

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

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

FPDS Code D302 IT Systems Development Services  
FPDS Code D306 IT Systems Analysis Services  
FPDS Code D307 Automated Information Systems Design and Integration Services  
FPDS Code D308 Programming Services  
FPDS Code D310 IT Backup and Security Services  
FPDS Code D311 IT Data Conversion Services  
FPDS Code D316 IT Network Management 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.



Contractor:

**Everest Technology Solutions, Inc.**  
**9990 Fairfax Boulevard, Suite 501**  
**Fairfax, VA 22030-1736**  
**703-691-1793 phone**  
**703-691-2395 fax**  
**[www.everest.nu](http://www.everest.nu)**

Contract Number: **GS-35F-0297V**

Period Covered by Contract: **MARCH 11, 2009 THRU MARCH 10, 2014**

General Services Administration  
Federal Acquisition Service

Pricelist current through Modification #**AWARD**, dated **MARCH 11, 2009**.

Products and ordering information in this Authorized FAS Information Technology Schedule Pricelist are also available on the GSA *Advantage!* System. Agencies can browse GSA *Advantage!* by accessing the Federal Acquisition 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 Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition 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:**

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*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.

The Geographic Scope of Contract will be domestic delivery only.

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

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Orders:

**Everest Technology Solutions, Inc.**  
**Attn: Director of Contracts**  
**9990 Fairfax Boulevard, Suite 501**  
**Fairfax, VA 22030-1736**

Remittance:

**The Business Bank**  
**Attn: Everest Technology Solutions**  
**8399 Leesburg Pike**  
**Vienna, VA 22182**

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

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

**(703) 691-1793 Technical Assistance and Ordering Assistance**

**3. LIABILITY FOR INJURY OR DAMAGE**

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

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

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Block 9: G. Order/Modification Under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS) Number: **066524534**  
Block 30: Type of Contractor - **B. Other Small Business**  
Block 31: Woman-Owned Small Business - **No**  
Block 36: Contractor's Taxpayer Identification Number (TIN): **26-0006228**

- 4a. CAGE Code: **1V6N8**
- 4b. Contractor **has** registered with the Central Contractor Registration Database.

**5. FOB DESTINATION**

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**6. DELIVERY SCHEDULE**

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- 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:

<b>SPECIAL ITEM NUMBER</b>	<b>DELIVERY TIME (Days ARO)</b>
132-51	As negotiated between Everest and the Ordering Activity

- 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:**

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

- a. Prompt Payment: **0%** - **30** days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity
- c. Dollar Volume
- d. Government Educational Institutions
- e. Other

**8. TRADE AGREEMENTS ACT OF 1979, AS AMENDED:**

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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:**

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**None**

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**10. SMALL REQUIREMENTS:**

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The minimum dollar value of orders to be issued is \$100.

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

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

**12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

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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:**

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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):**

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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.

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

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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.

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### **14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)**

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

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

(k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

## **15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:**

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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!**

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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**

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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.

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## **18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

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- 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.

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## **19. OVERSEAS ACTIVITIES**

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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.

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.

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## **20. BLANKET PURCHASE AGREEMENTS (BPAS)**

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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).

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## **21. CONTRACTOR TEAM ARRANGEMENTS**

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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.

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## **22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

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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.**

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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:

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

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

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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)**

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- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
  - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
  - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

**26. SOFTWARE INTEROPERABILITY.**

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Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

**27. ADVANCE PAYMENTS**

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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**

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- 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**

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- 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. ORDER**

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- 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**

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- 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.

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

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(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.

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## **6. INSPECTION OF SERVICES**

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The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

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

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The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

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

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

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## 9. INDEPENDENT CONTRACTOR

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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.

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## 10. ORGANIZATIONAL CONFLICTS OF INTEREST

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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.

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## 11. INVOICES

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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.

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## 12. PAYMENTS

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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 II – Feb 2002) (Deviation – May 2003) 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 – Feb 2002) (Deviation – May 2003) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

### 13. RESUMES

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

### 14. INCIDENTAL SUPPORT COSTS

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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

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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

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a. The Contractor shall provide a description of each type of IT Service offered under Special Item Number 132-51. 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.

### SENIOR SYSTEMS ENGINEER

**Minimum/General Experience:** Specific experience includes the supervision of technical team(s), innovative use of structured design methodologies, application of state-of-the-practice analytic tools, implementation of object oriented architectures, and experience with the logical and physical functional, operational, and technical infrastructures of large, complex IT systems.

**Functional Responsibility:** Directs establishment of system requirements (software, hardware, and communications) in the lifecycle development of enterprise-wide or large-scale information systems. Designs architecture to meet requirements, migrate maturing technologies, and provide for future expansion. Ensures system compatibility and compliance with state-of-the-practice standards for open systems architectures. Applies systems analysis disciplines to work flows, organizational responsibilities, and planning problems/adjustments. Develops and guides appropriate corrective actions.

**Minimum Education:** BS degree, Master's Degree or Ph.D. preferred with 15 years of experience (7 years of program or project management and/or technical lead; 7 years of specialized field work). Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

### **MID-LEVEL SYSTEMS ENGINEER**

**Minimum/General Experience:** Specific experience includes the innovative use of structured design methodologies, application of state-of-the-practice analytic tools, implementation of object oriented architectures, and experience with the logical and physical functional, operational, and technical infrastructures of large, complex IT systems

**Functional Responsibility:** Directs establishment of system requirements (software, hardware, and communications) in the lifecycle development of enterprise-wide or large-scale information systems. Designs architecture to meet requirements, migrate maturing technologies, and provide for future expansion. Ensures system compatibility and compliance with state-of-the-practice standards for open systems architectures. Applies systems analysis disciplines to work flows, organizational responsibilities, and planning problems/adjustments. Develops and guides appropriate corrective actions.

**Minimum Education:** BS degree, Master's Degree or Ph.D. preferred with 7 to 10 years of experience (7 years of technical lead; 5 years of specialized field work). Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

### **JUNIOR SYSTEMS ENGINEER**

**Minimum/General Experience:** : Specific experience includes the innovative use of structured design methodologies, application of state-of-the-practice analytic tools, implementation of object oriented architectures, and experience with the logical and physical functional, operational, and technical infrastructures of large, complex IT systems.

**Functional Responsibility:** Assists with the establishment of system requirements (software, hardware, and communications) in the lifecycle development of enterprise-wide or large-scale information systems. Designs architecture to meet requirements, migrate maturing technologies, and provide for future expansion. Ensures system compatibility and compliance with state-of-the-practice standards for open systems architectures. Applies systems analysis disciplines to work flows, organizational responsibilities, and planning problems/adjustments. Performs appropriate corrective actions.

**Minimum Education:** BS degree, Master's Degree or Ph.D. preferred with 5 years of experience (3 years of technical lead; 3 years of specialized field work). Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

### **SENIOR SOFTWARE ENGINEER**

**Minimum/General Experience:** Eight to ten years experience in the design, development, implementation, operations and maintenance, testing and evaluation of computer system software. Three years experience in managing/administering software engineering functions.

**Functional Responsibility:** Plans, coordinates and controls software operations; estimates resources required, assigns accountability; and establishes success criteria. Develops complete, consistent, and unambiguous required specifications detailing precisely what the software will accomplish. Implements structure programming techniques and procedures including top-down hierarchical software design, module integration, interface definition, and design. Provides analysis for defining requirements, monitoring progress, coordinating personnel, and assessing risk as well as test and validation of software modules and system performance.

**Minimum Education:** BS in Computer Science, Electrical and Computer Engineering, Mathematics, or related discipline.

### **MID-LEVEL SOFTWARE ENGINEER**

**Minimum/General Experience:** Experience includes code and applications development supporting Internet/Intranet, mainframe, distributed processing, networked, and database management systems. Knowledge of state-of-the-practice programming languages and the ability to develop and implement complex software.

**Functional Responsibility:** Performs general programming duties using object-oriented languages. Analyzes functional applications and prepares and responds to design specifications. Develops block diagrams and logic flow charts. Translates detailed design into executable software. Tests, debugs, and refines programs and database procedures/configurations to produce the required products. Prepares detailed documentation including both program-level and user-level materials. Enhances operating software to integrate new components and/or improve efficiency. Troubleshoots and maintains databases. Develops user-training materials.

**Minimum Education:** BS in Computer Science, Electrical and Computer Engineering, Mathematics, or related discipline.

### **JUNIOR SOFTWARE ENGINEER**

**Minimum/General Experience:** 3 to 5 years experience in the design, development, implementation, operation and maintenance, testing and validation of computer system software. Two years specialized experience in using software engineering tools.

**Functional Responsibility:** Plans, coordinates and controls a software operation, estimates resources required, and establishes success criteria. Develops complete, consistent, required specifications detailing precisely what the software will accomplish. Implements structure programming techniques and procedures including top-down hierarchical software design, module integration, interface definition, and design. Provides analysis for defining requirements, monitoring progress, and assessing risk as well as test and validation of software modules and system performance.

**Minimum Education:** BS in Computer Science, Electrical and Computer Engineering, Mathematics, or related discipline.

### **SENIOR NETWORK ENGINEER**

**Minimum/General Experience:** Eight to ten years of progressive experience in planning, designing and analyzing connectivity and infrastructure capacity requirement for data, voice, and video communication networks and systems; analyses may include such network parameters as traffic levels, connect time, transmission speeds, and packet size/throughput ratios. Four years experience of progressive supervisory experience with at least two years of project management experience. Experience includes work with any of the following networks technologies including FDDI, ATM, FastEthernet, SONET, TCP/IP, SNA, Ethernet, Token Ring, Windows NT, Novel NetWare, Banyan VINES, remote access systems, client/server technology, gateway systems, ISDN, public telephone systems, and a variety of media including fiber, copper, and microwave.

**Functional Responsibility:** Provides oversight of project staff responsible for customer support for the design and implementation of a variety of communications networks; support connectivity among disparate networks with vary operating systems, e-mail systems, directory services, and other enterprise wide applications. Plans, installs and monitors communication circuits. Manages and monitors a variety



of interconnected LANs and associated equipment including bridge, routers, hubs, modem pools, and gateways. Analyzes WAN interface requirements. May support video conferencing applications and services as well as associated equipment and communication requirements. May provide task level support for project staff providing the above support. Provide long range system planning at eh enterprise level to incorporate anticipated advances in multi-media application technology that could impact the organization's functioning, meet expected contingencies such as expansion of customer staff, or reflect changes in the enterprise objectives or mission.

**Minimum Education:** Bachelor's degree in Computer Systems Engineering, Electrical Engineering, IT systems, Telecommunications Management or other related discipline.

### **MID-LEVEL NETWORK ENGINEER**

**Minimum/General Experience:** Six years experience in planning, designing and analyzing connectivity and infrastructure capacity requirements for data, voice and video communication networks ad systems; analyses of network parameters as traffic levels, connect time. Transmission speeds, and packet size/throughput ratios. Experience includes work with any of the following networks technologies including FDDI, ATM, FastEthernet, SONET, TCP/IP, SNA, Ethernet, Token Ring, Windows NT, Novel NetWare, Banyan VINES, remote access systems, client/server technology, gateway systems, ISDN, public telephone systems, and a variety of media including fiber, copper, and microwave

**Functional Responsibility:** Responsible for customer support for the design and implementation of a variety of communication networks; supports connectivity among disparate networks with varying operating systems, e-mail systems, directory services, and other enterprise wide applications. Plans, installs and monitors communication circuits. Manages and monitors a variety of interconnected LANs and associated equipment including bridges, routers, hubs, modem pools, and gateways. Analyzes WAN interface requirements. Supports video conferencing applications and services as well as associated equipment and communication requirements.

**Minimum Education:** Bachelor's degree in Computer Systems Engineering, Electrical Engineering, IT systems, or other related discipline.

### **JUNIOR NETWORK ENGINEER**

**Minimum/General Experience:** Three to five years experience in planning, designing and analyzing connectivity and infrastructure capacity requirements for data, voice and video communication networks ad systems; analyses of network parameters as traffic levels, connect time. Transmission speeds, and packet size/throughput ratios. Experience includes work with any of the following networks technologies including FDDI, ATM, FastEthernet, SONET, TCP/IP, SNA, Ethernet, Token Ring, Windows NT, Novel NetWare, Banyan VINES, remote access systems, client/server technology, gateway systems, ISDN, public telephone systems, and a variety of media including fiber, copper, and microwave

**Functional Responsibility:** Responsible for customer support for the design and implementation of a variety of communication networks; supports connectivity among disparate networks with varying operating systems, e-mail systems, directory services, and other enterprise wide applications. Plans, installs and monitors communication circuits. Manages and monitors a variety of interconnected LANs and associated equipment including bridges, routers, hubs, modem pools, and gateways. Analyzes WAN interface requirements. Supports video conferencing applications and services as well as associated equipment and communication requirements.

**Minimum Education:** Bachelor's degree in Computer Systems Engineering, Electrical Engineering, IT systems, or other related discipline.

### **SENIOR SECURITY ENGINEER**

**Minimum/General Experience:** This position requires a minimum of ten years experience specializing in computer and enterprise security requirement. Experience in information assurance of applications and evaluation of security products capabilities and developing solutions to potential vulnerabilities.

**Functional Responsibility:** Expert in the area of enterprise security strategy and implementation. Lead participant in ongoing enterprise security and business continuance initiatives. Responsible for development and implementation of the enterprise security strategy. Analyzes and defines security requirements for large enterprises. Lead the planning, design, development, engineering, and implementation of enterprise solutions for security safeguards and business continuity requirements. Gathers and organizes technical information about an organization's security goals and need, existing security products and required security certification and accreditation requirements. Directs analyses which include risk assessments, vulnerability testing, and cost/benefit trade-offs. Provides daily supervision and direction to staff.

**Minimum Education:** Bachelor's degree in electrical Engineering, Information Science, Information Systems, Computer Science or related discipline. CISSP certification.

### **MID-LEVEL SECURITY ENGINEER**

**Minimum/General Experience:** This position requires a minimum of five years experience specializing in computer and enterprise security requirement. Experience in information assurance of applications and evaluation of security products capabilities and developing solutions to potential vulnerabilities

**Functional Responsibility:** Performs security and information assurance tasks in the area of enterprise security strategy and implementation. Lead participant in ongoing enterprise security and business continuance initiatives. Assist in the development and implementation of the enterprise security strategy. Analyzes and defines security requirements for large enterprises. Assist in the planning, design, development, engineering, and implementation of enterprise solutions for security safeguards and business continuity requirements. Gathers and organizes technical information about an organization's security goals and need, existing security products and required security certification and accreditation requirements. Directs analyses which include risk assessments, vulnerability testing, and cost/benefit trade-offs.

**Minimum Education:** Bachelor's degree in electrical Engineering, Information Science, Information Systems, Computer Science or related discipline. CISSP certification preferred.

### **JUNIOR SECURITY ENGINEER**

**Minimum/General Experience:** This position requires a minimum of three years experience specializing in computer and enterprise security requirement. Experience in information assurance of applications and evaluation of security products capabilities and developing solutions to potential vulnerabilities

**Functional Responsibility:** Performs security and information assurance tasks in the area of enterprise security strategy and implementation. Lead participant in ongoing enterprise security and business continuance initiatives. Assist in the development and implementation of the enterprise security strategy. Analyzes and defines security requirements for large enterprises. Assist in the planning, design,

development, engineering, and implementation of enterprise solutions for security safeguards and business continuity requirements. Gathers and organizes technical information about an organization's security goals and need, existing security products and required security certification and accreditation requirements. Directs analyses which include risk assessments, vulnerability testing, and cost/benefit trade-offs.

**Minimum Education:** Bachelor's degree in electrical Engineering, Information Science, Information Systems, Computer Science or related discipline. CISSP certification preferred.

### **SENIOR SYSTEMS ADMINISTRATOR**

**Minimum/General Experience:** Experience includes the skills and knowledge of computer processing systems with one to six to eight years experience of server client environments and storage back-up media and systems.

**Functional Responsibility:** Directs and manages the daily activities of configuration and operations of business systems. General experience in operating and supporting large scale computer systems in a multi-server environment. Performs system capacity analysis and planning, optimizing system operations and resource utilization, and monitors and supports computer processing. Coordinates, input, output and file media. Provides assistance to users in accessing and using business systems.

**Minimum Education:** Bachelor's degree in Computer Science, Engineering, Business or related field and 3 years experience.

### **MID-LEVEL SYSTEMS ADMINISTRATOR**

**Minimum/General Experience:** Experience includes the skills and knowledge of computer processing systems with one to five years experience of server client environments and storage back-up media and systems.

**Functional Responsibility:** Directs and manages the daily activities of configuration and operations of business systems. General experience in operating and supporting large scale computer systems in a multi-server environment. Performs system capacity analysis and planning, optimizing system operations and resource utilization, and monitors and supports computer processing. Coordinates, input, output and file media. Provides assistance to users in accessing and using business systems.

**Minimum Education:** Associate's degree and 5 years work experience.

### **JUNIOR SYSTEMS ADMINISTRATOR**

**Minimum/General Experience:** Experience includes the skills and knowledge of computer processing systems with one to three years experience of server client environments and storage back-up media and systems.

**Functional Responsibility:** Supports the daily activities of configuration and operations of business systems. General experience in operating and supporting large scale computer systems in a multi-server environment. Performs system capacity analysis and planning, optimizing system operations and resource utilization, and monitors and supports computer processing. Coordinates, input, output and file media. Provides assistance to users in accessing and using business systems.

**Minimum Education:** High School Diploma and sufficient experience to demonstrate that the required skills, knowledge and abilities to perform work in the occupation and an Associate's degree or equivalent university-level study.

### **SENIOR STORAGE ENGINEER**

**Minimum/General Experience:** Ten years experience in designing, developing, and implementing specialized techniques and practices in state-of-art Information Technology, Business Processes, Technology Applications, for Complex Computer Based Storage Sub-Systems. Requires the application of intensive and diversified knowledge of engineering principles and concepts in the broad areas of assignments and related fields

**Functional Responsibility:** Working knowledge of technical elements of storage sub-systems (NAS, SAN, etc...).

**Minimum Education:** BS degree and educational background in computer and electrical engineering, industrial and systems engineering, and computer science.

### **MID-LEVEL STORAGE ENGINEER**

**Minimum/General Experience:** 5 to 7 years experience in designing, developing, and implementing specialized techniques and practices in state-of-art Information Technology, Business Processes, Technology Applications, for Complex Computer Based Storage Sub-Systems. Requires the application of intensive and diversified knowledge of engineering principles and concepts in the broad areas of assignments and related fields

**Functional Responsibility:** Working knowledge of technical elements of storage sub-systems (NAS, SAN, etc...).

**Minimum Education:** BS degree and educational background in computer and electrical engineering, industrial and systems engineering, and computer science.

### **JUNIOR STORAGE ENGINEER**

**Minimum/General Experience:** Three years experience in designing, developing, and implementing specialized techniques and practices in state-of-art Information Technology, Business Processes, Technology Applications, for Complex Computer Based Storage Sub-Systems. Requires the application of intensive and diversified knowledge of engineering principles and concepts in the broad areas of assignments and related fields.

**Functional Responsibility:** Working knowledge of technical elements of storage sub-systems (NAS, SAN, etc...).

**Minimum Education:** BS degree and educational background in computer and electrical engineering, industrial and systems engineering, and computer science.

### **SENIOR TRAINING SPECIALIST**

**Minimum/General Experience:** This position requires a minimum of four years experience in developing and providing technical and end-user training on computer hardware and application software. Experience also includes information systems development, training, or related fields. Must have excellent oral and written communication skills..

**Functional Responsibility:** Conducts the research necessary to develop and revise training courses. Develops and revises courses and prepares appropriate training material. Prepares instructor materials (course outline, background material, training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops and seminars.

**Minimum Education:** BA or BS degree in any field.

### **SENIOR TECHNICAL WRITER/EDITOR**

**Minimum/General Experience:** Specific experience in editing, writing, designing, and preparing business or technical documents. Experience includes editorial consultation, copy design, editing, proofreading, working with technical or management personnel to define content, guidelines, and specification, and development of deliverables. Demonstrated ability to work independently or under general direction.

**Functional Responsibility:** Responsible for the design, development, and the preparation of documents throughout the production cycle, including editorial consultations, copy design//editing, proofreading, and working with technical or management personnel to define documentation content, guidelines, specification, and development schedules. Collect and organizes information required for preparation of user's manuals, training materials, installation guides, proposal and reports. Edit functional descriptions, system specifications, user's manuals, special reports, and any other customer deliverables and documents.

**Minimum Education:** Bachelor's degree in English, Literature or other related discipline.

### **DATABASE ENGINEER**

**Minimum/General Experience:** Experience includes database design and programming with five to seven years of database engineering management and programming.

**Functional Responsibility:** Designs, implements, and maintains complex databases with respect to JCL, access control methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Conducts quality control and auditing of databases in a client server environment to ensure accurate and appropriate use of data. Applies knowledge and expertise with database technologies, development methodologies, and front-end /back end programming languages. Performs database programming and support systems design including maintenance of database dictionaries, overall monitoring of standards and procedures, file design and storage, and integration of systems through database design.

**Minimum Education:** Bachelor's degree in Computer Science, Engineering, Business or related field.

### **TEST MANAGER**

**Minimum/General Experience:** Eight to Ten years experience in developing test procedures and implementing/conducting test and evaluation scenarios. Must have knowledge of user requirements of complex hardware and software applications. Three years of supervisory experience required.

**Functional Responsibility:** Develop, maintain, and upgrades automated test scripts and architectures for application products. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress. Designs, implement and conducts test and evaluation procedures to ensure system requirements are met. Considered a subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware applications. Direct and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.

**Minimum Education:** Bachelor's degree in Computer Science, Engineering or related field.

### **MID- LEVEL TEST AND EVALUATION ENGINEER**

**Minimum/General Experience:** Five to seven years experience in developing test procedures and implementing/conducting test and evaluation scenarios. Must have knowledge of user requirements of complex hardware and software applications.

**Functional Responsibility:** Develop, maintain, and upgrades automated test scripts and architectures for application products. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress. Designs, implement, and conduct test and evaluation procedures to ensure system requirements are met. Considered a subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware applications. Direct and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.

**Minimum Education:** Associate's degree or Bachelor's degree in Computer Science, Engineering or related field.

### **CALL CENTER/HELP DESK SUPPORT MANAGER**

**Minimum/General Experience:** This position requires a minimum of seven year experience specializing in management of help desks in a multi-server environment, comprehensive knowledge of PC operating systems, networking and mail standards and supervision of employees. General experience includes information systems development, network and other work in the client/server field and/or related fields. Demonstrated ability to communicate orally and writing effectively and a positive customer service attitude.

**Functional Responsibility:** Provide daily supervision and direction to staff who are responsible for phone and in-person (break fix/desk side) support to users in the areas of e-mail, directories, standard desktop applications and printer problems.

**Minimum Education:** Bachelor's Degree with 10 years of experience. Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

### **CALL CENTER/HELP DESK SUPPORT ANALYST**

**Minimum/General Experience:** This position requires a minimum of five years experience specializing in knowledge of PC operating systems, networking, and mail standards. Experience includes information systems development and other work in the client/server field and/or related fields. Demonstrated ability to communicate orally and writing effectively and a positive customer service attitude

**Functional Responsibility:** Provides phone and in-person support to users in the areas of e-mail, directories, and standard desktop applications. Is the initial point of contact for troubleshooting hardware/software and printer problems.

**Minimum Education:** Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific with 5 years of experience.

### **MID-LEVEL BREAK FIX SUPPORT ANALYST**

**Minimum/General Experience:** Should possess training and/or applied experience in providing support/troubleshooting for email applications including Exchange and Lotus Notes. Should have working level knowledge of SRS Remedy or other help desk tools. Should have experience in Windows Operating Systems, diagnostic and troubleshooting skills, problem tracking, control and resolution techniques and network/local printer installation and support.

**Functional Responsibility:** Provide support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Provides troubleshooting and consulting on desktop and applications. Maintains the accountability of computer equipment, such as laptops, pagers, Blackberries, etc. and acts as the data transfer points of contact for clients by copy all data to support any network. Adheres to strict guidelines and practices to ensure all security requirements and policies are met and address questions concerning supported products and services deployed in the organization's enterprise environment. Participates in the early release in new applications and products in order to better assist clients. Must be trained on help desk tools and service level agreements (SLA) processes and metrics..

**Minimum Education:** Associate degree in Information Systems, Computer Science, Business or related Discipline.

### **SENIOR BREAK FIX SUPPORT ANALYST**

**Minimum/General Experience:** Should possess solid training and/or applied experience in providing support/troubleshooting for email applications including Exchange and Lotus Notes. Should have working level knowledge of SRS Remedy or other help desk tools. Should have experience in Windows Operating Systems, diagnostic and troubleshooting skills, problem tracking, control and resolution techniques and network/local printer installation and support.

**Functional Responsibility:** Provide support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Provides troubleshooting and consulting on desktop and applications. Maintains the accountability of computer equipment, such as laptops, pagers, Blackberries, etc. and acts as the data transfer points of contact for clients by copy all data to support any network. Adheres to strict guidelines and practices to ensure all security requirements and policies are met and address questions concerning supported products and services deployed in the organization's enterprise environment. Participates in the early release in new applications and products in order to better assist clients. Must be

trained on help desk tools and service level agreements (SLA) processes and metrics. Trains and mentors new team members on problem resolutions procedures and operating procedures.

**Minimum Education:** Associate Degree or Degree in Computer Science, Information Systems, Engineering, Business, or other related technical field.

### **SENIOR PROGRAM/OPERATIONS MANAGER**

**Minimum/General Experience:** Experience includes project development from inception to deployment, expertise in the management and control of funds and resources using reporting tools, and demonstrated capability in managing multi-task contracts and or subcontracts of various types and complexity. Experience includes increasing responsibilities in information systems design and/or management.

**Functional Responsibility:** Serves as the contractor's authorized interface with the Government Contracting Officer, the Contracting Officer's Technical Representative, government management personnel and customer agency representatives. The Program Manager is responsible for the overall management of the specific deliver order(s) and insuring that the technical solutions and schedules in the delivery order(s) are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to the other functional systems.

**Minimum Education:** Bachelor's Degree with 10 years of experience. Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical field.

### **PROJECT MANAGER**

**Minimum/General Experience:** Experience includes code and applications development supporting Internet/Intranet, mainframe, distributed processing, networked, and database management systems. Knowledge of state-of-the-practice programming languages and the ability to develop and implement complex software.

**Functional Responsibility:** Serves as the project manager for delivery orders and shall assist the program manager in working with the Government Contracting Officer, the Contracting Officer's Technical Representative, government management personnel, and other government representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific delivery order and insures that both the technical solutions and schedules in the delivery order are implemented in a timely manner. Performs enterprise wide integration planning and develops cost analysis in support of the delivery order.

**Minimum Education:** Bachelor's Degree with 6 to 8 years of experience. Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

### **FINANCIAL PROGRAM CONTROL ANALYST**

**Minimum/General Experience:** Experience includes preparation and analysis of financial statements, development of schedules, and thorough understanding of Estimate at Complete accounting procedures. In addition, a general knowledge of FAR regulation and federal pricing methods are necessary.

**Functional Responsibility:** Provides all financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or



contractual issues which require a report and recommend solutions. Develop work breakdown structures; prepare charts, tables, graphs, and diagrams to assist in analyzing problems.

**Minimum Education:** Bachelor's Degree with 3 years of experience. Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

### **SENIOR CONFIGURATION MANAGEMENT ANALYST**

**Minimum/General Experience:** Experience includes expert knowledge of configuration management tools and applications business processes and Government contract deliverables procedures. Shall possess seven years working experience in configuration management.

**Functional Responsibility:** Conducts configuration management planning and analysis. Defines provisions for configuration identification, change control, configuration status accounting, and configuration audits. Regulates and manages the change process so that only approved and validated changes are incorporated into product documents and related software.

**Minimum Education:** Bachelor's degree in Computer Science, Engineering, Business or related field and 10 years experience; or Master's degree and 7 years experience.

### **MID-LEVEL CONFIGURATION MANAGEMENT ANALYST**

**Minimum/General Experience:** Experience includes strong knowledge of configuration management tools and applications business processes and Government contract deliverables procedures. Shall possess five years working experience in configuration management.

**Functional Responsibility:** Conducts configuration management planning and analysis. Defines provisions for configuration identification, change control, configuration status accounting, and configuration audits. Regulates and manages the change process so that only approved and validated changes are incorporated into product documents and related software.

**Minimum Education:** Bachelor's degree in Computer Science, Engineering, Business or related field.

### **MISSION ASSURANCE ANALYST**

**Minimum/General Experience:** Specific experience in developing and implementing Continuity of Government and Continuity of Operations policies and procedures for organizations. Fifteen years experience with all aspect of disaster recovery, continuity of operations, and mission assurance policy and implementation.

**Functional Responsibility:** Provides senior guidance on comprehensive emergency management procedures and provides interpretation of Presidential Directives and Federal Preparedness Circulars. Develops plans and procedures for essential functions, delegation of authority and orders of succession for the enterprise. Identify alternate facilities to include protection of vital records, communication warning systems, testing training and exercises, and work force sustainment requirements. Identify roles and responsibilities, hazard identification and risk assessments. Identify logistics requirements, define communication plan and command and control procedures. Integrate into the incident command systems.

**Minimum Education:** BS degree, Master's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

### **DISASTER RECOVERY/ CONTINUITY OF OPERATIONS ANALYST**

**Minimum/General Experience:** Specific experience includes knowledge of disaster recovery and continuity of operations policies, standards and guidelines as promulgated by the federal government and its departments and agencies. Five to seven years experience of designing and administering enterprise wide disaster recovery programs.

**Functional Responsibility:** Designs and administers programs to include policies, standards, guidelines, training programs, and a viable quality assurance process for disaster recovery. Responsible to oversee and review testing and administration of software, data systems, and networks to ensure integrity and security of all data and systems are adequately protected. Contribute and facilitates the preparation of an enterprise wide business resumption plan and assist in the coordination and establishment of disaster recovery programs across mainframe and client server platforms. Coordinates and monitors simulation testing across all enterprise platforms. Shall be capable of designing and administering programs to include policies, standards, guidelines, training programs, and a viable quality assurance process for disaster recovery.

**Minimum Education:** BS degree in Computer Science, Engineering, Business or other related discipline.

### **SR. WEB CONTENT ADMINISTRATOR/DEVELOPER**

**Minimum/General Experience:** Complete understanding and wide application of technical principle, theories, and concepts in the field. General knowledge of other related disciplines. Works under only general direction. Independently determines and develops approach to solutions. Work is reviewed upon completion for adequacy in meeting objectives. Should have seven to ten years experience.

**Functional Responsibility:** Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and JavaScript) for a component of the website. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website. Assists with interface implementation.

**Minimum Education:** BS degree in Computer Science, Engineering, Business or other related discipline.

### **ALL SOURCE ANALYSTS**

**Minimum/General Experience:** Applies extensive technical expertise, and has full knowledge of other related disciplines. Work is performed without appreciable direction. Exercises considerable latitude in determining technical objectives of assignment. Completed work is reviewed from a relatively long-term perspective, for desired results.

**Functional Responsibility:** Provides knowledge of existing geospatial, Signal Intelligence, Human Intelligence, and open source analysis applications and processes in support of implementing the organization's goals and objectives. Performs system integration, verification and validation, and software evaluation to determine the supportability and effectiveness of candidate solutions in support of customer geospatial analysis requirements. Responsibilities include creation and integration of complete products. Specific tasks include the use of COTS software and integration of other data sources, along with generating compliant metadata reports. Ability to observe existing analytical missions, and then design customized applications and tools based on mission need. Create final media products including 8mm

tapes, CD-ROMs, hardcopy maps, and documentation. Develop digital display tools to allow the end user to easily display and analyze the data in the GIS database. Create a fully integrated All Source planning database from multiple data sources. May include the development and conduct of training courses on topics. Prepares analysis and reports specific to the needs of the customer.

**Minimum Education:** Bachelor's degree in Engineering, Business or other related field.

### **CONSULTANT/ANALYST**

**Minimum/General Experience:** Minimum of fifteen years experience supporting the federal government or large corporations including working with or at the senior executive level within the federal government or corporations.

**Functional Responsibility:** Lead expert in an area of need. Provides high-level advisory services to evaluate and recommend solutions to complex problems and issues to improve the efficiency, productivity or actionable intelligence to the customer. Assumes the responsibility that senior management team work efficiently and confers with the customer to endure project cooperation and success.

**Minimum Education:** Master's degree in related discipline.

### **SENIOR CONSULTANT/ANALYST**

**Minimum/General Experience:** Minimum of twelve years experience supporting the federal government or large corporations including working with or at the senior management or executive level within the federal government or corporations.

**Functional Responsibility:** Expert in an area of need. Provides advisory services to evaluate and recommend solutions to complex problems and issues to improve the efficiency, productivity or actionable intelligence to the customer. Assumes the responsibility that senior management team work efficiently and confers with the customer to endure project cooperation and success.

**Minimum Education:** Bachelor's degree in related discipline.

### **SR. KNOWLEDGE MANAGEMENT ENGINEER**

**Minimum/General Experience:** Demonstrated written and oral communications skills. Must demonstrate the ability to work independently or under general direction. Ten to fifteen years experience in systems and data management applications and tools. Proven managerial and supervisory skills suggested.

**Functional Responsibility:** Develops analytical and computational techniques and methodology for problem solutions. Applies the concept of operations set of disciplines for planning, analysis, design and construction of information systems across an organization. Performs process and data modeling in support of planning and analysis using both manual and automated tools. Applies activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business and performance measurement techniques. Develops and applies organization wide information models for use in designing and building integrated shared software and database management systems.

**Minimum Education:** BS degree, Master's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline

### **QUALITY ASSURANCE SPECIALIST**

**Minimum/General Experience:** Five years of experience in creating, updating, and maintaining quality assurance plans and conducting independent assessment and compliance of software and systems development process.

**Functional Responsibility:** Provides development of project Software Quality Assurance Plan and the implementation of procedures that conforms to the requirements of the contract. Provides an independent assessment of how the project's software development process is being implemented relative to the defined process and recommends methods to optimize the organization's process. May be responsible for all activities involving quality assurance and compliance with applicable regulatory requirements. Conducts audits and reviews/analyzes data and documentation. Develops and implements procedures and test plans for assuring quality in a system development environment which supports large databases and applications.

**Minimum Education:** Bachelor's degree in Computer Science, Engineering, Business or related **field**.

**EVEREST TECHNOLOGY SOLUTIONS, INC. GSA SCHEDULE PRICELIST**

<i>Labor Category</i>	<b>GSA Catalog Price w/IFF</b>	<b>Contract Year 2 3/11/10 – 3/10/11</b>	<b>Contract Year 3 3/11/11 – 3/10/12</b>	<b>Contract Year 4 3/11/12 – 3/10/13</b>	<b>Contract Year 5 3/11/13 – 3/10/14</b>
<i>Systems Engineer</i>					
Senior Systems Engineer	\$143.69	\$150.01	\$156.61	\$163.50	\$170.70
Mid-Level Systems Engineer	\$124.25	\$129.72	\$135.42	\$141.38	\$147.60
Junior Systems Engineer	\$107.75	\$112.49	\$117.44	\$122.61	\$128.00
<i>Software Engineer</i>					
Senior S/W Engineer	\$152.71	\$159.43	\$166.44	\$173.77	\$181.41
Mid-Level S/W Engineer	\$131.02	\$136.78	\$142.80	\$149.09	\$155.65
Junior S/W Engineer	\$106.42	\$111.10	\$115.99	\$121.09	\$126.42
<i>Network Engineer</i>					
Senior Network Engineer	\$158.10	\$165.06	\$172.32	\$179.90	\$187.82
Mid-Level Network Engineer	\$109.13	\$113.93	\$118.94	\$124.18	\$129.64
Junior Network Engineer	\$77.24	\$80.64	\$84.19	\$87.89	\$91.76
<i>Security Engineer</i>					
Senior Security Engineer	\$106.42	\$111.10	\$115.99	\$121.09	\$126.42
Mid-Level Security Engineer	\$97.03	\$101.30	\$105.76	\$110.41	\$115.27
Junior Security Engineer	\$85.39	\$89.15	\$93.07	\$97.16	\$101.44
<i>Systems Administrator</i>					
Senior Systems Administrator	\$132.09	\$137.90	\$143.97	\$150.30	\$156.92
Mid-Level Systems Administrator	\$92.04	\$96.09	\$100.32	\$104.73	\$109.34
Junior Systems Administrator	\$76.76	\$80.14	\$83.66	\$87.34	\$91.19
<i>Storage Engineer</i>					
Senior Storage Engineer	\$140.99	\$147.19	\$153.67	\$160.43	\$167.49
Mid-Level Storage Engineer	\$110.75	\$115.62	\$120.71	\$126.02	\$131.57
Junior Storage Engineer	\$70.75	\$73.86	\$77.11	\$80.51	\$84.05
<i>Database Engineer</i>					
	\$112.04	\$116.97	\$122.12	\$127.49	\$133.10
<i>Senior Technical Writer/Specialist</i>					
	\$123.04	\$128.45	\$134.11	\$140.01	\$146.17
<i>Sr. Training Specialist</i>					
	\$122.29	\$127.67	\$133.29	\$139.15	\$145.28

<i>Labor Category</i>	<b>GSA Catalog Price w/IFF</b>	<b>Contract Year 2 3/11/10 – 3/10/11</b>	<b>Contract Year 3 3/11/11 – 3/10/12</b>	<b>Contract Year 4 3/11/12 – 3/10/13</b>	<b>Contract Year 5 3/11/13 – 3/10/14</b>
<i>Test Engineering</i>					
Test Manager	\$130.00	\$135.72	\$141.69	\$147.93	\$154.43
Mid-level Test & Evaluation Engineer	\$105.11	\$109.73	\$114.56	\$119.60	\$124.87
Junior Test & Evaluation Engineer	\$82.60	\$86.23	\$90.03	\$93.99	\$98.13
<i>Senior Web Content Administrator/Developer</i>					
	\$131.02	\$136.78	\$142.80	\$149.09	\$155.65
<i>Call Center/Help Desk Support</i>					
Call Center/Help Desk Support Manager	\$107.56	\$112.29	\$117.23	\$122.39	\$127.78
Mid-Level Break/Fix Support Analyst	\$85.39	\$89.15	\$93.07	\$97.16	\$101.44
Senior Break/Fix Support Analyst	\$90.37	\$94.35	\$98.50	\$102.83	\$107.36
<i>Program Manager</i>					
Senior Program/Operations Manager	\$161.00	\$168.08	\$175.48	\$183.20	\$191.26
Project Manager	\$125.80	\$131.34	\$137.11	\$143.15	\$149.45
<i>Configuration Management</i>					
Senior Configuration Management Analyst	\$123.77	\$129.22	\$134.90	\$140.84	\$147.03
Mid-Level Configuration Management Analyst	\$108.67	\$113.45	\$118.44	\$123.65	\$129.10
<i>Financial Program Control</i>					
Financial Program Control Analyst	\$108.67	\$113.45	\$118.44	\$123.65	\$129.10
<i>Mission Assurance Analyst</i>					
	\$95.40	\$99.60	\$103.98	\$108.56	\$113.33
<i>Consultant/Analyst</i>					
Senior Consultant/Analyst	\$184.39	\$192.50	\$200.97	\$209.82	\$219.05
Consultant/Analyst	\$169.90	\$177.38	\$185.18	\$193.33	\$201.83
All Source Analyst	\$111.06	\$115.95	\$121.05	\$126.37	\$131.93
<i>Senior Knowledge Management Engineer</i>					
	\$150.38	\$157.00	\$163.90	\$171.12	\$178.65
<i>Quality Assurance Specialist</i>					
	\$128.36	\$134.01	\$139.90	\$146.06	\$152.49



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

**PREAMBLE**

**Everest Technology 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 the Contractor.



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.