

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

Note: 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.

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

FPDS Code D308	Programming Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

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

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

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

**Business Size: SMALL**

**Sonawane WebDynamics, Inc.  
21489 Glebe View Drive  
Ashburn, VA 20147  
(703) 629-7254**

www.boreport.com

Contract Number: \_\_\_\_\_

Period Covered by Contract: \_\_\_\_\_

General Services Administration  
Federal Supply Service

Pricelist current through Modification #\_\_\_\_\_, dated \_\_\_\_\_.

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

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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:  
**The 48 contiguous states and the District of Columbia.**
2. Contractor's Ordering Address and Payment Information:

**Sonawane WebDynamics, Inc.  
21489 Glebe View Drive  
Ashburn, VA 20147**

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.

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. 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:

**For technical and ordering assistance call: (703) 629-7254**

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: **027499610**

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

Block 31: Woman-Owned Small Business - **No**

Block 36: Contractor's Taxpayer Identification Number (TIN): **54-1934498**

4a. CAGE Code: **1XRD2**

4b. Contractor has/has not 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)

**SIN 132-51**

**As agreed upon between the offerror and The Ordering Agency**

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

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

a. Prompt Payment: 0% - Net 30 days from receipt of invoice or date of acceptance, whichever is later.

b. Quantity

c. Dollar Volume

d. Government Educational Institutions

**The Government Educational Institutions are offered the same discounts as all other Government customers.**

e. Other

**All government agencies will receive the same discounts.**

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 \$50.00
11. Maximum Order (All dollar amounts are exclusive of any discount for prompt payment.)
- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:
- Special Item Number 132-3 - Leasing of Product
  - Special Item Number 132-4 – Daily / Short Term Rental
  - Special Item Number 132-8 - Purchase of Equipment
  - Special Item Number 132-12 – Maintenance of Equipment
  - Special Item Number 132-32 - Term Software Licenses
  - Special Item Number 132-33 - Perpetual Software Licenses
  - Special Item Number 132-34 – Maintenance of Software
  - Special Item Number 132-51 - Information Technology (IT) Professional Services
  - Special Item Number 132-52 - Electronic Commerce (EC) Services
  - Special Item Number 132-53 – Wireless Services
- b. The Maximum Order value for the following Special Item Numbers (SINs) is \$25,000:
- Special Item Number 132-50 - Training Courses
12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS.  
In accordance with FAR 8.404:

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

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

- a. Orders placed at or below the micro-purchase threshold. ordering activities can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering activities should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the ordering activity's needs. In selecting the supply or service representing the best value, the ordering activity may consider--
- (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
  - (2) Trade-in considerations;
  - (3) Probable life of the item selected as compared with that of a comparable item;
  - (4) Warranty considerations;
  - (5) Maintenance availability;

- (6) Past performance; and
- (7) Environmental and energy efficiency considerations.

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

Review additional Schedule Contractors'

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

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

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

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

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

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

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

### 13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS

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

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

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

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

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

(i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

(j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

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

16. GSA Advantage!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

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:

##### **Outside the scope of this contract**

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

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

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

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

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

## **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, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, 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.

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

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

**[www.boreport.com](http://www.boreport.com)**

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

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

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

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

(b) The following statement:

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

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

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

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

- (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
  - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

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

1. SCOPE

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

2. PERFORMANCE INCENTIVES

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

3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)  
(G-FCI-920) (MAR 2003)

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

When ordering services over \$100,000, Department of Defense (DOD) ordering offices and non-DOD agencies placing orders on behalf of the DOD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 – Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence.

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering activity using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

- (a) When ordering services, ordering activities shall—
  - (1) Prepare a Request (Request for Quote or other communication tool):
    - (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
    - (ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of

work. A firm-fixed price order shall be requested, unless the ordering activity makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

(iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.

(iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

Based upon an initial evaluation of catalogs and price lists, the ordering activity should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate) and transmit the request as follows:

NOTE: When buying IT professional services under SIN 132—51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINS as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

(i) The request should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.

(ii) For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the ordering activity's needs.

(iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.

(iv) Ordering activities should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

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

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

(i) **SINGLE BPA:** Generally, a single BPA should be established when the ordering activity can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

(ii) **MULTIPLE BPAs:** When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing the BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the Schedule contractor that represents the best value.

(2) **Review BPAs Periodically:** Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

(c) The ordering activity should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

(d) When the ordering activity's requirement involves both products as well as executive, administrative and/or professional, services, the ordering activity should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

(e) The ordering activity, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For ordering activity requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

#### 4. ORDER

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

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

#### 5. PERFORMANCE OF SERVICES

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established

Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

#### 6. INSPECTION OF SERVICES

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

#### 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 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 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 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 52.232-7 (DEC 2002), Alternate I (APR 1984) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), Alternate II (DEC 2002) applies to labor-hour orders placed under this contract.

## 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 SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 and 132-52. IT Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

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

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



## Sonawane WebDynamics IT Professional Services

As a comprehensive resource, Sonawane WebDynamics (SWDI) provides business intelligence solutions for every reporting requirement. SWDI features extensive capabilities, including decision support systems (DSS), enterprise reporting, database management, applications development, and customized technical training.

### ***Data Warehousing & Business Intelligence***

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

The Data Warehousing and Business Intelligence (DW&BI) group is part of the Enterprise Applications & Business Intelligence division in SWDI. DW&BI group is one of the leading global providers of end-to end Data Warehousing, Business Intelligence and Enterprise Performance Management solutions.

The DW&BI group offers strategic consulting, IT consulting, implementation services, IT outsourcing and Business Process Outsourcing services in the area of Data Warehousing, Business Intelligence and Corporate Performance Management. We also offer custom technology solutions in the form of generic frameworks and reusable components for all phases of the Data Warehousing and Business Intelligence life cycle.

SWDI has the technical, functional and domain expertise in the following areas.

<b>Reporting/OLAP</b>	<b>Data Modeling</b>	<b>ETVL</b>	<b>Data Quality</b>	<b>DW Engine</b>	<b>Packaged Applications</b>	<b>Data Mining</b>
Business Objects	Oracle	Informatica	SAS	SAS	SAP BIW	SAS
Sagent	ERWin	Sagent	Trillium	Oracle	PeopleSoft EPM	SPSS
Hyperion		Acta		IBM	Oracle EDW	Oracle
Brio		SAS		NCR		
Oracle		Oracle				
SAS		ETI				
Cognos		Ascential				
Crystal Reports						

### ***Consulting and Enterprise Solutions***

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

Consulting and Enterprise application division of SWDI is a leading player in the areas of e-Business Consulting and solutions development. The mission to improve the competitiveness of SWDI clients, enabling them to thrive in the New Economy and focus on providing end to end solutions in areas of Supply Chain Management (SCM), Customer Relationship Management (CRM and eCRM), Supplier Relationship Management (SRM), Process Consulting (PCP), Global Logistics Consulting (GLP), Document and Knowledge Management (DKM), Product Life-Cycle Management (PLM), EAI & Web Services, User Experience Management (UXM) and E-Governance.

### ***Operational Excellence***

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

SWDI helps its customer's design and implement new generation business processes using principles of Business Process Redesign, Supply Chain Management, Customer Relationship Management and the Extended Enterprise. SWDI specializes in building business processes that exploit contemporary and emerging information technologies including state-of-the-art e-business technologies, rather than merely automate existing anachronistic processes.

### ***IT Architecting, Implementation and Maintenance***

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

To support new generation business processes, SWDI undertakes the entire life cycle of IT implementation activities from architecting complex IT systems, to implementing them and taking care of post-implementation maintenance.

### ***Change Management***

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

SWDI attaches great importance to the human dimension of the transition associated with the change brought about by Strategic Excellence, Operational Excellence and IT Implementation. SWDI's consulting methodologies incorporate Change Management techniques to ensure successful transition that can be sustained.

### ***Training***

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

SWDI Education Services has the team of experts trainers who enable skill development for self-reliance, empowered decision-making, and value acceleration. SWDI provide the customized training to your:

- Developers
- Business managers
- End user
- Business partners

### ***Support***

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

To maximize the return on your IT investment, you require support services that deliver an unwavering commitment to your success. Our range of support services provides the resolution, responsiveness, access, and expertise that best meet your needs.

- Our solution-focused engineers—working with our development teams as needed—will bring your issues to resolution quickly. Our extensive online knowledge base, forums, documentation, sample applications, and tips and tricks allow you to find answers to your questions swiftly and independently.
- Leverage telephone and online access to our global network of regional support centers with technical specialists who speak your language, provide support during your local business hours, and respond to your organization's emergency issues on site.
- Ongoing feature updates and bug fixes provide ongoing value and ensure maximum benefits from our solutions and your business intelligence and other IT systems.

### Description of Job Titles

Sonawane WebDynamics is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the services have been provided below.

<p>Labor Category: <b>Subject Matter Expert</b></p> <p><u>Minimum/General Experience</u></p> <ul style="list-style-type: none"><li>▪ Ten (10) years minimum business experience within IT engineering and business consulting.</li></ul> <p><u>Functional Responsibility</u></p> <p>Expert consultation services and guidance to assigned systems/software/test engineers, and specialist in functional knowledge of performance and other validation criteria as required. Comply with task/work breakdown schedules, investigate/report on new, evolving and emerging technologies, and participate in project events. Provides extremely high-level subject matter expertise for work described in the task. Designs and prepares technical reports, studies and related documents. Plans and prepares technical briefings. Supports all aspects of a research and development policies, objectives, and initiatives. Researches new technologies that align with the mission and goals of the project.</p> <p><u>Minimum Education</u></p> <p>Bachelors Degree (BS) in administration or related field</p>
<p>Labor Category: <b>ERP Consultant</b></p> <p><u>Minimum/General Experience</u></p> <ul style="list-style-type: none"><li>▪ Five plus (5+) years of total IT experience</li><li>▪ Excellent written and verbal communication skills along with strong presentation and customer interaction skills</li></ul> <p><u>Functional Responsibility</u></p> <p>Provides business consulting, project management and functional ERP consulting services for client's ERP implementations. Possesses the ability to analyze a customer's business requirements, develop and implement solutions during their implementation. Work with site facilities to develop, test, and implement ERP based systems.</p> <p><u>Minimum Education</u></p> <p>Bachelors or Masters (BS/MS) in Computer Science, Engineering, Math or equivalent</p>
<p>Labor Category: <b>Database Administrator</b></p> <p><u>Minimum/General Experience</u></p> <ul style="list-style-type: none"><li>▪ Two (2) years of hands-on experience</li></ul>

- Two (2) years of increasing responsibility in a complex technical environment.
- Knowledge of SQL server environment, NT and Unix operating systems, Data
- Storage Techniques and Database Failure Recovery.

Functional Responsibility

The Database Administrator (DBA) manages the design and development of databases and related services, guarantees the performance integrity and quality of the databases, and controls system capacity for existing requirements and plans for future needs. The DBA performs database installation, backups, administration, maintenance and monitoring.

The DBA has experience with Oracle, IBM DB2, MySQL, PostgreSQL, Microsoft Sequel and Access.

Minimum Education

Bachelors Degree (BS) in Computer Science or related field

Labor Category: **Data Warehouse Analyst**

Minimum/General Experience

- Five plus (5+) years of experience with data warehouse architecture design, development, and deployment
- Experience with Data Conversion

Functional Responsibility

Technical project lead focusing on data warehousing and data integration technologies, and application in solving business and technical challenges. Provide technical thought leadership and manage the day-to-day activities of client engagements to accomplish project goals. Provide project planning, scheduling, monitoring, and reporting.

Working as a member of the technical data warehouse team,. Responsible for the development and support of the data warehouse environment. Includes involvement in all phases of the project lifecycle and requires the ability to work on several projects simultaneously.

Minimum Education

Bachelors Degree (BS) in computer science or related field required; MS, MA, or MBA degree preferred

Labor Category: **Systems Engineer**

Minimum/General Experience

- Five to eight (5-8) years of experience in supporting information and data system engineers
- Must be experienced in identifying and analyzing highly complex system problems and in investigating, developing, appraising, selecting, and presenting resolution solutions
- Must be sufficiently well versed in his/her discipline and/or technology environment as to feel comfortable working with personnel at the technical levels of an organization

Functional Responsibility

Provide systems engineering support to agency teams and managers in evaluating, analyzing, specifying and implementing complex information technology, concepts, processes and technologies for their missions. Lead and/or conduct complex system design reviews, performance evaluation studies, system architecture level-workshops, critical benchmarking efforts, and customer satisfaction surveys to facilitate customer system development efforts. Exercises independent judgment in the performance of all duties. Provides solutions to highly unusual and extremely difficult technical and management problems requiring a high level of analytical ability. Communicate extensively with customer representatives and employees.

Minimum Education

Bachelors Degree (BS) in information systems, systems engineering, physical sciences or a related engineering or science field.

Labor Category: **Project Manager**

Minimum/General Experience:

- Minimum of fifteen (15) years of progressively more difficult experience in managing the development and implementation of large systems at government agencies, commercial companies and/or organizations.

Functional Responsibility:

Provide consulting resources to agency head, directors and senior managers on quality improvements. Plan, organize and manage development and operations of large aerospace and ground-based systems for government agencies and commercial clients. Be totally responsible for meeting system development and operations costs and schedules. Lead improvement efforts to reduce system development and data production costs to the users. Manage a team of system consultants, engineers, scientists, analysts and junior managers. Develops policy, procedures, and standards for managing information technology and systems that support corporate business requirements and customer mission systems specifications. Evaluates current business and system development strategies and practices to create information technology standards and procedures that enhance competitiveness for the organization. Assesses new and emerging information technologies, changing organizational requirements, and cost impacts related to these technologies. Recommends and implements organizational practices related to information technology and customer mission systems. Lead new business marketing and procurement efforts.

Minimum Education:

A Masters Degree (MS) in management information systems, systems engineering, computer science, a related engineering field, or business management.

Labor Category: **Sr. Programmer Analyst**

Minimum/General Experience:

- Five to ten (5 - 10) years development experience.
- Background in development with following tools: JSP, Servlet- XML, XSLT, SAX/DOM, Xerces- HTML, JavaScript - Unix / Solaris - JavaMail - Oracle 8i Database and PL/SQL - Project Management

Functional Responsibility:

Analyzes, develops, programs, tests, implements and maintains components (e.g., databases, extract files, programs, applications) to assist those customers using them. This involves designing, programming, testing and modifying computer software using a variety of tools. This position will also ensure applications or database services are readily available to users across a multi-platform distributed systems or mainframe environment. May also serve as a mentor for junior employees.

Minimum Education:

Bachelors degree (BS) in computer science

Labor Category: **Software Engineer**

Minimum/General Experience:

- Two (2) years experience designing, developing, testing and documenting new software applications.
- Must have familiarity with networking protocols and databases

Functional Responsibility:

The Software Engineer implements project specifications and user requirements. Codes, tests, debug, and documents programs for relatively straightforward projects. The Software Engineer supports in the development of code for projects of a more complex nature. They work cooperatively with other engineers to provide solutions to problems by applying software engineering principles, theories, and concepts. The engineer is familiar with various protocols (TCP/IP T/TCP, UDP, UDDI, SOAP, XML ), Embedded Systems, Linux and VxWorks.

Has experience and knowledge with Java, C, C++, Javascript, Perl, Active-X and ASP.

Minimum Education:

Bachelors Degree (BS) in computer science or 2-4 years technical professional

Labor Category: **Network Engineer**

Minimum/General Experience:

- Two (2) years experience as a Network Analyst and Network Design
- Two (2) years experience with routing and switching protocols
- Two plus (2+) years experience with wide and local area networks including experience with common-carrier data networks

Functional Responsibility:

Has the capability to do installations, configurations, maintenance, troubleshooting, and performance optimization of enterprise networking equipment such as routers, gateways, switches, hubs, and dial-up modems. The Network Engineer designs and recommends overall network architectures including VPNs, firewalls, dynamic and geographic load balancing hardware and other network devices. Provides knowledge transfer for other network administrators and technicians. Once a designed network is installed and fully operational, the Network Engineer prepares written project management or technical documentation, status reports, proposals and presentations as required.

Must know and utilize TCP/IP, BGP, OSPF, IGRP, EIGRP, RIP, RIP2, IS-IS, ATM, SONET, QoS, T3/DS3, OC3c, OC12 and SNMP to build and manage large-scale, heterogeneous networks.

Minimum Education:

Bachelors Degree (BS) degree in computer science or the equivalent combination of education and experience.

Labor Category: **System Administrator**

Minimum/General Experience:

- Three to six (3-6) years of related experience in performing emergency, corrective and preventive maintenance on highly complex computer systems and high-rate networks
- Knowledgeable of complex computer systems and network platforms, UNIX and MS Windows operating systems, peripherals, network topologies, and network protocols
- Must have prior experience in performing both hardware and software installations on new and existing computers and networks
- Must be familiar with remotely monitoring the performance of computer systems

Functional Responsibility:

Works under minimum supervision for monitoring computer and network performance, troubleshooting, service restoration, and system and communications optimization among system and network components. Interfaces with customers to identify and resolve system performance and network connectivity problems. Analyzes service restoration of highly complex, recurring, and chronic problems; determines the impact of fixing the problem on system operations and network connectivity; reroutes communications traffic to prevent service interruption; and notifies appropriate internal groups of any problems degrading systems and network performance.

Helps maintain records of computer system installations, modifications, and hardware/software configurations in accordance with standards and requirements, and assists in required testing of installed hardware and software in preparation for delivery of new or modified configurations prior to delivery to the end user and/or mission operations.

Minimum Education:

Bachelors Degree (BS) in Electronics, computer systems or equivalent experience

Labor Category: **Systems Analyst**

Minimum/General Experience:

- Minimum of five (5) years of progressive in working with teams of IT system engineers, scientists and analysts.

Functional Responsibility:

Provide support to agency heads, directors, and senior managers in evaluating, analyzing, specifying and implementing complex information technology, concepts, processes and technologies for their missions. Pay special attention to latest technical innovations, new technologies insertion opportunities, system performance improvements, product quality enhancements, and rapid system deployments at lower costs.

Organize and conduct complex system design reviews, performance evaluation studies, system architecture level-workshops, critical benchmarking efforts, and customer satisfaction surveys to facilitate corporate process improvement efforts.

Minimum Education:

A Bachelors Degree (BS) in information systems, systems engineering, computer science, or a related engineering or science field or business management

Labor Category: **Help Desk Manager**

Minimum/General Experience:

- Six plus ( 6+) years of technical experience
- Minimum of three (3) years as Help Desk Manager in an enterprise support environment; contractor experience is a plus.

Functional Responsibility:

Oversees daily operations for an enterprise-level IT services help desk. The candidate must have proven experience managing support operations, planning, and scheduling work, and supervising a team of technicians responsible for installing, configuring, and troubleshooting client's enterprise applications, Windows XP operating system, MS Office 2000 suite of products, network, and accounts administration in an enterprise setting.

Develop structured content and procedures for training materials and programs for technicians to maximize customer service levels and responsiveness. Ensures that all activities of help desk are properly coordinated, monitored, logged, tracked, and resolved.

Minimum Education:

Bachelors Degree (BS) in computer science or related field

Labor Category: **Information Engineer**

Minimum/General Experience:

- Five plus (5+) years of experience in the design, development, architecture and integration of solutions into computer-based systems.
- Strong managerial, supervisory and communication skills, including giving formal presentations

Functional Responsibility:

Install, maintain and troubleshoot corporate-wide applications that support critical business functions. Maintain network performance by repairing equipment, network software including all security maintenance. Maintain records by documenting procedures used. Help prepare reports by collecting information. Contribute to team effort by accomplishing related results as needed. Provide information services by; supporting operating locations; configuring, updating, and operating servers; creating e-mail accounts and maintaining e-mail functionality; operating, maintaining, and enhancing Local Area Network and Wide Area Network; resolving problems.

Minimum Education:



Masters Degree (MS) in Computer Science or related field

Labor Category: **Quality Assurance Analyst**

Minimum/General Experience:

- Five plus (5+) years experience in a team IT environment with quality assurance responsibilities
- Working knowledge of QA methodologies/terminology/tools

Functional Responsibility:

Daily analysis and examination of software systems, following a prescribed testing plan. Documenting bugs found and re-creating program anomalies are routine functions, as well as reviewing software documentation for accuracy and completeness. Also verify that all software problems are resolved by running appropriate tests.

Assist in the updates and execution of the Quality Management Plan - Assist in the development of quality assurance processes and procedures. Assist in the development of the quality assurance metrics capture and analysis. Participate in deliverable and product audit. Provide thought leadership to the team on quality assurance best practices related to development of deliverables and products.

Minimum Education:

Bachelors Degree (BS) in computer science or related field

Labor Category: **Programmer Analyst**

Minimum/General Experience:

- Three to Five (3 – 5) years experience with software development and quantitative data analysis to include a demonstrated expertise
- Experience with SQL Server, Oracle, Access, ASP, Crystal Reports, Visual Basic, and SAS a plus.

Functional Responsibility:

The Programmer Analyst will develop, implement, and maintain a complex set of code and associated utilities to analyze large data sets and produce standard, semi-custom, and custom reports for clients. Job responsibilities include enhancing and maintaining existing code sets developed in-house, writing, maintaining, and documenting all code, and serving as the in-house expert for data analysis and report generation.

Minimum Education:

Bachelors Degree (BS) in Computer Science (or equivalent)

Labor Category: **Technical Writer/ Editor**

Minimum/General Experience:

- Three to six (3-6) years related experience
- Extensive experience in the creation and preparation of software internal and external

documentation utilizing various resource tools

Functional Responsibility:

Develops and maintains user manuals and design documents for various products and projects. Work with software developers, hardware developers, technical management, sales, marketing, and customers to develop and maintain products. Communicate accurate estimates of the work to be performed.

Minimum Education:

Bachelors Degree (BS) degree or equivalent years of work experience as a technical writer

**Sonawane WebDynamics, Inc.. GSA Proposed Pricelist**

<b>Labor Category</b>	<b>Loaded Rates <i>On Site &amp; Off Site</i></b>
Subject Matter Expert	\$138.00
ERP Consultant	\$125.00
Database Administrator	\$114.00
Data Warehouse Analyst	\$106.00
Systems Engineer	\$88.00
Project Manager	\$83.00
Sr. Programmer Analyst	\$79.00
Software Engineer	\$77.00
Network Engineer	\$74.00
Systems Administrator	\$69.00
Systems Analyst	\$65.00
Help Desk Manager	\$58.50
Information Engineer	\$55.00
Quality Assurance Analyst	\$54.50
Programmer Analyst	\$52.00
Technical Writer/Editor	\$49.00

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

PREAMBLE

(Name of Company) 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

**Shailendra Sonawane, Partner**

[ssonawane@boreport.com](mailto:ssonawane@boreport.com)

**21489 Glebe View Drive**

**Ashburn, VA 20147**

**(703) 629-7254**

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 ActivityDate

\_\_\_\_\_  
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.

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**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.