAGEMENT LEAD

1. **Minim/General Experience:** 7 years of Experience
2. **Functional Responsibility:** Under general direction, formulates and defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Responsible for applications dealing with the overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Competent to work at this highest technical level on all phases of software systems programming applications. May have responsibility for the evaluation of new and existing software products. May assist other systems programmers to effectively utilize the system's technical software.
3. **Minimum Education:** Bachelor's Degree

JOB TITLE: INFORMATION TECHNICAL CONSULTANT SENIOR

1. **Minim/General Experience:** 7 years of Experience
2. **Functional Responsibility:** Top-level technical expert supporting unlimited end user groups. Works with user groups to solve business problems with available technology including hardware, software, databases, and peripherals. Requires high level of diverse technical experience related to studying and analyzing systems needs, systems development, systems process analysis, design, and re-engineering. Has skills and experience related to business management, systems engineering, operations research, and management engineering. Typically requires specialization in particular software or business application utilized in an end user environment. Keeps abreast of technological developments and applications.
3. **Minimum Education:** Bachelor's Degree

JOB TITLE: LEAD TEAM MANAGER

1. **Minim/General Experience:** 10 years of Experience
2. **Functional Responsibility:** Develops requirements from a project's inception to its conclusion for a particular IT subject matter area (i.e., simple to complex systems). Assists other project members with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; life-cycle management; software development methodologies; and modeling and simulation.
3. **Minimum Education:** Bachelor's Degree

JOB TITLE: SENIOR PROJECT MANAGER

1. **Minim/General Experience:** 7 years of Experience
2. **Functional Responsibility:** Seven (7) years of experience in complete engineering project development from inception to deployment, with a demonstrated ability to provide guidance and direction in tasks of a technical nature. Reports directly to the Technical Account Manager. Has extensive technical project management expertise. Responsible for the technical specifications and technical performance of either a large scale development effort or a series of low to medium scale efforts. Technical background preferred. Bachelor's degree required, Master's degree preferred.
3. **Minimum Education:** Bachelor's Degree

JOB TITLE: SUBJECT MATTER EXPERT

1. **Minim/General Experience:** 10 years of Experience
2. **Functional Responsibility:** Develops requirements from a project's inception to its conclusion for a particular IT subject matter area (i.e., simple to complex systems). Assists other project members with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; life-cycle management; software development methodologies; and modeling and simulation.
3. **Minimum Education:** Bachelor's Degree

JOB TITLE: SENIOR SYSTEMS ENGINEER

1. **Minim/General Experience:** 10 years of Experience
2. **Functional Responsibility:** Top-level technical expert supporting unlimited end user groups. Works with user groups to solve business problems with available technology including hardware, software, databases, and peripherals. Requires high level of diverse technical experience related to studying and analyzing systems needs, systems development, systems process analysis, design, and re-engineering. Has skills and experience related to business management, systems engineering, operations research, and management engineering. Typically requires specialization in particular software or business application utilized in an end user environment. Keeps abreast of technological developments and applications.
3. **Minimum Education:** Bachelor's Degree

JOB TITLE: SYSTEMS ANALYSIS AND PROGRAMMING DIRECTOR

1. **Minim/General Experience:** 7 years required
2. **Functional Responsibility:** Develops software within an organization. Directs the software engineering function in developing, releasing, and maintaining software applications/operating systems according to business needs.
3. **Minimum Education:** Bachelor's Degree

JOB TITLE: FUNCTIONAL ANALYST SENIOR

1. **Minim/General Experience:** 7 years required
2. **Functional Responsibility:** Responsible for most complex systems process analysis, design, and simulation. Requires highest-level understanding of organization's business systems and industry requirements. Focus is on process analysis and re-engineering, with an understanding of technical problems and solutions as they relate to the current and future business environment. Creates process change by integrating new processes with existing ones and communicating these changes to impacted Business Systems teams. Recommends and facilitates quality improvement efforts. May lead re-engineering team and act as project manager in some cases.
3. **Minimum Education:** Bachelor's Degree

JOB TITLE: DATABASE MANAGEMENT SPECIALIST (SENIOR)

1. **Minim/General Experience:** 10 years required
2. **Functional Responsibility:** Ten (10) years of increasing experience in engineering systems using incremental development, joint application development, rapid prototyping, and CASE technology concepts and techniques. May have related government or military systems experience. Under minimal supervision, applies process improvement and re-engineering methodologies/principles to conduct modernization projects. Develops functional area process and data models for use in designing and building integrated, shared software and database management systems. Translates user specifications and input from staff members to design requirements.
3. **Minimum Education:** Bachelor's degree required, Master's degree preferred.

JOB TITLE: DATA ARCHITECT

1. **Minim/General Experience:** 7 years required
2. **Functional Responsibility:** Designs and builds relational databases. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Works in a data warehouse environment, which includes data design, database architecture, metadata and repository creation. Translates business needs into long-term architecture solutions. Defines, designs, and builds dimensional databases. Develops data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Evaluates reusability of current data for additional analyses. Reviews object and data models and the metadata repository to structure the data for better management and quicker access.
3. **Minimum Education:** Bachelor's Degree

JOB TITLE: CAPTURE PLANNING ARCHITECT

1. **Minim/General Experience:** 10 years required
2. **Functional Responsibility:** Ten (10) plus years of increasing experience in systems engineering process re-engineering, and/or network systems integration and systems applications. May be well versed in all aspects, standards and architectures or process re-engineering techniques and methodologies.
3. **Minimum Education:** Bachelor's degree required

JOB TITLE: ENGINEERING SUBJECT MATTER SPECIALIST

1. **Minim/General Experience:** 10 years required
2. **Functional Responsibility:** Provides technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, and implementation advice on exceptionally complex problems that necessitate high-level knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, modeling, simulation, testing, integration, documentation and presentation phases.
3. **Minimum Education:** Bachelor's degree required

JOB TITLE: IT SUBJECT MATTER SPECIALIST

1. **Minim/General Experience:** 10 years required
2. **Functional Responsibility:** Provides extremely high-level subject matter proficiency for work described in the task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems that require doctorate level knowledge of the subject matter for effective implementation.
3. **Minimum Education:** Bachelor's degree required

JOB TITLE: E-BUSINESS MANAGER

1. **Minim/General Experience:** 10 years required
2. **Functional Responsibility:** Sets direction and guides action plans and priorities of electronic commerce, marketing and communications. Develops and facilitates organizational models and structure changes needed to meet the evolving electronic business strategies. Establishes and implements enterprise-wide business systems.
3. **Minimum Education:** Bachelor's degree required

JOB TITLE: HELP DESK COORDINATOR INTERMEDIATE

1. **Minim/General Experience:** 1 - 4 years required
2. **Functional Responsibility:** Under general supervision, responds to and diagnoses problems through discussions with users. Includes problem recognition, research, isolation, and resolution steps. Typically is able to resolve less complex problems immediately, while more complex problems are assigned to senior level support. May involve use of problem management database and help desk systems.
3. **Minimum Education:** Bachelor's degree required

JOB TITLE: HELP DESK COORDINATOR SENIOR

1. **Minim/General Experience:** 1 - 4 years required
2. **Functional Responsibility:** Under general direction, responsible for ensuring the timely process through which problems are controlled. Includes problem recognition, research, isolation, resolution, and follow-up steps. Requires experience and understanding of MIS environment. Typically involves use of problem management database and help desk system. May provide guidance/training for less-experienced personnel.
3. **Minimum Education:** Bachelor's degree required

JOB TITLE: HELP DESK SERVICE SPECIALIST INTERMEDIATE

1. **Minim/General Experience:** 1 - 4 years required
2. **Functional Responsibility:** Under general supervision, provides second-tier support to end users for either PC, server, or mainframe applications and hardware. Handles problems that the first-tier of help desk support is unable to resolve. May interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Maintains currency and high level of technical skill in field of expertise. Escalates more complex problems to senior level.
3. **Minimum Education:** Bachelor's degree required

JOB TITLE: GRAPHICS SPECIALIST

1. **Minim/General Experience:** 1 - 4 years required
2. **Functional Responsibility:** Responsible for graphics design and use, operation, and setup of computer graphic systems for business communications. Executes graphic projects and assists in coordination of all graphic production scheduling. Coordinates production support with outside vendors, as needed. Ensures that graphic projects are completed on time, within budget, and to user's satisfaction. Interfaces with users to determine scope of project and best graphic medium. Trains other personnel in proper use of computer graphic equipment. Troubleshoots computer equipment problems and performs minor preventive maintenance. Frequently reports to a department manager or information systems management.
3. **Minimum Education:** Bachelor's degree required

JOB TITLE: SECURITY COORDINATOR

1. **Minim/General Experience:** 5 years required
2. **Functional Responsibility:** Coordinates, develops, and evaluates security programs for an organization
3. **Minimum Education:** Bachelor's degree required

JOB TITLE: TELECOMMUNICATIONS TECHNICIAN

1. **Minim/General Experience:** 1 - 4 years required
2. **Functional Responsibility:** Installs, troubleshoots, repairs and maintains telecommunications equipment. Provides reports, completes requests for new service, determines methodology for installing telephone service, determines appropriateness of moderate equipment changes or modifications, call switches, test trunks, test links and installs communications circuits.
3. **Minimum Education:** Bachelor's degree required

JOB TITLE: TELECOMMUNICATIONS/COMMUNICATIONS INTEGRATION ENGINEER

1. **Minim/General Experience:** 5 years required
2. **Functional Responsibility:** Provides technical direction and analysis for telecommunications activities, including planning, designing, integrating, installing, and maintaining large scale telecommunications/communications engineering principles and theory to propose design and configuration alternatives. Analyzes network performance, usage and traffic flows, accesses and interfaces, transmission techniques, and protocols to interface with computer systems.
3. **Minimum Education:** Bachelor's degree required

JOB TITLE: VOICE COMMUNICATIONS MANAGER

1. **Minim/General Experience:** 5 years required
2. **Functional Responsibility:** Ensures that adequate and appropriate planning is provided for remote hardware and communications facilities to develop and implement methodologies for analysis, installation, and support of voice communications systems. Provides coordination in the analysis, acquisition, and installation of remote hardware and software. Interfaces with internal and external customers and vendors to determine system needs. Manages the training and efforts of a staff responsible for system and network planning and analysis activities. May include billing/chargeback responsibilities. Typically requires at least eight to ten years of experience in software/hardware voice network design and analysis usually in a telephone operating organization. Frequently reports to a Telecommunications Department Director/Manager or Planning and Engineering Manager.
3. **Minimum Education:** Bachelor's degree required

JOB TITLE: CHIEF INFORMATION SECURITY OFFICER

1. **Minim/General Experience:** 10 years required
2. **Functional Responsibility:** Ensures that all information systems are functional and secure.
3. **Minimum Education:** Bachelor's degree required

JOB TITLE: COMMUNICATIONS INSTALLER

1. **Minim/General Experience:** 1 - 4 years required
2. **Functional Responsibility:** Assists in the planning, design, and installation of communications networks. Responsible for providing assistance and technical support for network design activities. Assists in the review/assessment of user needs. Performs feasibility studies for small projects. Assists in the evaluation and selection of equipment
3. **Minimum Education:** Bachelor's degree required

JOB TITLE: INFORMATION SECURITY BUSINESS ANALYST

1. **Minim/General Experience:** 5 years required
2. **Functional Responsibility:** Determines enterprise information security standards. Develops and implements information security standards and procedures. Ensures that all information systems are functional and secure.
3. **Minimum Education:** Bachelor's degree required

JOB TITLE: TELECOMMUNICATIONS ENGINEER/ANALYST SENIOR

1. **Minim/General Experience:** 6 years required
2. **Functional Responsibility:** Under general direction, responsible for complex engineering and/or analytical tasks and activities associated with one or more technical areas within the telecom function such as, but not limited to, network design, engineering, implementation, or operations/user support. Typically requires six to eight years of technical telecom experience.
3. **Minimum Education:** Bachelor's degree required

JOB TITLE: TELECOMMUNICATIONS ENGINEER/ANALYST INTERMEDIATE

1. **Minim/General Experience:** 1 - 4 years required
2. **Functional Responsibility:** Under general supervision, responsible for moderately complex engineering and/or analytical activities associated with one or more technical areas within the telecom function (such as, but not limited to, network design, engineering, implementation, or operations/user support). Typically requires two to four years of technical telecom experience.
3. **Minimum Education:** Bachelor's degree required

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

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact Roy Kapani, 571-203-9010.

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

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

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

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

Signatures

Ordering Activity

Date

Contractor

Date

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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 customers 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.