

# Federal Supply Service Authorized Information Technology Schedule Price List General Purpose Commercial Information Technology Equipment, Software and Services

*Special Item No.: 132-51 Information Technology Professional Services*

<u>Item</u>	<u>Category</u>
SIN 132-51 - INFORMATION TECHNOLOGY PROFESSIONAL SERVICES	S
FPDS Class D301	IT Facility Operation & Maintenance
FPDS Class D302	IT Systems Development Services
FPDS Class D306	IT Systems Analysis Services
FPDS Class D307	Automated Information Systems Design & Integration Services
FPDS Class D308	Programming Services
FPDS Class D310	IT Backup and Security Services
FPDS Class D316	IT Network Management Services

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 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 contract is not intended 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 performed by the publisher or manufacturer or one of their authorized agents.



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Contract No.: GS-35F-0064T  
Period Covered by Contract: 11/01/06 - 10/31/16

General Services Administration  
Federal Supply Service  
Price list current through Modification # CM-A345, Refresh 32, dated 10/17/2013

Products and ordering information in this Authorized ADP Schedule Price List also available on the GSA *Advantage!* System. Agencies browse *GSA Advantage!* by accessing GSA's Home Page via the Internet at [www.gsa.gov](http://www.gsa.gov)

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## Information for Ordering Activities Applicable to All Special Item Numbers

### SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

#### 1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

Offerors are requested to check one of the following boxes:

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

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

**NOT APPLICABLE**

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#### 2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

For Electronic Ordering: [orders@cds2.com](mailto:orders@cds2.com)

For Fax Ordering: (843) 552-8028



For Mail Ordering and Payment Address:

**For Mail Ordering & Payment:**

Command Decisions Systems & Solutions, Inc.  
8761 Dorchester Road, Suite 200  
North Charleston, SC 29420  
Attn: Accts Receivable GSA

**For Electronic Payment:**

Wachovia Bank  
1753 Pinnacle Dr., VA1940  
McLean, VA 22102  
Acct #: 2000024611512  
ABA #: 051400549

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 not be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

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

Brian Alderson, Vice President  
Phone: (843) 552-8025  
Fax: (843) 552-8028  
Email: balderson@cds2.com

**3. LIABILITY FOR INJURY OR DAMAGE**

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

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

Block 9: G. Order/Modification Under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS) Number: 802602060  
Block 30: Type of Contractor - A - Small Disadvantaged Business  
Block 31: Woman-Owned Small Business - Yes  
Block 37: Contractor's Taxpayer Identification Number (TIN): 54-1701515  
Block 40: Veteran Owned Small Business (VOSB): No

(4a) CAGE CODE: 09JD5

(4b) Notification regarding registration in System For Award Management (SAM) database: Registered.

**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	30 days or as negotiated in each order

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

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

- (a) **Prompt Payment:** Net 30, 1% for payments received within 15 days of receipt of invoice. Prompt payment discount does not apply to purchases using the Government Commercial Credit Card.
- (b) **Quantity:** None.
- (c) **Dollar Volume:** None.
- (d) Government Educational Institutions are offered the same discounts as all other government customers.
- (e) Other - *CDS<sup>2</sup>* reserves the right to offer customers immediate spot reduction discounts based upon the specific scope of effort and terms stated in the Task Order or Blanket Purchase Agreements specific request for proposal terms and conditions.

**8. TRADE AGREEMENTS ACT OF 1979, as amended:**

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

**9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:**

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

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

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 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.

**13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:**

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

**13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):**

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

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

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

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

- (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 Services 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 C.1.)

## 16. GSA ADVANTAGE!

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

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

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

## 17. PURCHASE OF OPEN MARKET ITEMS

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

#### 20. 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.

#### 21. 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).

#### 22. 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.

#### 23. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

**24. 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.cds2.com](http://www.cds2.com)

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

**25. 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.

**26. 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.

## 27. 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>.

## 28. 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**

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS—COMMERCIAL ITEMS (JUN 2010)(DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS—COMERCIAL ITEMS (JUN 2010)(ALTERNATE I - OCT 2008)(DEVIATION I - FEB 2007) applies to Time-and-Materials and Labor-Hour Contract 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 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 (JUN 2010), (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 (JUN 2010), (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-Hours 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 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

*CDS<sup>2</sup>* offers the following Information Technology Services listed under this schedule. Ordering activities are encouraged to contact or work with a *CDS<sup>2</sup>* GSA ordering representative to plan/or specify their ordering requirements. The Information Technology Services may be ordered in whole or in part, requiring differing labor mixes and hours. Information Technology Services can also be combined in a single order for more comprehensive or longer-term on- or off-customer site services. Our representatives are available to help you specify your minimum requirements necessary to ensure complete and satisfactory performance.

## Special Item No. 132-51 Information Technology Professional Services

### FPDS Class D301 - IT Facility Operation and Maintenance

*CDS<sup>2</sup>* provides personnel, management, materials, technical services, and software or engineering tools to support operation and maintenance of facilities, systems, and equipment.

*CDS<sup>2</sup>* technical staff supports any client/server architectures. We provide on-site staffing for immediate servicing during regular business hours, maintains help desks for resolving hardware and software problems, and performs preventive maintenance of hard drives, printers and scanners on a regular basis.

*CDS<sup>2</sup>* provides database design and maintenance and provide consultation, design, implementation and management of web sites. These are based on expertise with various markup languages, such as CGI, Perl, Java scripts, and applets. Commercial software utilized includes FrontPage98 and NetFusion. *CDS<sup>2</sup>* provides site integration, traffic analysis, and security management.

### FPDS Class D302 - IT Systems Development Services

*CDS<sup>2</sup>* provides full lifecycle services for information engineering, object-oriented design and development, re-engineering, and client/server and host computer support. Our methodologies, techniques and tools dramatically increase the productivity of information systems professionals and result in systems that are both user-friendly and efficient.

- Business Process Reengineering
- Requirements Analysis
- Systems Specification
- Systems Design
- Coding, Unit Testing, and Integration Testing
- System Optimization, Modeling & Simulation
- Test Plans

## FPDS Class D306 - IT Systems Analysis Services

*CDS<sup>2</sup>* provides the personnel, equipment, and facilities to accomplish systems analysis and design to develop systems for newly identified requirements and/or modification of existing operational systems. This includes elements of both the standard life cycle and more recent advances in systems engineering.

- Mission Needs Analysis
- Concept Development
- Requirements Analysis and Information Engineering
- Systems Specification
- Database Specifications
- Rapid Prototyping
- Coding, Unit Testing, and Integration Testing
- Test Plans and Test Analysis Reports
- Hardware Specifications

## FPDS Class D307 - Automated Information Systems Design and Integration Services

*CDS<sup>2</sup>* provides the personnel, equipment, and facilities to accomplish information system design and to support the client in the integration of system elements. The functional responsibilities areas consist of, but are not limited to the following: elicit, evaluate, and codify user requirements, translate requirements into functional design; identify and evaluate components and configuration alternatives, analyze and evaluate existing information system capabilities; monitor development and conduct customer acceptance tests, manage requirements, design, quality, test, and configuration information.

*CDS<sup>2</sup>* provides the necessary services to ensure the integration of all current and/or future hardware and software. Included in this support is engineering assessment of current systems and emerging technologies. Growth plans and migration paths will be developed for systems evolution and technologies. Provide software design evaluations, interface requirements definition, and design and

testing support. Prototyping support will be provided as part of system design and implementation. Assist in the development of information architectures, facilities upgrade studies, capacity planning and systems integration.

- Business Process Reengineering
- Requirements Analysis
- Systems Design
- Systems Studies & Analysis
- System Optimization, Modeling & Simulation and Program Control

*CDS<sup>2</sup>* designs system solutions, using off-the-shelf components, including modified commercial vehicles, with installed computers, displays, printers, scanners, plotters, satellite and other communications, and the appropriate power and environmental infrastructure to support a wide range of applications from emergency management operations to an insurance company's response at a disaster site.

*CDS<sup>2</sup>* uses COTS products to the extent possible and tailors the system Graphical User Interface (GUI) to the level of the personnel slated to operate the system. *CDS<sup>2</sup>* utilizes a variety of software languages/packages to develop cross-platform applications including: X-Windows, C, C++, JAVA, HTML, and Virtual Reality Modeling Language (VRML).

## FPDS Class D308 - Programming Services

*CDS<sup>2</sup>* provides a wide range of technologies to develop systems such as the Oracle RDBMS and the C programming language. We work closely with our customers in teams using the Joint Requirements Planning (JRP) and Joint Application Design (JAD) methods to ensure that our customer's needs are met.

- Applications & Systems Programming
- Object-oriented Systems Programming
- Web Site Construction
- COTS Application Development Tools
- Programming
- COTS Integration Programming
- Test & Validation
- Documentation Preparation
- Software Maintenance

## FPDS Class D310 - IT Backup and Security Services

*CDS<sup>2</sup>* provides personnel, management, technical services, equipment, and software tools to assure customers' information system and data security. This includes, but is not limited to such activities as: assess vulnerability and risk, conduct protective technology assessments, recommend and install backup and security systems.

## FPDS Class D316 - IT Network Management Services

*CDS<sup>2</sup>* designs, engineers, furnishes, installs, and integrates, local and wide area networks. Conduct studies and propose problem resolution in the areas of communications, computer systems performance analysis, risk analysis, fault tolerance, user acceptance, capacity planning, resource utilization, response time analysis, traffic analysis, computer security, system accounting, and communications protocols and interfaces. We perform communications analysis studies to determine the network functional requirements and the application of state-of-the-art communications technologies. We provide network systems specifications that satisfy the functions pertinent to the activity request.

- Network Planning & Design
- Network Implementation/Modernization
- Network Serviceability/Survivability
- Network Monitoring & Optimization
- Network Maintenance & Support Services

## Commercial Labor Category Descriptions and Prices

### *CDS<sup>2</sup>* Commercial Labor Categories and Guarantees:

*CDS<sup>2</sup>* offers only the personnel who meet or exceed the minimum qualification requirements stated in the Commercial Labor Category Descriptions provided herein. *CDS<sup>2</sup>* does allow experience to substitute for education requirements. *CDS<sup>2</sup>*' criteria for minimum experience substitution by educational degree is as follows.

**Education:** A college degree of BA/BS will equal 4 years of related experience. A master's degree will equal 6 years of experience. A doctorate will equal 8 years of experience.

**Experience:** Every year of specific field experience, the person shall be credited with one half year of "degree" qualifications toward the values stated in the labor category descriptions.

GSA and/or the ordering activities may have access to any *CDS<sup>2</sup>* employee resume (by request) before, during or after assignment of any GSA order. If for some extenuating reason a person assigned to an order must be replaced or substituted, the ordering activity will be notified in advance, in writing, and the substituting personnel will have equal or greater qualifications than specified in the labor category description of the departing employee.

## Commercial Job Title Descriptions

### *Administrative Specialist I, Code IT001*

**Minimum Education and Experience:** Associates degree and at least 3 years of job-related experience or equivalent. Good written communication skills; working knowledge of word processing and

integrated software applications; organizational skills and ability to perform detail oriented work are required. Position may require the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:** Implements documentation and publication standards for technical literature and various style guides, including customer specifications. Participates in the development and maintenance of technical documentation. Edits reports, publications, proposals, and correspondence to ensure clarity of content, consistency of format and accuracy of grammar. Interfaces with engineers and technical professionals in the writing, editing, and publication of various types of customer documents and contract deliverables. Utilizes appropriate computer application software for document text production. Establishes and maintains electronic and/or hardcopy data library of documents and task order files.

### *Administrative Specialist II, Code IT002*

**Minimum Education and Experience:** Associates degree (or equivalent) and at least 6 years of experience. Good oral and written communication skills; working knowledge of word-processing and integrated software applications; organization skills and ability to perform detail-oriented work are required. Position may require the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:** Develops documentation and publication standards for technical literature and various style guides, including customer specifications. Coordinates documentation received including the publication of the bibliography of technical reports, staff studies, and working papers. Provides reference, document delivery, online search, and referral services. Directs information services. Interfaces with engineers and technical professionals in the writing, editing, and publication of various types of documents. Oversees in-house production flow of technical publications. Tracks and monitors flow of all documents from inception to distribution of final copies. Identifies and corrects problem areas as they arise. Provides final quality assurance check for all document deliverables. Utilizes appropriate computer software for document production. Investigates and implements best ways to produce documentation electronically.

### *Applications Programmer I, Code IT003*

**Minimum Education and Experience:** Bachelors degree in Computer Science, Engineering or related field or equivalent and at least 3 years of job related experience or equivalent. Excellent communications and analytical skills; demonstrated working knowledge and extensive experience of several programming languages, computer systems, hardware configurations and integrated software application programs. Position requires the ability to investigate, troubleshoot, and design solutions to problems in operational hardware and software. Position may require the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:** Lead team in development or analysis of large scale software projects, usually involving scientific applications. Prepare software requirements, design, code, or documentation. Develop plans for detailed analysis of computer program code, documentation, and output to insure validity, consistency, and conformance to applicable standards. Design and execute computer program test cases, analyze output for validity, and prepare written reports documenting results. Supervise, train and evaluate junior level personnel. Direct on-site customer interface for software installation, testing, systems integration, programming, debugging and other computer system tasks as needed. Provide informal training in implementing software programs based on user requirements. Maintain liaison with outside hardware and software vendors for system upgrades and maintenance. Develop, write, and submit technical reports for technical presentations and meetings.

Perform evaluations in the development, design, implementation, and maintenance of complex programs or systems.

### *Applications Programmer II, Code IT004*

**Minimum Education and Experience:** Bachelors degree in Computer Science, Engineering or related field or equivalent and at least 5 years of job related experience or equivalent. Excellent communications and analytical skills; demonstrated working knowledge and extensive experience of several programming languages, computer systems, hardware configurations and integrated software application programs. Position requires the ability to investigate, troubleshoot, and design solutions to problems in operational hardware and software. Position may require the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:** Lead team in development or analysis of large scale software projects, usually involving scientific applications. Prepare software requirements, design, code, or documentation. Develop plans for detailed analysis of computer program code, documentation, and output to insure validity, consistency, and conformance to applicable standards. Design and execute computer program test cases, analyze output for validity, and prepare written reports documenting results. Supervise, train and evaluate junior level personnel. Direct on-site customer interface for software installation, testing, systems integration, programming, debugging and other computer system tasks as needed. Provide informal training in implementing software programs based on user requirements. Maintain liaison with outside hardware and software vendors for system upgrades and maintenance. Develop, write, and submit technical reports for technical presentations and meetings. Perform evaluations in the development, design, implementation, and maintenance of complex programs or systems.

### *Applications Programmer III, Code IT005*

**Minimum Education and Experience:** Bachelors degree in Computer Science, Engineering or related field or equivalent and at least 7 years of job related experience or equivalent. Excellent communications and analytical skills; demonstrated working knowledge and extensive experience of several programming languages, computer systems, hardware configurations and integrated software application programs. Position requires the ability to investigate, troubleshoot, and design solutions to problems in operational hardware and software. Position may require the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:** Lead team in development or analysis of large scale software projects, usually involving scientific applications. Prepare software requirements, design, code, or documentation. Develop plans for detailed analysis of computer program code, documentation, and output to insure validity, consistency, and conformance to applicable standards. Design and execute computer program test cases, analyze output for validity, and prepare written reports documenting results. Supervise, train and evaluate junior level personnel. Direct on-site customer interface for software installation, testing, systems integration, programming, debugging and other computer system tasks as needed. Provide informal training in implementing software programs based on user requirements. Maintain liaison with outside hardware and software vendors for system upgrades and maintenance. Develop, write, and submit technical reports for technical presentations and meetings. Perform evaluations in the development, design, implementation, and maintenance of complex programs or systems.

### *Engineer Technician I, Code IT006*

**Minimum Education and Experience:** Vocational/technical training beyond high school or equivalent and at least 3 years of job related experience or equivalent. Excellent communications and analytical skills; working knowledge of computer systems and integrated software application programs. Some positions may require the ability to investigate, troubleshoot, and design solutions to problems in operational hardware and software.

**Functional Responsibilities:** Install, monitor, and service equipment and systems at company and client sites. Perform test and evaluation, check-out, certification tasks. Perform validations/verifications of various electronic systems. Review Engineering Change Proposals for equipment impacts. Assist in accomplishing Engineering Change Instructions. Develop technical/engineering data for planned maintenance systems, technical manuals, trouble-shooting procedures, drawing updates, operating procedures, maintainability improvements, and test reports. Support systems engineering activities with subject matter expertise. Direct on-site customer interface for equipment/system installation, testing, survey, fabrication, and other engineering tasks as needed. Comply with engineering documentation standards, engineering plans, system specifications and test procedures. Provide technical data and evaluation for components, equipment and systems consistent with engineering plans, layout and contract requirements.

### *Engineer Technician II, Code IT007*

**Minimum Education and Experience:** Associates degree in Computer Science, Engineering or related field or equivalent and at least 5 years of job related experience or equivalent. Excellent communications and analytical skills; working knowledge of computer systems and integrated software application programs. Some positions may require the ability to investigate, troubleshoot, and design solutions to problems in operational hardware and software.

**Functional Responsibilities:** Install, monitor, and service equipment and systems at company and client sites. Perform test and evaluation, check-out, certification tasks. Perform validations/verifications of various electronic systems. Review Engineering Change Proposals for equipment impacts. Assist in accomplishing Engineering Change Instructions. Develop technical/engineering data for planned maintenance systems, technical manuals, trouble-shooting procedures, drawing updates, operating procedures, maintainability improvements, and test reports. Support systems engineering activities with subject matter expertise. Direct on-site customer interface for equipment/system installation, testing, survey, fabrication, and other engineering tasks as needed. Comply with engineering documentation standards, engineering plans, system specifications and test procedures. Provide technical data and evaluation for components, equipment and systems consistent with engineering plans, layout and contract requirements.

### *Engineer Technician III, Code IT008*

**Minimum Education and Experience:** Associates degree in Computer Science, Engineering or related field or equivalent and at least 7 years of job related experience or equivalent. Excellent communications and analytical skills; working knowledge of computer systems and integrated software application programs. Some positions may require the ability to investigate, troubleshoot, and design solutions to problems in operational hardware and software.

**Functional Responsibilities:** Install, monitor, and service equipment and systems at company and client sites. Perform test and evaluation, check-out, certification tasks. Perform validations/verifications of various electronic systems. Review Engineering Change Proposals for equipment

impacts. Assist in accomplishing Engineering Change Instructions. Develop technical/engineering data for planned maintenance systems, technical manuals, trouble-shooting procedures, drawing updates, operating procedures, maintainability improvements, and test reports. Support systems engineering activities with subject matter expertise. Direct on-site customer interface for equipment/system installation, testing, survey, fabrication, and other engineering tasks as needed. Comply with engineering documentation standards, engineering plans, system specifications and test procedures. Provide technical data and evaluation for components, equipment and systems consistent with engineering plans, layout and contract requirements.

### *Program Manager, Code IT009*

**Minimum Education and Experience:** Bachelor's degree and a minimum of 15 years experience. Excellent communication, interpersonal, organizational, and analytical skills are required. Working knowledge of word-processing and integrated software applications is required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:** Provides project architecture, work breakdown structure, performance measurement standards and matrices as well as technical leadership of the day-to-day project services delivered. Is responsible for individual business elements conducted in compliance with applicable local, state and federal laws and regulations. Represents the company as appropriate with its relations with customers, employees, suppliers, government industry groups, community organizations, and professional associations. Is responsible to implement a sound plan for organizational management and controls. Supervises, coordinates, provides leadership to and reviews the work of assigned staff and/or contracts. Interfaces with customers on a regular basis. Monitors customer feedback and advises on a broad range of issues related to products/services being delivered.

### *Project Manager, Code IT010*

**Minimum Education and Experience:** Bachelor's degree and a minimum of 10 years experience. Excellent management, communication, interpersonal, organizational and analytical skills are required. Position may require travel. Position may require some travel. Position may require the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:** Provides project architecture, work breakdown structure, performance measurement standards and matrices as well as technical leadership of the day-to-day project services delivered. Is responsible for individual business elements conducted in compliance with applicable local, state and federal laws and regulations. Represents the company as appropriate with its relations with customers, employees, suppliers, government industry groups, community organizations, and professional associations. Is responsible to implement a sound plan for organizational management and controls. Supervises, coordinates, provides leadership to and reviews the work of assigned staff and/or contracts. Interfaces with customers on a regular basis. Monitors customer feedback and advises on a broad range of issues related to products/services being delivered.

### *Software Engineer I, Code IT011*

**Minimum Education and Experience:** Bachelors degree in Engineering or related scientific field or equivalent and at least 3-5 years of job related experience or equivalent. Excellent communications and analytical skills; working knowledge of computer systems and integrated software application programs. Some positions may require the ability to investigate, troubleshoot, and design solutions to

problems in operational hardware and software. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:** Develops and applies advanced methods, theories, and research techniques in the investigation and solution of highly complex and advanced software applications and problems requiring the expert application of advanced knowledge. Plans, conducts, technically directs, and evaluates projects or major phases of significant projects, coordinating the efforts of engineers and technical support staff in the performance of assigned projects. Conducts investigations and tests of considerable complexity for emerging technologies. Reviews literature, patents, and current practices relevant to the solution of assigned projects. Performs a range of design development, analysis, or review tasks independently providing supervision of contributing engineers. Responsible for complete designs, analyses, or design reviews independently or as the team leader. Recommends corrections in technical applications and analysis and evaluates vendor capabilities to provide required products or services. May lead engineering teams and act as a mentor to engineering team members. May train other engineers on technical issues related to the research, design, development, testing and analysis of engineering assignments. Conducts site visits and experimental investigations and analyzes engineering problems, propose solutions and alternatives, and provides recommendations. Prepares, delivers and submits technical papers and performs engineering studies. May provide technical management and leadership to a group of employees for a given project, contract or job with overall responsibility for cost, schedule technical and employee performance.

### *Software Engineer II, Code IT012*

**Minimum Education and Experience:** Bachelors degree in Engineering or related scientific field or equivalent and at least 5-7 years of job related experience or equivalent. Excellent communications and analytical skills; working knowledge of computer systems and integrated software application programs. Some positions may require the ability to investigate, troubleshoot, and design solutions to problems in operational hardware and software. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:** Develops and applies advanced methods, theories, and research techniques in the investigation and solution of highly complex and advanced software applications and problems requiring the expert application of advanced knowledge. Plans, conducts, technically directs, and evaluates projects or major phases of significant projects, coordinating the efforts of engineers and technical support staff in the performance of assigned projects. Conducts investigations and tests of considerable complexity for emerging technologies. Reviews literature, patents, and current practices relevant to the solution of assigned projects. Performs a range of design development, analysis, or review tasks independently providing supervision of contributing engineers. Responsible for complete designs, analyses, or design reviews independently or as the team leader. Recommends corrections in technical applications and analysis and evaluates vendor capabilities to provide required products or services. May lead engineering teams and act as a mentor to engineering team members. May train other engineers on technical issues related to the research, design, development, testing and analysis of engineering assignments. Conducts site visits and experimental investigations and analyzes engineering problems, propose solutions and alternatives, and provides recommendations. Prepares, delivers and submits technical papers and performs engineering studies. May provide technical management and leadership to a group of employees for a given project, contract or job with overall responsibility for cost, schedule technical and employee performance.

### *Software Engineer III, Code IT013*

**Minimum Education and Experience:** Bachelors degree in Engineering or related scientific field or equivalent and at least 10 years of job related experience or equivalent. Excellent communications and analytical skills; working knowledge of computer systems and integrated software application programs. Some positions may require the ability to investigate, troubleshoot, and design solutions to problems in operational hardware and software. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:** Develops and applies advanced methods, theories, and research techniques in the investigation and solution of highly complex and advanced software applications and problems requiring the expert application of advanced knowledge. Plans, conducts, technically directs, and evaluates projects or major phases of significant projects, coordinating the efforts of engineers and technical support staff in the performance of assigned projects. Conducts investigations and tests of considerable complexity for emerging technologies. Reviews literature, patents, and current practices relevant to the solution of assigned projects. Performs a range of design development, analysis, or review tasks independently providing supervision of contributing engineers. Responsible for complete designs, analyses, or design reviews independently or as the team leader. Recommends corrections in technical applications and analysis and evaluates vendor capabilities to provide required products or services. May lead engineering teams and act as a mentor to engineering team members. May train other engineers on technical issues related to the research, design, development, testing and analysis of engineering assignments. Conducts site visits and experimental investigations and analyzes engineering problems, propose solutions and alternatives, and provides recommendations. Prepares, delivers and submits technical papers and performs engineering studies. May provide technical management and leadership to a group of employees for a given project, contract or job with overall responsibility for cost, schedule technical and employee performance.

### *Software Engineer IV, Code IT014*

**Minimum Education and Experience:** Masters degree in Engineering or related scientific field or equivalent and at least 12 years of job related experience or equivalent. Excellent communications and analytical skills; working knowledge of computer systems and integrated software application programs. Some positions may require the ability to investigate, troubleshoot, and design solutions to problems in operational hardware and software. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:** Develops and applies advanced methods, theories, and research techniques in the investigation and solution of highly complex and advanced software applications and problems requiring the expert application of advanced knowledge. Plans, conducts, technically directs, and evaluates projects or major phases of significant projects, coordinating the efforts of engineers and technical support staff in the performance of assigned projects. Conducts investigations and tests of considerable complexity for emerging technologies. Reviews literature, patents, and current practices relevant to the solution of assigned projects. Performs a range of design development, analysis, or review tasks independently providing supervision of contributing engineers. Responsible for complete designs, analyses, or design reviews independently or as the team leader. Recommends corrections in technical applications and analysis and evaluates vendor capabilities to provide required products or services. May lead engineering teams and act as a mentor to engineering team members. May train other engineers on technical issues related to the research, design, development, testing and analysis of engineering assignments. Conducts site visits and experimental investigations and analyzes engineering problems, propose solutions and alternatives, and provides recommendations. Prepares, delivers and submits technical papers and performs engineering studies. May provide technical management and

leadership to a group of employees for a given project, contract or job with overall responsibility for cost, schedule technical and employee performance.

### *Subject Matter Expert II, Code IT015*

**Minimum Education and Experience:** Bachelor's degree and at least 6 years of job-related experience or equivalent. Excellent communications and analytical skills; working knowledge of computer systems and integrated software application programs. Some positions may require the ability to investigate, troubleshoot, and design solutions to technical problems. Position may require travel. Positions may require the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:** To support specialized IT tasks, consults as a subject area expert to solve complex problems in technical areas, including but not limited to, engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews, and other environments to assist in collaborative results. Conducts site visits, investigations and studies to gather information. Prepares reports, presentations, and papers to document findings, opinions, and recommendations. Leads/mentors junior personnel.

### *Subject Matter Expert III, Code IT016*

**Minimum Education and Experience:** Bachelor's degree and at least 8 years of job related experience or equivalent. Good communications skills; working knowledge of word processing and integrated software applications; good management and organizational skills and ability to perform detail-oriented work are required. Position may require travel. Positions may require the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:** To support specialized IT tasks, consults as a subject area expert to solve complex problems in technical areas, including but not limited to, engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews, and other environments to assist in collaborative results. Conducts site visits, investigations and studies to gather information. Prepares reports, presentations, and papers to document findings, opinions, and recommendations. Supervises teams in accomplishing tasks and train junior-level personnel in the technical aspects of assigned work.

### *Systems Analyst I, Code IT017*

**Minimum Education and Experience:** Bachelor's degree and at least 3 years of job-related experience or equivalent. Good written communication skills; working knowledge of word processing and integrated software applications; good management and organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:** Conducts research and prepares technical reports regarding technical studies and process analysis and forecasts. Generates management tools to effectively control programs. Generates reports documenting findings. Conducts research into business processes and

practices to assess/implement improvements. Prepares computerized programs utilizing commercial software to manage tasks. Maintains database to produce monthly financial reports. Tracks, processes and distributes deliverables and monitors comment status.

### *Systems Analyst II, Code IT018*

**Minimum Education and Experience:** Bachelor's degree and at least 6 years of job-related experience or equivalent. Good written communication skills; working knowledge of word processing and integrated software applications; excellent management and organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:** Conducts research and prepares technical reports regarding technical studies and process analysis and forecasts. Tracks, processes, produces and distributes deliverables and monitors comment status. Collects and analyzes performance data. Assesses and quantifies cost/schedule/management/ business status and risk. Evaluates trends and projects cost completion estimates. Participates in program management reviews and business meetings. Prepares and coordinates inputs for acquisition documentation, status reports, briefings and information inquiries. Trains new staff (internal & external) on concepts, techniques, and reporting. Conducts special studies and evaluations. Researches, analyzes problems and determines element(s) requirements with minimum supervision. Collaborates with customer(s) to define, coordinates and tracks the status of multidisciplinary task(s) and advises on requirements planning and implementation. Reviews program reports, technical papers, drawings, specifications, procedures, etc. and performs tests/evaluations and validations/verifications; provides comments; consolidates and adjudicates comments from various organizations and prepares reports. Prepares program management correspondence (i.e., letters, memos and route sheets), designs charts, spreadsheets, Gantt charts and presentations and prepares analytical reports and meeting minutes.

### *Systems Analyst III, Code IT019*

**Minimum Education and Experience:** Bachelor's degree and at least 8 years of job-related experience or equivalent. Good written communication skills; working knowledge of word processing and integrated software applications. Exceptional management and organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:** Conducts research and prepares technical reports regarding technical studies and process analysis and forecasts. Tracks, processes, produces and distributes deliverables and monitors comment status. Collects and analyzes performance data. Assesses and quantifies cost/schedule/management/ business status and risk. Evaluates trends and projects cost completion estimates. Participates in program management reviews and business meetings. Prepares and coordinates inputs for acquisition documentation, status reports, briefings and information inquiries. Trains new staff (internal & external) on concepts, techniques, and reporting. Conducts special studies and evaluations. Researches, analyzes problems and determines element(s) requirements with minimum supervision. Collaborates with customer(s) to define, coordinates and tracks the status of multidisciplinary task(s) and advises on requirements planning and implementation.

### *Systems Engineer I, Code IT020*

**Minimum Education and Experience:** Bachelor's degree in Engineering, or related scientific field and at least 5 years of job-related experience or equivalent. Good communications and analytical skills;

working knowledge of computer systems and integrated software application programs. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:** Performs a range of design development, analysis or review tasks under minimal supervision. Acts as a lead on less complex tasks and responsible for a portion of a design or section of an analysis or design review. Coordinates and works closely with other engineering, logistics, financial, and program management disciplines to define system specifications and requirements. Develops, maintains and produces technical documentation and system/subsystem specifications. Interfaces with customers at all levels: design reviews, technical working groups, and final design and test activities. Conducts site visits, experimental investigations and analyzes engineering problems, propose solutions and alternatives, and provides recommendations.

### *Systems Engineer II, Code IT021*

**Minimum Education and Experience:** Bachelor's degree in Engineering, or related scientific field and at least 8 years of job-related experience or equivalent. Excellent communications and analytical skills; working knowledge of computer systems and integrated software application programs. The position may require the ability to investigate, troubleshoot, and design solutions to problems in operational hardware and software. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:** Performs a range of design development, analysis, or review tasks independently. Responsible for complete designs, analyses, or design reviews. May train other engineers on technical issues related to the research, design, development, testing, and analysis of engineering assignments. Interfaces with customers at all levels: design reviews, technical working groups, and final design and test activities. Conducts site visits and experimental investigations and analyzes engineering problems, propose solutions and alternatives, and provides recommendations. Prepares, delivers and submits technical papers and performs engineering studies. May organize and supervise a group of employees for a given project, contract or job with overall responsibility for cost, schedule, technical and employee performance.

### *Systems Engineer III, Code IT022*

**Minimum Education and Experience:** Bachelor's degree in Engineering, or related scientific field and at least 12 years of job-related experience or equivalent. Excellent communications and analytical skills; working knowledge of computer systems and integrated software application programs. The position may require the ability to investigate, troubleshoot, and design solutions to problems in operational hardware and software. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:** Performs a range of design development, analysis, or review tasks independently. Responsible for complete designs, analyses, or design reviews. May train other engineers on technical issues related to the research, design, development, testing, and analysis of engineering assignments. Interfaces with customers at all levels: design reviews, technical working groups, and final design and test activities. Conducts site visits and experimental investigations and analyzes engineering problems, propose solutions and alternatives, and provides recommendations. Prepares, delivers and submits technical papers and performs engineering studies. May organize and supervise a group of employees for a given project, contract or job with overall responsibility for cost, schedule, technical and employee performance.

### *Technical Writer I, Code IT023*

**Minimum Education and Experience:** Bachelor's degree in English/Journalism or a related field and at least 3 years of job-related experience or equivalent. Excellent written communication skills; working knowledge of word-processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:** Interfaces with technical professionals in the writing, editing, and publication of various types of documents such as specifications, manuals, reports, plans, training materials, and presentations. Researches a wide variety of assigned topics and develop writing plans and outlines. Assists in the development of supporting materials (illustrations, tables, etc.). Provides quality assurance check for all document deliverables. Advises, manages and mentors personnel assigned to technical documentation function.

### *Technical Writer II, Code IT024*

**Minimum Education and Experience:** Bachelor's degree in English/Journalism or a related field and at least 6 years of job-related experience or equivalent. Excellent written communication skills; working knowledge of word-processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:** Interfaces with technical professionals in the writing, editing, and publication of various types of documents such as specifications, manuals, reports, plans, training materials, and presentations. Researches a wide variety of assigned topics and develop writing plans and outlines. Assists in the development of supporting materials (illustrations, tables, etc.). Provides quality assurance check for all document deliverables. Advises, manages and mentors personnel assigned to technical documentation function.

### *Technical Consultant, Code IT025*

**Minimum Education and Experience:** Bachelors degree in Computer Science, Engineering or related field or equivalent. Excellent communications and analytical skills; demonstrated working knowledge and extensive experience of several programming languages, computer systems, hardware configurations and integrated software application programs. Position requires the ability to investigate, troubleshoot, and design solutions to problems in operational hardware and software. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Functional Responsibilities:** Lead team in development or analysis of large-scale software projects, usually involving scientific applications. Prepare software requirements, design, code, or documentation. Develop plans for detailed analysis of computer program code, documentation, and output to insure validity, consistency, and conformance to applicable standards. Design and execute computer program test cases, analyze output for validity, and prepare written reports documenting results. Supervise, train and evaluate junior level personnel. Direct on-site customer interface for software installation, testing, systems integration, programming, debugging and other computer system tasks as needed. Comply with hardware and software systems standards and procedures. Develop, write, and submit technical reports for technical presentations and meetings, and customer briefings. Perform evaluations in the development, design, implementation, and maintenance of complex programs or systems. Responsible for employee performance evaluations.

<i>CDS<sup>2</sup></i> Government Site Rates						
LC#	Title	Year 6 11/1/11 - 10/31/12	Year 7 11/1/12 - 10/31/13	Year 8 11/1/13 - 10/31/14	Year 9 11/1/14 - 10/31/15	Year 10 11/1/15 - 10/31/16
IT001	Administrative Specialist I	\$34.28	\$35.34	\$36.44	\$37.57	\$38.73
IT002	Administrative Specialist II	\$45.34	\$46.75	\$48.20	\$49.69	\$51.23
IT003	Applications Programmer I	\$78.83	\$81.27	\$83.79	\$86.39	\$89.07
IT004	Applications Programmer II	\$93.91	\$96.83	\$99.83	\$102.92	\$106.11
IT005	Applications Programmer III	\$103.20	\$106.40	\$109.70	\$113.10	\$116.61
IT006	Engineer Technician I	\$58.23	\$60.04	\$61.90	\$63.82	\$65.79
IT007	Engineer Technician II	\$61.40	\$63.30	\$65.27	\$67.29	\$69.37
IT008	Engineer Technician III	\$79.74	\$82.21	\$84.76	\$87.39	\$90.09
IT009	Program Manager	\$145.88	\$150.40	\$155.06	\$159.87	\$164.82
IT010	Project Manager	\$141.16	\$145.54	\$150.05	\$154.70	\$159.50
IT011	Software Engineer I	\$92.67	\$95.54	\$98.50	\$101.55	\$104.70
IT012	Software Engineer II	\$94.61	\$97.55	\$100.57	\$103.69	\$106.90
IT013	Software Engineer III	\$113.49	\$117.01	\$120.64	\$124.38	\$128.23
IT014	Software Engineer IV	\$139.26	\$143.61	\$148.06	\$152.65	\$157.39
IT015	Subject Matter Expert II	\$119.19	\$122.89	\$126.70	\$130.63	\$134.68
IT016	Subject Matter Expert III	\$151.65	\$156.36	\$161.20	\$166.20	\$171.35
IT017	Systems Analyst I	\$61.40	\$63.30	\$65.27	\$67.29	\$69.37
IT018	Systems Analyst II	\$89.74	\$92.52	\$95.39	\$98.34	\$101.39
IT019	Systems Analyst III	\$109.00	\$112.38	\$115.86	\$119.45	\$123.15
IT020	Systems Engineer I	\$102.97	\$106.16	\$109.45	\$112.85	\$116.34
IT021	Systems Engineer II	\$92.66	\$95.53	\$98.48	\$101.54	\$104.69
IT022	Systems Engineer III	\$120.44	\$124.17	\$128.02	\$131.99	\$136.08
IT023	Technical Writer I	\$57.09	\$58.86	\$60.68	\$62.56	\$64.50
IT024	Technical Writer II	\$72.45	\$74.69	\$77.01	\$79.40	\$81.86
IT025	Technical Consultant	\$112.32	\$115.80	\$119.39	\$123.09	\$126.91

## Additional Ordering Information

### USA Commitment to Promote Small Business Participation Procurement Programs

#### *Preamble*

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

#### *Commitment*

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact **Brian Alderson, Vice President, Phone: (843) 552-8025, Fax: (843) 552-8028, Email: balderson@cds2.com.**



*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.