

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

SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

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

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

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

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

GStek, Inc.
 1100 Madison Plaza, Suite A
 Chesapeake, VA 23320
 (757)548-1597
www.gstekinc.com

Contract Number: GS-35F-5318H
 Period Covered by Contract: 12/31/12 through 12/30/17

General Services Administration
 Federal Acquisition Service

Pricelist current through Modification #PS0017 dated 01/08/2009

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.FAS.gsa.gov/>.

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

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

Offerors are requested to check one of the following boxes:

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

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

2. CONTRACTOR’S ORDERING ADDRESS AND PAYMENT INFORMATION:

**GStek, Inc.
 1100 Madison Plaza, Suite A
 Chesapeake, VA 23322**

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:
(757)548-1597

3. LIABILITY FOR INJURY OR DAMAGE

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

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

- Block 9: G. Order/Modification Under Federal Schedule
- Block 16: Data Universal Numbering System (DUNS) Number: **868850280**
- Block 30: Type of Contractor - **- B. Service Disabled Veteran Owned Small Business**
 - A. Small Disadvantaged Business
 - B. Other Small Business
 - C. Large Business
 - G. Other Nonprofit Organization
 - L. Foreign Contractor

- Block 31: Woman-Owned Small Business -**No**
- Block 36: Contractor's Taxpayer Identification Number (TIN): **54-1639685**

- 4a. CAGE Code: **00HY8**
- 4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
<u>132-51</u>	As agreed upon between the contractor 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.

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

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

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

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

- a. Prompt Payment: None
- b. Quantity: None
- c. Dollar Volume: None
- d. Government Educational Institutions: None
- e. Other: None

8. TRADE AGREEMENTS ACT OF 1979, as amended:

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

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING: None

10. Small Requirements: The minimum dollar value of orders to be issued is \$2500.00

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

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

12. ORDERING PROCEEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

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

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

Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

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

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

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

16. GSA ADVANTAGE!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

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

c. The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

19. OVERSEAS ACTIVITIES

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

NONE

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

23. SECTION 508 COMPLIANCE.

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant:

Yes _____
 No _____

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product

Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): www.gstekinc.com

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:
This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

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

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

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

26. SOFTWARE INTEROPERABILITY.

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

27. ADVANCE PAYMENTS

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

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

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

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

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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

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

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving

the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

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

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

11. INVOICES

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

12. PAYMENTS

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

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT SERVICES AND PRICING

The following paragraphs describe each of the types of IT services offered by GStek. IT services provide support for the following IT related functional areas.

16.1 IT Facility Operation and Maintenance (FSC Class D301)

Resources and Facilities Management ADP Service tasks provide support for the following functional areas. Specific requirements in these functional areas will be provided in the Delivery Order.

16.1.1 Project Management

- a) Be responsible for management and oversight of all contractor personnel assigned to perform tasks under this contract.
- b) Be the primary point of contact and interface between the Contractor, the Contracting Officer (CO) and the Contracting Officer's Representative (COR) on matters relative to contract performance, terms, and conditions.
- c) Manage contract resources to ensure all tasks are completed and deliverables are met and in compliance with the requirements set forth in the contract.
- d) Perform all other necessary administrative functions to ensure the contract requirements are adhered to.
- e) Handle responses to emergencies, receive requests or complaints, and take appropriate corrective action.
- f) Furnish the Monthly Progress Reports as set forth in the applicable Delivery Order.

16.1.2 Technical Writing

- a) Prepare draft and final copies of reports based on analysis of background data, general discussions, final and draft memoranda, miscellaneous administrative, financial, and budgetary materials and documents.
- b) Assist in the development and preparation of draft and final copies of interagency agreements, cooperative agreements, memoranda of understanding, and memoranda of agreement.
- c) Develop, organize, and produce draft and final material, to include supporting graphics, for technical manuals, specifications, reports, briefings, and presentations.
- d) Organize material and complete writing assignments in accordance with applicable Correspondence Manual (to be made available at time of initial performance) in terms of style and terminology.
- e) Generate reports for publication from background data, draft memoranda, general discussions, and other types of research.
- f) Prepare drafts and finish copies of technical and administrative training materials.
- g) Initiate and maintain accurate records to monitor and track on-going training programs.

16.2 IT Systems Analysis Services (FSC Class D306)

16.2.1 Systems Engineering / Test Engineering

The Systems Analysis and Design Systems Installation ADP Service encompasses systems engineering, logistics engineering, and test engineering functionality. The service can be applied throughout the ADP system life cycle. Systems engineering typically initiates the system life cycle with feasibility studies, trade-off analysis, cost benefit analysis, development of best technical approach, and requirements analysis. These activities lead into a system design process. After system installation this service concludes with system testing. A number of the most common functions performed using this service are identified below.

- a) Complete requirement studies and analysis in support of automation planning.
- b) Conduct analysis of data processing actions and criteria inherent in given functions and develop computer applications to enable automation of work processes.
- c) Recommend alternative solutions and processes.
- d) Evaluate available commercial software, prepare a build-versus-buy proposal. Examine and evaluate profitability of a build-versus-buy proposal.

- e) Design computer systems and programs necessary to produce, generate, store, and retrieve specific information or to accomplish specific work processes.
- f) Design procedures and methods for generating and processing data and integrate such procedures and methods into information systems and plans.
- g) Allocate requirements to system, subsystem and components, and synthesize the overall system design.
- h) Conduct analysis and make design decisions based on “form, fit and function,” reliability, availability, maintainability, human factors, environmental conditions and constraints, portability and transportability.
- i) Conduct and support program and system integration testing to include development and execution of test plans and test procedures that thoroughly validate the delivered system’s ability to meet requirements.
- j) Develop and deliver documentation of automated systems and associated standard operating procedures for operation, maintenance, and support of automated applications.
- k) Provide design and development progress reviews.
- l) Plan, develop, and conduct information systems and word processing training.
- m) Evaluate vendor hardware, firmware, and operating system software offerings, and propose alternatives or solutions.

16.2.2 Business Process Analysis

- a) Analyze and develop business practices, objectives, policies, and procedures.
- b) Analyze impacts of legislative, policy, and other regulations and recommend management course of action.
- c) Analyze operations and operations results.
- d) Analyze, report, and recommend actions for management issues such as productivity, quality, cost accounting, and performance.

16.2.3 Business Process Reengineering

- a) Analyze internal operations which employ automated systems to determine ways in which work flow can be simplified, made more effective, or more efficient
- b) Analyze the flow of work between offices that employs automated systems to determine ways this workflow can be simplified, made more effective, or made more efficient
- c) Analyze the flow of work between senior and subordinate organizational elements to determine ways automated systems can improve communications and workflow.

16.2.4 Workflow Planning and Analysis

- a) Determine the variables that most affect work flow in an organization or office.
- b) Determine the most effective ways to incorporate new automated systems into the workflow in organizations and offices of various sizes and environments.
- c) Provide workload analysis and related assistance to government managers and supervisors.
- d) Determine the training needs implied by the role of automated systems in organizational activities.
- e) Provide feedback concerning systems effectiveness.

16.3 Automated Information Systems Design and Integration Services (FSC Class D307)

- a) Provide certified network engineers to support customer service calls.
- b) Provide technical guidance, as required, to ensure a fully functional system that operates at optimum efficiency.
- c) Provide system administration services that promote system integrity.
- d) Perform additions, deletions, and changes to user community.
- e) Respond to service calls and maintain timely and accurate documentation of maintenance activities.

16.4 IT Network Management Services (FSC Class D316)

The Network Services’ Project Management ADP Service provides support for local area networks, wide area networks, intranets, internet, and extranets.

- a) Assist with planning, installations, administration, and maintenance of networks including communications, backup process, and security controls.
- b) Recommend technical solutions and procedures to ensure capacity and performance of networks to meet government needs.
- c) Determine user problems and recommend and implement solutions.
- d) Recommend systems and tools to enhance work effort and security.
- e) Install and generally assist users with standard PC software and tools.
- f) Provide Webmaster Support
 - i) Develop and maintain of the World Wide Web (WWW) server and web pages at a web site.
 - ii) Determine WWW problems; recommend solutions, and implement solutions upon approval.

16.5 Automated News Services, Data Services, or Other Information Services (FSC Class D317-1)

Data/Records Management ADP Service spans a variety of functions - Data Management, Data Collection, Data Entry, Records Administration, Data Maintenance, and File Maintenance.

16.6 Other Information Technology Services, Not Elsewhere Classified (FSC Class D399)

Administrative Telephone Services

Provide all personnel, administration, management, tools, test equipment, maintenance, and services required for the operation and maintenance of an administrative telephone system.

- a) Provide qualified switchboard console operators.
- b) Provide qualified Inside Plant Technicians to install, remove, and relocate inside plant cable.
- c) Provide Electronic Switch System Technicians with experience and factory certification for switch operation and maintenance.
- d) Provide Outside Plant Cable Technicians to install, terminate, splice, and test, buried cable, aerial cable, and underground cable. Perform maintenance on telephone poles, pedestals, and manholes.
- e) Provide Installation and Repair Technicians to perform installation, removal, and relocate customer premise equipment. Included in customer premise equipment is telephones, telephone consoles, alarms, modems, multiplexers, and other similar equipment.

Commercial Job Title: Project Manager

Minimum/General Experience: Ten years general management experience to include a minimum of three years specialized/specific technical experience in the task areas being supervised. Requires competence and experience in human resource management, problem solving, and quality assurance techniques.

Functional Responsibility: The project manager plans, analyzes, evaluates, and manages the project. Includes such duties as analyzing the objectives, policies, work operations and progress, identifying actual or potential problem areas, trends, significant project accomplishments, deficiencies, areas of imbalance, and similar factors in the project and evaluate alternatives or corrective actions in terms of effectiveness on the project and interrelated projects.

Minimum Education: A Bachelor's degree in Engineering, Operations Research, Business Administration or other applicable discipline that is related to the task being performed.

Commercial Job Title: Project Engineer

Minimum/General Experience: Six years general management experience to include a minimum of three years specialized/specific technical experience in the task areas being performed. Must be knowledgeable in the design, development, implementation, and operation of technologies such as video conferencing, local and wide area networking, simulation techniques, and other techniques applicable to training.

Functional Responsibility: The project engineer shall have the ability to conduct mandated studies and analyses, to correlate and consolidate data, to identify existing and potential problems, and to define alternative and

recommended solutions to problems. The project engineer shall possess excellent verbal and written communication skills. The project engineer proposed for each task shall have previous work experience in the technology specified in the SOW.

Minimum Education: A Bachelor's degree in Engineering, Operations Research, or other applicable discipline that is directly related to the task being performed.

Commercial Job Title: Electronic/Telecommunications Engineer

Minimum/General Experience: Shall have a minimum of six years experience, at a professional level, in responsible engineering duties including four years experience (separate or concurrently) in the design of power, grounding systems, and communication systems, and demonstrate two years experience in the design, and be cleared to design, red/black criteria and DIAM 50-3.

Functional Responsibility: The Electronic Engineer should be able to interface with all levels of management, be capable of managing projects and demonstrating these capabilities by past experience. Independently performs systems engineering activities. Supports the design and development of computer and communications systems. Conducts hardware engineering.

Minimum Education: Shall have a Bachelor of Science degree in electrical/electronics engineering from an accredited engineering institution.

Commercial Job Title: Junior Electronic/Telecommunications Engineer

Minimum/General Experience: Shall have one year experience at a professional level in responsible engineering duties.

Functional Responsibility: Support systems engineering activities. Designs computer and communications systems. Conducts hardware engineering. Receives guidance and direction from project engineers.

Minimum Education: Shall have Bachelor of Science degree in electrical/electronic engineering from an accredited engineering institution.

Commercial Job Title: Senior Systems Analyst/Engineer

Minimum/General Experience: Six years of general management experience of which three years must be in specialized/specific technical area relating to the task being performed.

Functional Responsibility: The senior systems analyst/engineer will be required to design data bases and integrate hardware to provide a total integrated solution to engineering projects. Must perform engineering tasks, requirements analyses, integrate data, and monitor project status to ensure maximum efficiency, which includes creating statistical reports and interpreting them to make changes required. Must coordinate with both users and operational staff on interfaces affecting the project. Must plan and execute changes, and maintain internal and user documentation required. Serves as the project's leader to resolve technical problems; including problems interfacing with multiple vendors and customer products.

Minimum Education: A Bachelor's Degree in Engineering or other discipline applicable to the task for which he/she is performing.

Commercial Job Title: Systems Analyst/Engineer

Minimum/General Experience: Four years general management experience of which two years must be in a specialized/specific technical area relating to the task being performed.

Functional Responsibility: The systems analyst/engineer will assist in the design of data bases and hardware integration to provide a total integrated solution to engineering projects. Must assist in the performance of engineering tasks, requirement analyses, integrate data, monitor project status to ensure maximum efficiency, which includes creating statistical reports and interpreting them to make changes required. Must coordinate with both

users an operational staff on interfaces affecting the project. Plans and executes changes, and maintains all internal and user documentation required.

Minimum Education: A Bachelor's Degree in Engineering or other discipline applicable to the task for which he/she is performing.

Commercial Job Title: Technical Writer

Minimum/General Experience: Shall have a minimum of six years experience, three years of general and three years of specialized experience. General experience shall include original writing/editing of scientific, technical, engineering or other professional material. Also, progressively responsible work with equipment, systems, or devices which has required an understanding of their principles, operations, and uses, and the ability to describe them in simple, clear language. Three years specialized experience is required in progressively responsible positions as a writer of technical reports and publications which has required substantial subject matter knowledge of the field involved. Such experience may have been gained as a writer of technical articles for publications, as a writer of group-prepared technical reports and papers, or other types of publications. Must also have one year experience with Military Publications and Publication Specifications.

Functional Responsibility: Provide technical writing support. Interface with technical staff during system design, conversion and maintenance, to document technical information in specifications, manuals, briefings and other forms of written communication.

Minimum Education: Bachelors Degree in English, Communications, Business Administration or related discipline. Three additional years of related technical writing experience and a high school diploma or GED certificate may be substituted for the degree requirement.

Commercial Job Title: Program Specialist

Minimum/General Experience: Five years experience in broad areas of Information Technology support services, policy procedures, management of research and development efforts, or management procedures or processes.

Functional Responsibility: A program specialist shall have the ability to review and analyze procedures that support the design and development of Information Technology systems. The program specialist proposed shall have previous work experience in the technology specified in the SOW.

Minimum Education: A Bachelor's degree in Management Information Systems, or other discipline that is directly related to the task being performed.

Commercial Job Title: Data Management Specialist

Minimum/General Experience: Technical, analytical, supervisory, or administrative experience in an Information Technology field which has demonstrated, in addition to subject-matter knowledge, ability to deal analytically and systematically with problems or organization, work-flow, analysis of information requirements, and planning of integrated procedural systems.

Functional Responsibility: A data management specialist shall have experience in tabulation project planning which has involved development of data processing systems. Management analysis work which has provided a broad background in the analysis of organizational and functional relationships, systems, work flow and procedures; in procedural and methods planning; or work simplification and management improvement.

Minimum Education: A Bachelor's degree in Business Administration from an accredited college or university is desired. Experience in lieu of degree; eight years experience directly related to data management and documentation standards, including three years of specialized experience in the particular tasks requirements.

Commercial Job Title: Management Analyst

Minimum/General Experience: Analyzes problems for resolution through electronic data processing based network and telecommunications tools and methods. As a management analyst, provides supervision and guidance to other network systems analysts.

Functional Description: Plans Local Area Network systems software development and enhancements and approves systems enhancement documentation prior to installation. Assigns, instructs, and review the integration, test and implementation work of other network analysts. Provides guidance in areas of formulating requirements, analyzing project proposals, recommending optimum approaches, and developing designs.

Minimum Education: Bachelor's degree or ten years of general ADP experience and five years of specialized network experience or an equivalent combination of education and experience.

Commercial Job Title: Logistics Analyst

Minimum/General Experience: The Logistics Analyst shall have a minimum of two years recent experience in collecting statistical data, performing statistical analysis and generating documentation in support of the analysis.

Functional Description: Research experience in supporting the collection of technical or cost data for a major research project and expertise in computer applications related to data modeling and evaluation.

Minimum Education: Bachelor's degree in engineering, mathematics, or computer science from an accredited college or university.

Commercial Job Title: Computer Operator

Minimum/General Experience: The Computer Operator shall be experienced in non-routine and complex tasks in computer operations.

Functional Description: The Computer Operator is responsible for setting up, coordinating and monitoring an electronic computer that automatically processes and prepares reports for business and/or scientific records. Sets up and operates peripheral equipment and maintains operating records.

Minimum Education: Typically requires a high school education or equivalent and a minimum of four years of computer operations experience.

Commercial Job Title: Engineering Technician

Minimum/General Experience: The Engineering Technician shall be able to manage and participate in systems analyses and feasibility studies concerning voice, video, and/or data communications and communications networks.

Functional Description: The Engineering Technician shall be responsible for the definition, design, development, and maintenance of current and planned data, voice, and video systems. Plan, coordinate, design, develop, and implement communications interfaces, prepare studies and give briefings on communications techniques, interact with users, functional managers, and the technical activity.

Minimum Education: An associates degree or equivalent in an electronics discipline.

Commercial Job Title: Computer Systems Programmer

Minimum/General Experience: A minimum of 4 years experience with IBM compatible personal computers; shall be familiar with using spreadsheets, data bases, and word processor programs; shall be familiar with state of the art local and wide area network application programming for personal computers.

Minimum Education: A Bachelor of Science degree or higher in Electrical Engineering, Electronic Engineering or a Bachelor of Science degree or higher in Computer Science from an accredited institution.

Commercial Job Title: Applications Programmer

Minimum/General Experience: A minimum of 3 years programming real time computer systems on one or more of the following processors: AN/UYK-20, AN/UYK-44, VAX, Personal Computer, UNISYS, Computer Workstation, 80196 Embedded Processor utilizing one of the following languages: CMS-2/Ultra 16, PASCAL, FORTRAN, ADA, or C/C++. Programming using port tools for the above listed processors and language programming on host computer systems.

Minimum Education: A Bachelor of Science degree in Electrical Engineering, Electronic Engineering, Computer Science, or Mathematics from an accredited engineering institution.

Commercial Job Title: Applications Systems Analyst

Minimum/General Experience: A minimum of 6 years communications, cryptographic, or satellite navigation system engineering experience. A minimum 6 years programming real time computer systems on one or more of the following processors: AN/UYK-20, AN/UYK-44, VAX, Personal Computer, UNISYS, Computer Workstation, 80186 Embedded Processor utilizing one or more of the following languages: CMS-2/Ultra 16, PASCAL, FORTRAN, ADA, C/C++. Programming using port tools for the above listed processors and language programming on host computer systems.

Minimum Education: A Bachelor of Science degree or higher in Electrical Engineering, Electronic Engineering or a Bachelor of Science degree or higher in Computer Science from an accredited institution.

Commercial Job Title: Computer Systems Analyst II

Minimum/General Experience: A minimum of 10 years relevant computer software development experience. A minimum of 3 years relevant computer software development at the project management level. A minimum of 4 years experience in the following is required: C language object-oriented analysis, design and programming client/server model architecture, TCP/IP Network programming, X Window graphical interface programming, UNIX workstation programming, Computer Assisted Software Engineering(CASE) software development and documentation.

Minimum Education: A Bachelor of Science degree of higher in Electrical Engineering, Electronic or a Bachelor of Science degree or higher in Computer Science from an accredited institution.

Commercial Job Title: Computer Systems Analyst I

Minimum/General Experience: A minimum of 4 years relevant computer software development experience. A minimum of 2 years experience in the following is required: C language object-oriented analysis, design and programming client/server model architecture, TCP/IP Network programming, X Window graphical interface programming, UNIX workstation programming, Computer Assisted Software Engineering(CASE) software development and documentation.

Minimum Education: A Bachelor of Science degree of higher in Electrical Engineering, Electronic or a Bachelor of Science degree or higher in Computer Science from an accredited institution.

Commercial Job Title: Systems Engineer

Minimum/General Experience: A minimum of 10 years experience in electronic installation concepts and procedures; configuration management experience and records keeping associated with electronic installation and checkout; knowledge of, and experience with, electronics installations and related procedures and techniques. The systems engineer shall also have the ability to interface with customer personnel at all levels.

Minimum Education: A Bachelor of Science degree in Electrical/Electronics Engineering from an accredited engineering institution.

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

PREAMBLE

GStek, 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 **Mr. Tim Strother, Phone: (757)548-1597, Fax: (757)436-6842, email: tim.strother@gstekinc.com**.

BPA NUMBER _____

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number GS-35F-5318H, 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.

**Special Item 132-51
Information Technology Professional Services
Labor Categories and Prices for 1 April 12 - 31 March 13**

Labor Category

Project Manager	\$66.84
Project Engineer	\$56.07
Electronic/Telecommunication Engineer	\$55.70
Junior Electronic/Telecommunication Engineer	\$44.58
Senior Systems Analyst/Engineer	\$47.05
System Analyst/Engineer	\$44.58
Technical Writer	\$36.10
Program Specialist	\$59.44
Data Management Specialist	\$41.51
Management Analyst	\$75.52
Logistics Analyst	\$37.01
Computer Operator	\$36.57
Engineering Technician	\$41.86
Computer Systems Programmer	\$56.22
Applications Programmer	\$53.18
Applications Systems Analyst	\$72.52
Computer Systems Analyst II	\$58.72
Computer Systems Analyst I	\$43.72
Systems Engineer	\$68.08

**Special Item 132-51
Information Technology Professional Services
Labor Categories and Prices for 1 April 13 - 31 March 14**

Labor Category

Project Manager	\$69.18
Project Engineer	\$58.03
Electronic/Telecommunication Engineer	\$57.65
Junior Electronic/Telecommunication Engineer	\$46.14
Senior Systems Analyst/Engineer	\$48.70
System Analyst/Engineer	\$46.14
Technical Writer	\$37.36
Program Specialist	\$61.52
Data Management Specialist	\$42.96
Management Analyst	\$78.16
Logistics Analyst	\$38.31
Computer Operator	\$37.85
Engineering Technician	\$43.33
Computer Systems Programmer	\$58.19
Applications Programmer	\$55.04
Applications Systems Analyst	\$75.06
Computer Systems Analyst II	\$60.78

Computer Systems Analyst I	\$45.25
Systems Engineer	\$70.46

**Special Item 132-51
Information Technology Professional Services
Labor Categories and Prices for 1 April 14 - 31 March 15**

Labor Category

Project Manager	\$71.60
Project Engineer	\$60.06
Electronic/Telecommunication Engineer	\$59.67
Junior Electronic/Telecommunication Engineer	\$47.76
Senior Systems Analyst/Engineer	\$50.40
System Analyst/Engineer	\$47.76
Technical Writer	\$38.67
Program Specialist	\$63.67
Data Management Specialist	\$44.47
Management Analyst	\$80.90
Logistics Analyst	\$39.65
Computer Operator	\$39.17
Engineering Technician	\$44.84
Computer Systems Programmer	\$60.22
Applications Programmer	\$56.97
Applications Systems Analyst	\$77.69
Computer Systems Analyst II	\$62.90
Computer Systems Analyst I	\$46.83
Systems Engineer	\$72.93

**Special Item 132-51
Information Technology Professional Services
Labor Categories and Prices for 1 April 15 - 31 March 16**

Labor Category

Project Manager	\$74.11
Project Engineer	\$62.17
Electronic/Telecommunication Engineer	\$61.76
Junior Electronic/Telecommunication Engineer	\$49.43
Senior Systems Analyst/Engineer	\$52.17
System Analyst/Engineer	\$49.43
Technical Writer	\$40.02
Program Specialist	\$65.90
Data Management Specialist	\$46.02
Management Analyst	\$83.73
Logistics Analyst	\$41.03

Computer Operator	\$40.55
Engineering Technician	\$46.41
Computer Systems Programmer	\$62.33
Applications Programmer	\$58.96
Applications Systems Analyst	\$80.40
Computer Systems Analyst II	\$65.10
Computer Systems Analyst I	\$48.47
Systems Engineer	\$75.48

Special Item 132-51

Information Technology Professional Services

Labor Categories and Prices for 1 April 16 - 31 March 17

Labor Category

Project Manager	\$76.70
Project Engineer	\$64.34
Electronic/Telecommunication Engineer	\$63.92
Junior Electronic/Telecommunication Engineer	\$51.16
Senior Systems Analyst/Engineer	\$53.99
System Analyst/Engineer	\$51.16
Technical Writer	\$41.43
Program Specialist	\$68.21
Data Management Specialist	\$47.63
Management Analyst	\$86.66
Logistics Analyst	\$42.47
Computer Operator	\$41.96
Engineering Technician	\$48.04
Computer Systems Programmer	\$64.51
Applications Programmer	\$61.03
Applications Systems Analyst	\$83.22
Computer Systems Analyst II	\$67.38
Computer Systems Analyst I	\$50.17
Systems Engineer	\$78.12

Special Item 132-51

Information Technology Professional Services

Labor Categories and Prices for 1 April 17 - 31 December

17

Labor Category

Project Manager	\$79.38
Project Engineer	\$66.59
Electronic/Telecommunication Engineer	\$66.15
Junior Electronic/Telecommunication Engineer	\$52.95
Senior Systems Analyst/Engineer	\$55.88
System Analyst/Engineer	\$52.95

Technical Writer	\$42.88
Program Specialist	\$70.60
Data Management Specialist	\$49.30
Management Analyst	\$89.69
Logistics Analyst	\$43.96
Computer Operator	\$43.43
Engineering Technician	\$49.72
Computer Systems Programmer	\$66.77
Applications Programmer	\$63.16
Applications Systems Analyst	\$86.13
Computer Systems Analyst II	\$69.74
Computer Systems Analyst I	\$51.93
Systems Engineer	\$80.86