



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

for

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

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

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

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

**Note 2:** Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used 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.

**Note 4:** Thoth Solutions accepts the Cooperative Purchasing / State and Local Government (STLOC), Disaster Recovery Purchasing & American Recovery and Reinvestment Acts in conjunction with the terms and conditions herein.

General Services Administration  
Federal Acquisition Service

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

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

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

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal 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**

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**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:**

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

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

Offerors are requested to check one of the following boxes:

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

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

**Thoth Solutions, Inc.**  
**PO Box 57**  
**Allen, TX. 75013**  
**Attn: Kasey Thomas**

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:

**(972)442-7222**

**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: **128601619**
- Block 30: Type of Contractor - **A. Small Disadvantaged Business**
- Block 31: Woman-Owned Small Business - **Yes**
- Block 36: Contractor's Taxpayer Identification Number (TIN): **75-2676592**

- a) CAGE Code: 1TR85
- b) Contractor has registered with the Central Contractor Registration Database.

**5. FOB DESTINATION**

**6. DELIVERY SCHEDULE**

- c) 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>	<u>Negotiated with Customer</u> Days

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

**7. DISCOUNTS:**

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

- a. Prompt Payment: **1.5% for Net 15** days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: **None**
- c. Dollar Volume: **2% for Orders between \$300,000 and \$399,999**
- 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:**

**10. Small Requirements:** The minimum dollar value of orders to be issued is \$ 100.

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

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

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

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

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

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

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

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



**13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):** Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal 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 2001)**

(a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub.L. 99-234 and FAR Part 31 and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

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

(c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.



- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

**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.: Internet Explorer). The Internet address is <http://www.fss.gsa.gov/>.

**17. PURCHASE OF OPEN MARKET ITEMS**

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

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

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));



- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

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

- a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
  - (1) Time of delivery/installation quotations for individual orders;
  - (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
  - (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

**19. OVERSEAS ACTIVITIES**

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

None Applicable

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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 receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

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

**23. SECTION 508 COMPLIANCE.**

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

[www.thothsolutions.com](http://www.thothsolutions.com)

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

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

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

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

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

- (a) **The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.**
- (b) **Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required**



insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

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

**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)**

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**1. SCOPE**

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

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

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

**3. ORDER**

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

**4. PERFORMANCE OF SERVICES**

- a) The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b) The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c) The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.



- d) Any Contractor travel required in the performance of IT/IAM 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 2 COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I 2 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 Professional Services.

#### **9. INDEPENDENT CONTRACTOR**

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

#### **10. ORGANIZATIONAL CONFLICTS OF INTEREST**

##### **a. Definitions.**

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

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

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

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

#### **11. INVOICES**

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

#### **12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the



Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (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.



## DESCRIPTION OF IT SERVICES AND PRICING

### Labor Category Descriptions GSA Schedule 70 - Labor Category Descriptions Sol # FCIS-JB-98001B Refresh 48

Labor Category	Min Years' Experience	Minimum Education	Job Description
Applications System Analyst/Programmer-Intermediate	5	Bachelor's Degree	Train staff on software and reporting systems. Support requirements and metrics development, definition, data quality assessment, and strategic analysis. Collect and analyze data to produce forecasts, assessments, recommendations, and reports. Define and create metrics around risk and risk management.
Applications System Analyst/Programmer-Senior	6	Bachelor's Degree	Write code to create single-threaded or user interface event driven applications, either stand-alone and those which access servers or services. Design, implement, and test database schemas. Use source debuggers and visual development environments. Work with designers and content producers. Write code to generate web pages, access databases and business logic servers.
IT Business Subject Matter Specialist	6	Bachelor's Degree	Train users on specific applications and document creation. Maintain, troubleshoot, and repair computer systems, including remote installations. Provide expertise and technical knowledge about an application or suite of applications. Answer queries and resolve issues with software applications and escalate or close tickets as necessary.
IT Business Systems Analyst - Intermediate	3	Bachelor's Degree	Work with clients to determine their business needs to transform them into information technology system requirements. Analyze business processes and write system process specifications to be used. Determine solutions to business software/hardware system problems.



IT Business Systems Analyst - Senior	5	Bachelor's Degree	Mentor junior team members. Analyze business processes and write system process specifications to be used. Work with business leaders to determine their business needs to transform them into information technology system requirements. Determine solutions to business software/hardware system problems. Transform business needs into information technology system requirements.
IT Business Systems Specialist	4	Bachelor's Degree	Evaluate existing business systems and procedures to identify areas for improvement. Works with client to ensure proper business system implementation. Work with clients to determine their business needs to transform them into information technology system requirements.
Chief Information Security Officer	6	Master's Degree (non-MBA)	The chief information security officer (CISO) is the senior-level executive within an organization responsible for establishing and maintaining the enterprise vision, strategy, and program to ensure information assets and technologies are adequately protected. The CISO directs staff in identifying, developing, implementing, and maintaining processes across the enterprise to reduce information and information technology (IT) risks. They respond to incidents, establish appropriate standards and controls, manage security technologies, and direct the establishment and implementation of policies and procedures. The CISO is also usually responsible for information-related compliance with regulations and security policies.
Client/Server Database Manager	6	Bachelor's Degree	Develop a training program that includes group training on-demand. Manage and supervise the client services unit. Develops, tracks and reports key performance measurements for the unit. Manage the assignment of work to team members while maintaining an appropriate load balance.
Client/Server Network Architect	5	Bachelor's Degree	Maintain and improve technical infrastructure based on requirements of research and development personnel. Perform network systems design in web centric data center. Evaluate new technologies and analyze and explain cost. Act as primary contact for troubleshooting problems and developing innovative solutions.
Communications Transmission Engineer	3	Bachelor's Degree	Plan and maintain network and infrastructure to ensure security and continuous operations. Troubleshoot communication problems and monitor web and network traffic to identify problems. Sustain, modify, and upgrade communication network.





IT Consultant	6	Bachelor's Degree	Manage new installations and migrations. Manage resolution of system and network issues for clients. Facilitate development and implementation of improvements to client's information technology systems.
Data Architect	3	Bachelor's Degree	Collaborate with the business and other IT organizations to plan a data strategy. Produce all project data architecture deliverables. Create and maintain a corporate repository of all data architecture artifacts. Create data architecture strategies for each subject area of the enterprise data model. Communicate plans, status and issues to higher management levels.
Data Security Administration Manager	3	Bachelor's Degree	Ensure the security of services and networks connected to the public Internet, for example websites and email gateways. Educate user community on measures needed to maintain security. Detect, troubleshoot, and repair any breaches in security. Select, deploy, monitor, and maintain Internet firewall and other security technologies.
Data Security Analyst - Intermediate	3	Bachelor's Degree	Build core data center network devices and integrate. Troubleshoot and work with providers and customers. Respond to network and security escalations from other departments. Build firewalls and switches for new remote nodes. Track performance of network devices and Identify and resolve issues.
Data Security Analyst - Senior	5	Bachelor's Degree	Build core data center network devices and integrate. Troubleshoot and work with providers and customers. Respond to network and security escalations from other departments. Build firewalls and switches for new remote nodes. Track performance of network devices and Identify and resolve issues.
Data/Configuration Management Specialist	2	Bachelor's Degree	Create and maintain documentation for tools used to support configuration management. Identify errors in the build and release process; recommend improvements. Perform duties related to change, release, and build management.
Database Analyst/Programmer - Intermediate	3	Bachelor's Degree	Develop best practices for data loading and extraction into and out of the data warehouse. Identify business requirements of data warehouse. Design end user interface including reporting. Design, implement, and test database schemas. Work with middle-tier developers to integrate back-end database code with business applications.



Database Analyst/Programmer - Senior	5	Bachelor's Degree	Develop best practices for data loading and extraction into and out of the data warehouse. Identify business requirements of data warehouse. Design end user interface including reporting. Design, implement, and test database schemas. Work with middle-tier developers to integrate back-end database code with business applications.
Disaster Recovery Administrator	3	Bachelor's Degree	Assist with the creation and administering of contingency plan training. Analyze and prepare reports on the risk impact of potential disasters on essential business functions and information systems. Interpret federal and state regulations and ensure compliance of contingency plans. Assist DR Manager in establishing, maintaining, and testing contingency plans for potential disaster and business interruption scenarios. Assist with creating DR budgets.
Disaster Recovery Analyst	2	Bachelor's Degree	Ensure the company's data, data systems, and networks are recoverable. Perform and analyze disaster simulations for the prompt restoration of services. Design and implement disaster recovery and business continuity procedures for re-establishing servers, databases, and operating systems in the event of a disruption.
Documentation Specialist - Intermediate	3	Bachelor's Degree	Confirm that all submitted documentation is accurate and complete. Review site policies, operating procedures, work instructions and forms for format consistency. Maintain revision control and tracking for controlled documents. Review documents and written external communication for format, consistency and compliance with existing procedures. Train staff on document control policies and procedures.
Documentation Specialist - Senior	5	Bachelor's Degree	Report on security, users, access, and data quality of documents and records. Standardize data and records through remediation as well as changing organizational policy. Analyze and improve overall query and storage systems. Lead and implement document and records management systems, from initiation to end user delivery. Resolve comments, questions, and formatting issues in documentation.
Engineering Subject Matter Specialist	4	Bachelor's Degree	Conduct research to obtain project data and specifications for carrying out the project. Oversee project design and construction process, including personnel, contracting, and materials. Analyze technical problems for clients and develop project plans for how to solve them. Ensure project complies with company and government health, safety, and environmental standards.



ERP Business Analyst - Intermediate	3	Bachelor's Degree	Work with customer to ensure information is targeted and enables decision making. Evaluate and analyze data to solve user information needs. Gather and document requirements and data for ERP reports in accordance with data governance policies. Implement, document, and test information systems.
ERP Business Analyst - Senior	5	Bachelor's Degree	Guide team members from concept to implementation phases and troubleshoot complex issues. Conduct technical design on integrations, data conversions, and workflow. Direct business process evaluations, and systems analysis and design. Consult with external contacts to ensure quality deliverables and meet deadlines.
ERP Programmer	3	Bachelor's Degree	Write design specifications and estimates for programs, based on requirements. Participate in decision-making to optimize and improve technology management. Analyze and understand existing software and document the state of configuration. Assist technical teams with change management and technical skills.
Graphic Specialist	3	Bachelor's Degree	Design and develop product brand identity. Direct marketing design projects, collaborating with multiple departments. Create and assemble images and graphics to produce designs for websites, print media, product design, displays and productions.
Groupware Specialist	3	Bachelor's Degree	Set up and troubleshoot domains, user accounts and software accounts. Configure, test, and troubleshoot network connectivity and wireless access for local and remote computers or devices. Add or replace memory, new keyboards, motherboards, and other components. Format, install, set up, maintain, and troubleshoot desktop and laptop computers with and for end users. Coordinate with vendors to resolve problems.
Information Assurance Development Engineer	3	Bachelor's Degree	Find bugs, defects, and regressions. Design, implement, execute and debug information technology test cases and scripts. Validate and document completion of testing and development. Automate test cases. Verify fixes.



Information Assurance Engineer	3	Bachelor's Degree	Document existing and proposed information architecture to convey compliance, problems, and solutions. Resolve incidents and breaches, mitigating problems, and informing key personnel. Analyze networks to identify vulnerabilities and reduce breaches. Develop and implement scanning and certification plans for network control and maintenance.
Information Assurance Network Specialist	3	Bachelor's Degree	Help establish guidelines, policies, and procedures for keeping information secure which reflect user needs. Develop solutions to information assurance problems based on user requirements and available security programs and services. Supervise and manage the planning and implementation of security programs and systems. Monitor the security of information systems, perform scans, carry out updates, and investigate security incidents.
Information Assurance Systems / Network Specialist	3	Bachelor's Degree	Monitor network and systems for performance, security, and other issues. Install, configure, maintain, upgrade, and troubleshoot file, email, and authentication servers, as well as Internet access and other networked services. Assist users with software, hardware, and connectivity issues. Recommend, install, configure, maintain, and upgrade all computer and networking software and hardware for use in an office, department, or small company.
Information Security Business Analyst	4	Bachelor's Degree	Configure and analyze security tools and software. Coordinate with IT and end users to minimize disruptions and protect assets. Document, prioritize, and analyze security threats, incidents, and key metrics. Review daily and periodic data to identify, report, and remedy vulnerabilities.
Information Services Consultant	4	Bachelor's Degree	Manage new installations and migrations. Manage resolution of system and network issues for clients. Facilitate development and implementation of improvements to client's information technology systems.
Information Systems Auditor - Intermediate	3	Bachelor's Degree	Prepare audit workpapers in compliance with internal audit policies for information systems. Conduct information systems operational audits for data security and information integrity. Prepare reports presenting findings and recommendations. Recommend improvements to policies, procedures, efficiency and controls.



Information Systems Auditor - Senior	4	Bachelor's Degree	Identify key risks and necessary controls in existing systems. Perform operations audits to determine compliance with policies and procedures and effectiveness of internal control systems. Perform operational and compliance (SOX, PCI, others) reviews according to internal audit risk assessment plan. Oversee and implement improvements and best practices for increasing efficiency and minimizing risk.
Information Systems Training Specialist - Intermediate	3	Bachelor's Degree	Identify training needs that is aligned to company's vision. Develop training coursework including creation of technical classes. Conduct educational programs in information technology and systems. Observe and report employee progress and program effectiveness.
Information Systems Training Specialist - Senior	6	Bachelor's Degree	Identify training needs that is aligned to company's vision. Develop training coursework including creation of technical classes. Conduct educational programs in information technology and systems. Observe and report employee progress and program effectiveness.
IT Subject Matter Specialist	4	Bachelor's Degree	Follow maintenance protocols to ensure systems are secure and ready for users. Lead design and deployment of servers, directories, wireless, backups, and personal devices. Maintain and troubleshoot devices and systems, hardware, and software. Document system performance, bugs, debugging, and program requirements.
LAN Administrator - Intermediate	3	Bachelor's Degree	Provide hands-on network administration support, network maintenance and operations support. Recommend networking software and hardware enhancements. Build, configure, and troubleshoot local area network (LAN), wide area network (WAN), and other company networks. Diagnose and correct network systems issues.
LAN Administrator -Senior	5	Bachelor's Degree	Provide hands-on network administration support, network maintenance and operations support. Recommend networking software and hardware enhancements. Build, configure, and troubleshoot local area network (LAN), wide area network (WAN), and other company networks. Diagnose and correct network systems issues.



LAN Support Technician - Intermediate	3	Bachelor's Degree	Respond to requests for new or configured hardware or software and keep inventory up to date. Troubleshoot hardware and software problems, logging problems and documenting fixes. Install, update, and repair software on organization systems. Track and monitor day-to-day performance of systems, and conduct analysis with the goal of improving performance.
LAN Support Technician - Senior	5	Bachelor's Degree	Install, configure, patch, and troubleshoot software and hardware processes and problems escalated by other team members. Guide users through implementing solutions, new technology, or new software in person or remotely. Support desktop, network, and server-end user platforms, including proactive maintenance and installations. Liaise with executives and key users to identify and meet technology needs.
LAN/WAN Integrator	3	Bachelor's Degree	Perform day-to-day administration of the company's network infrastructure. Monitor and troubleshoot network performance and security issues. Install, maintain, upgrade, and troubleshoot routers, gateways, firewalls, and other networking infrastructure for local area and wide area networks (LAN/WAN), including Internet connectivity. Train and provide troubleshooting procedures to helpdesk personnel for first-line network issues.
Network Control Technician	2	Bachelor's Degree	Participate in disaster recovery and capacity management. Install, monitor, and repair network infrastructure, including routers, switches, wireless access point, cabling, and related equipment and software.
Network Engineer - Intermediate	3	Bachelor's Degree	Providing tier 4 support and network disaster recovery expertise. Test and document system behavior, performance, and security. Plan, design, and troubleshoot local and wide area network infrastructure, including routers, firewalls, switches, gateways, DNS servers, DHCP servers, clustering solutions, and related hardware, software, and services.
Network Engineer - Senior	5	Bachelor's Degree	Design and implement business solutions using network equipment. Design, write and update system documentation and network diagrams. Install, configure and troubleshoot network architecture. Monitor and diagnose performance issues with network architecture.



Network Planning Manager	4	Bachelor's Degree	Coordinate installation of all data circuits. Schedule the installation of network devices, software and firmware patches and updates. Maintain warranty and support contract documentation for network hardware and software components. Monitor, control, and manage recovery from any network failures or problems. Approve network and configuration changes.
Network Systems Administrator	3	Bachelor's Degree	Provide hands-on system administration support, system maintenance and operations support. Recommend software and hardware enhancements. Build, configure, and troubleshoot software and hardware enhancements, application deployments and infrastructure up-grades. Diagnose and correct computer systems issues.
Network Systems Manager	4		Coordinate installation of all data circuits. Schedule the installation of network devices, software and firmware patches and updates. Maintain warranty and support contract documentation for network hardware and software components. Monitor, control, and manage recovery from any network failures or problems. Approve network and configuration changes.
Network/Hardware Support Technician	2	Bachelor's Degree	Identify, manage, escalation, and resolve technical issues. Install and configure software, print drivers, utilities, etc. to be utilized on workstations and computer networks. Troubleshoot all information technology issues, including software, hardware, and networking. Monitor installed systems, identify problems, and take corrective action.
Operations / Technical Support Analyst	2	Bachelor's Degree	Identify problems with information technology system operations and provide potential workarounds. Raise information, bug and feature requests to the development team. Provide information systems technical support for complex customer issues.
Operations Manager - Data Communications	3	Bachelor's Degree	Monitor and manage operational costs. Make personnel decisions regarding hiring, compensation, promotions, discipline and termination of operational support staff in accordance with company policies. Manage the day to day company or department operations.



Operations Manager - Voice Communications	3	Bachelor's Degree	Configure and optimize telephone systems and services, voicemail and PBX communication systems and other related systems. Detect, comprehend and initiate fixes for network problems. Design, maintain and assess current or future telecommunications systems and equipment.
Operations Systems Manager	3	Bachelor's Degree	Model identified business process problems to help generate efficient solutions. Recommend and help implement the improved and more efficient business processes. Analyze and audit business processes and practices for inefficient methods.
PC/LAN Management Analyst - Intermediate	3	Bachelor's Degree	Prepare operations and procedures manuals to assist management in operating more efficiently and effectively. Prepare manuals and instruct workers in the use of new forms or procedures. Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies.
PC/LAN Management Analyst - Senior	5	Bachelor's Degree	Prepare operations and procedures manuals to assist management in operating more efficiently and effectively. Prepare manuals and instruct workers in the use of new forms or procedures. Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies.
Project Engineer	3	Bachelor's Degree	Plan and organize technical projects from conception to completion. Coordinate and communicate between various areas; supervise and train project staff as needed. Utilize engineering knowledge for project management; estimate timelines and schedules; anticipate risks and costs related to the technical aspects of the project.
Project Manager	6	Bachelor's Degree	Coordinate delivery of development (beta) and production releases that meet quality assurance standards. Assist test team in creating test plans and testing efforts. Create and maintain an information technology project plan that communicates tasks, milestone dates, status and resource allocation. Assist technical team in design and development tasks. Utilize software life-cycle methodology.





Quality Assurance Analyst - Intermediate	3	Bachelor's Degree	Analyze, interpret, and communicate qualitative and quantitative findings from tests. Monitor bug resolution efforts and track results and known defects. Design, prioritize, and implement test plans, scenarios, scripts, or procedures. Participate in process reviews to inform development of products and resolution of defects.
Quality Assurance Analyst - Senior	5	Bachelor's Degree	Works with different teams to ensure that tests are carried out successfully. Analyzes software test results and recommends a course of action if necessary to ensure that performance standards demanded by the organization are maintained. Uses knowledge of computers and electronics to create and execute clear, comprehensive tests which detect potential programming issues with software solutions. Reports progress to the software quality supervisor.
IT Security Coordinator	3	Bachelor's Degree	Provide technical advice on access control, security models, disaster recovery, business continuity planning, and security awareness training. Plan, implement, monitor, and troubleshoot internal information technology security policies, application security, access control, and corporate data safeguards. Perform network scanning and vulnerability assessments. Analyze and define security requirements for local and wide area networks. Update secure configurations by routinely reviewing vendor sites, bulletins, and notifications for security information.
Software Architect	5	Bachelor's Degree	Conceive, experiment with, and present architectural approaches for software applications, including web, client, server, and others. Ensure architectural integrity and consistency across the entire product. Design new software applications. Design new operating system components. Conceive, experiment with, and present architectural approaches for operating system components.
Software Developer - Intermediate	4	Bachelor's Degree	Write, modify, and debug software for client applications. Use source debuggers and visual development environments. Test and document software for client applications. Write code to create single-threaded, multi-threaded or user interface event driven applications, either stand-alone and those which access servers or services.



Software Developer -Senior	5	Bachelor's Degree	Write code to create single-threaded or user interface event driven applications, either stand-alone and those which access servers or services. Use source debuggers and visual development environments. Write, modify, and debug software for client applications. Test and document software for client applications. Mentor other employees in development methodologies.
Software Systems Engineer - Intermediate	3	Bachelor's Degree	Maintain existing software programs within a computer information system. Maintain current knowledge of software technology and techniques. Integrate software programs into existing computer information systems. Research, design and develop software for computer information systems. Collaborate with testing team to ensure quality product deliverable.
Software Systems Engineer - Senior	5	Bachelor's Degree	Install, configure and upgrade and enhancements to software/hardware/network systems. May be responsible for designing a data contingency plan or data disaster recovery plan. Oversee the planning, design and implementation of system engineering projects.
Systems Administrator - Intermediate	3	Bachelor's Degree	Provide hands-on system administration support, system maintenance and operations support. Recommend software and hardware enhancements. Build, configure, and troubleshoot software and hardware enhancements, application deployments and infrastructure up-grades. Diagnose and correct computer systems issues.
Systems Administrator - Senior	5	Bachelor's Degree	Lead a team of systems administrators to manage servers and other computer system aspects of a company. Configure and troubleshoot software and hardware enhancements, application deployments and infrastructure up-grades. Diagnose and correct computer systems issues.
Systems Analysis and Programming Director	6	Bachelor's Degree	Ready organization for IT security audits or investigations. Manage security of network, systems, and enterprise information. Review the performance of IT systems to determine operating costs, productivity levels, and upgrade requirements. Build relationships with external IT vendors and service providers. Benchmark and make recommendations for the improvement of the IT infrastructure of IT systems.



Systems Management Technologist	3	Bachelor's Degree	Provide technical support to staff by answering questions and addressing concerns. Establish technological security procedures and govern data and information systems. Orchestrate the technological efficiency of an organization, including computer performance, communications, and networking. Perform installation of computer hardware and communications networks.
Technical Editor	5	Bachelor's Degree	Propose titles of written works. Proofread, revise, rewrite, and edit technical information including research reports, scientific and technical publications, and user manuals, etc.
Technical Writer	3	Bachelor's Degree	Gather and research information for use in technical documentation. Assist in layout work. Write technical materials, such as equipment manuals, appendices, or operating and maintenance instructions.
Telecommunications/Communications Integration Engineer	4	Bachelor's Degree	Provide high level support and disaster recovery expertise. Plan, design, troubleshoot, and oversee construction and maintenance of telecommunications networks and equipment used for telephones, voicemail, PBX, video or data communication.
Test Engineer	3	Bachelor's Degree	Provide test result information to other teams to improve product quality. Create tests to inform debugging, root cause analysis, and improvement recommendations. Understand complex systems to create test plans and cases. Automate tests and interpret results.
UNIX Systems Administrator	4	Bachelor's Degree	Set policies for applications and infrastructure including patching schedules, release deployment, testing, and system readiness. Perform capacity planning, infrastructure design, systems administration, and updates according to patch and release specifications. Install, configure, test and maintain new and existing servers, hardware and software components. Troubleshoot and resolve incidents, outages or degradations.
Web Content Analyst	3	Bachelor's Degree	Write, edit, and develop web site content. Gather user feedback for website improvement and enhancements. Gather and research information that enhances the value of the site. Work with marketing and graphics designers to ensure consistency.



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Web Security Analyst	3	Bachelor's Degree	Recommend website changes to improve customer experience and business results. Use web analytics and other tools to derive business decisions from click-stream data. Analyze website design, usability, structure, and effectiveness using behavioral analysis, data mining, customer segmentation, performance measurements, monitoring, and other statistical methods.
Web Software Developer	3	Bachelor's Degree	Write code to generate web pages, access databases and business logic servers. Work with designers and content producers. Test and document software for web sites. Write, modify, and debug software for web sites.

**\* All required bachelor's degrees shall be "Bachelor of Science" (B.S.). TSI does not make any determination as to what the major/field of study shall be provided the degree conferred is a B.S. In some cases, exceptions to this rule can be made with the approval of the customer and when comparable industry/field experience is presented.**



### Labor Category Pricing

LABOR CATEGORY	Year 1 - 2018	Year 2 - 2019	Year 3 - 2020	Year 4 - 2021	Year 5 - 2022
	PRICE OFFERED TO GSA	PRICE OFFERED TO GSA	PRICE OFFERED TO GSA	PRICE OFFERED TO GSA	PRICE OFFERED TO GSA
Applications Systems Analyst/Programmer - Intermediate	\$48.52	\$49.93	\$ 51.38	\$ 52.87	\$54.40
Applications Systems Analyst/Programmer - Senior	\$57.18	\$58.84	\$ 60.55	\$ 62.30	\$64.11
IT Business Subject Matter Specialist	\$45.66	\$46.99	\$ 48.35	\$ 49.75	\$51.19
IT Business Systems Analyst - Intermediate	\$41.40	\$42.60	\$ 43.84	\$ 45.11	\$46.42
IT Business Systems Analyst - Senior	\$60.57	\$62.33	\$ 64.14	\$ 66.00	\$67.91
IT Business Systems Specialist	\$62.19	\$63.99	\$ 65.85	\$ 67.76	\$69.72
Chief Information Security Officer	\$107.14	\$110.25	\$113.45	\$116.74	\$120.12
Client/Server Database Manager	\$50.94	\$52.42	\$ 53.94	\$ 55.50	\$57.11
Client/Server Network Architect	\$71.06	\$73.12	\$ 75.24	\$ 77.43	\$79.67
IT Communications Facility Engineer	\$46.45	\$67.37	\$ 69.32	\$ 71.33	\$73.40
Communications Transmission Engineer	\$65.47	\$65.85	\$ 67.76	\$ 69.73	\$71.75
IT Consultant	\$64.00	\$96.83	\$ 99.63	\$102.52	\$105.50
Data Architect	\$94.10	\$45.23	\$ 46.54	\$ 47.89	\$49.27
Data Security Administration Manager	\$43.95	\$49.94	\$ 51.39	\$ 52.88	\$54.41
Data Security Analyst - Intermediate	\$48.53	\$48.88	\$ 50.29	\$ 51.75	\$53.25
Data Security Analyst - Senior	\$47.50	\$41.21	\$ 42.41	\$ 43.64	\$44.90
Data/Configuration Management Specialist	\$40.05	\$45.05	\$ 46.36	\$ 47.71	\$49.09
Database Analyst/Programmer - Intermediate	\$43.78	\$48.11	\$ 49.51	\$ 50.94	\$52.42
Database Analyst/Programmer - Senior	\$46.76	\$53.15	\$ 54.69	\$ 56.28	\$57.91
Disaster Recovery Administrator	\$51.65	\$45.58	\$ 46.90	\$ 48.26	\$49.66
Disaster Recovery Analyst	\$44.29	\$38.91	\$ 40.04	\$ 41.20	\$42.39
Documentation Specialist - Intermediate	\$37.81	\$47.00	\$ 48.36	\$ 49.76	\$51.20



	Year 1 - 2018	Year 2 - 2019	Year 3 - 2020	Year 4 - 2021	Year 5 - 2022
LABOR CATEGORY	PRICE OFFERED TO GSA	PRICE OFFERED TO GSA	PRICE OFFERED TO GSA	PRICE OFFERED TO GSA	PRICE OFFERED TO GSA
Documentation Specialist - Senior	\$45.67	\$59.15	\$ 60.87	\$ 62.63	\$64.45
Engineering Subject Matter Specialist	\$57.49	\$54.79	\$ 56.38	\$ 58.01	\$59.70
ERP Business Analyst - Intermediate	\$53.24	\$75.43	\$ 77.61	\$ 79.86	\$82.18
ERP Business Analyst - Senior	\$73.30	\$51.80	\$ 53.30	\$ 54.85	\$56.44
ERP Programmer	\$50.34	\$34.07	\$ 35.06	\$ 36.08	\$37.12
Graphics Specialist	\$33.11	\$38.49	\$ 39.60	\$ 40.75	\$41.93
Groupware Specialist	\$37.40	\$49.52	\$ 50.96	\$ 52.43	\$53.95
Information Assurance Development Engineer	\$48.12	\$70.59	\$ 72.64	\$ 74.74	\$76.91
Information Assurance Engineer	\$68.60	\$51.80	\$ 53.30	\$ 54.85	\$56.44
Information Assurance Network Specialist	\$50.34	\$39.47	\$ 40.62	\$ 41.80	\$43.01
Information Assurance Systems/Network Specialist	\$38.36	\$59.24	\$ 60.96	\$ 62.73	\$64.55
Information Security Business Analyst	\$57.57	\$65.08	\$ 66.96	\$ 68.91	\$70.90
Information Services Consultant	\$63.24	\$51.04	\$ 52.52	\$ 54.04	\$55.61
Information Systems Auditor - Senior	\$49.60	\$62.18	\$ 63.98	\$ 65.84	\$67.75
Information Systems Auditor - Intermediate	\$60.43	\$47.98	\$ 49.37	\$ 50.80	\$52.28
Information Systems Training Specialist - Intermediate	\$46.63	\$43.87	\$ 45.14	\$ 46.45	\$47.80
Information Systems Training Specialist - Senior	\$42.63	\$39.79	\$ 40.95	\$ 42.14	\$43.36
IT Subject Matter Specialist	\$38.67	\$46.66	\$ 48.02	\$ 49.41	\$50.84
LAN Administrator - Intermediate	\$45.35	\$45.67	\$ 46.99	\$ 48.35	\$49.76
LAN Administrator - Senior	\$44.38	\$32.02	\$ 32.95	\$ 33.90	\$34.89
LAN Support Technician - Intermediate	\$31.12	\$47.34	\$ 48.71	\$ 50.12	\$51.58
LAN Support Technician - Senior	\$46.00	\$59.61	\$ 61.33	\$ 63.11	\$64.94
LAN/WAN Integrator	\$57.93	\$37.51	\$ 38.60	\$ 39.72	\$40.87
Network Control Technician	\$36.45	\$59.76	\$ 61.49	\$ 63.27	\$65.11



	Year 1 - 2018	Year 2 - 2019	Year 3 - 2020	Year 4 - 2021	Year 5 - 2022
LABOR CATEGORY	PRICE OFFERED TO GSA	PRICE OFFERED TO GSA	PRICE OFFERED TO GSA	PRICE OFFERED TO GSA	PRICE OFFERED TO GSA
Network Engineer - Intermediate	\$58.07	\$69.20	\$ 71.21	\$ 73.27	\$75.40
Network Engineer - Senior	\$67.25	\$56.52	\$ 58.16	\$ 59.84	\$61.58
Network Planning Manager	\$54.93	\$50.16	\$ 51.62	\$ 53.11	\$54.65
Network Systems Administrator	\$48.75	\$74.38	\$ 76.54	\$ 78.76	\$81.04
Network Systems Manager	\$72.28	\$32.76	\$ 33.71	\$ 34.69	\$35.70
Network/Hardware Support Technician	\$31.84	\$49.62	\$ 51.06	\$ 52.54	\$54.06
Operations Manager - Data Communications	\$48.22	\$54.89	\$ 56.48	\$ 58.12	\$59.80
Operations Manager - Voice Communications	\$53.34	\$46.87	\$ 48.23	\$ 49.63	\$51.07
Operations Systems Manager	\$45.55	\$42.77	\$ 44.01	\$ 45.29	\$46.60
Operations/Technical Support Analyst	\$41.57	\$42.32	\$ 43.55	\$ 44.81	\$46.11
PC/LAN Management Analyst - Senior	\$41.13	\$30.32	\$ 31.20	\$ 32.11	\$33.04
PC/LAN Management Analyst - Intermediate	\$29.47	\$50.82	\$ 52.29	\$ 53.81	\$55.37
Project Engineer	\$49.38	\$72.17	\$ 74.26	\$ 76.41	\$78.63
Project Manager – Senior	\$70.13	\$42.44	\$ 43.67	\$ 44.94	\$46.24
Quality Assurance Analyst - Intermediate	\$41.24	\$54.75	\$ 56.34	\$ 57.97	\$59.65
Quality Assurance Analyst - Senior	\$53.21	\$52.63	\$ 54.15	\$ 55.72	\$57.34
IT Security Coordinator	\$51.14	\$61.35	\$ 63.13	\$ 64.96	\$66.84
Software Architect	\$59.62	\$53.85	\$ 55.42	\$ 57.02	\$58.68
Software Developer - Intermediate	\$52.34	\$75.57	\$ 77.76	\$ 80.01	\$82.33
Software Developer - Senior	\$73.44	\$68.66	\$ 70.65	\$ 72.70	\$74.81
Software Systems Engineer - Intermediate	\$66.72	\$79.13	\$ 81.42	\$ 83.78	\$86.21
Software Systems Engineer –Senior	\$76.90	\$31.99	\$ 32.92	\$ 33.87	\$34.86
Systems Administrator - Intermediate	\$31.09	\$62.82	\$ 64.65	\$ 66.52	\$68.45
Systems Administrator - Senior	\$61.05	\$55.69	\$ 57.31	\$ 58.97	\$60.68



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	Year 1 - 2018	Year 2 - 2019	Year 3 - 2020	Year 4 - 2021	Year 5 - 2022
LABOR CATEGORY	PRICE OFFERED TO GSA	PRICE OFFERED TO GSA	PRICE OFFERED TO GSA	PRICE OFFERED TO GSA	PRICE OFFERED TO GSA
Systems Analysis and Programming Director	\$54.12	\$41.82	\$ 43.03	\$ 44.28	\$45.56
Systems Management Technologist	\$40.64	\$42.66	\$ 43.90	\$ 45.17	\$46.48
Technical Editor	\$41.46	\$40.69	\$ 41.87	\$ 43.08	\$44.33
Technical Writer	\$39.54	\$54.50	\$ 56.08	\$ 57.70	\$59.38
Telecommunications/Communications Integration Engineer	\$52.96	\$48.17	\$ 49.57	\$ 51.01	\$52.49
Test Engineer	\$46.81	\$59.71	\$ 61.44	\$ 63.22	\$65.05
UNIX Systems Administrator	\$58.02	\$36.87	\$ 37.94	\$ 39.04	\$40.17
Web Content Analyst	\$35.83	\$44.89	\$ 46.20	\$ 47.53	\$48.91
Web Security Analyst	\$43.63	\$51.01	\$ 52.49	\$ 54.01	\$55.58
Web Software Developer	\$49.57	\$49.93	\$ 51.38	\$ 52.87	\$54.40





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

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### **PREAMBLE**

Thoth 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:

Kasey Thomas  
(972) 442-7222 – office  
(972) 332-3480 – fax  
[kthomas@thothsolutions.com](mailto:kthomas@thothsolutions.com)



**BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE**

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(Insert Customer Name)

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

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

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

Signatures

_____	_____	_____	_____
Ordering Activity	Date	Contractor	Date



BPA NUMBER \_\_\_\_\_

(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT

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

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

(4) This BPA does not obligate any funds.

(5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;



(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor’s invoice, the provisions of this BPA will take precedence.

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**BASIC GUIDELINES FOR USING  
“CONTRACTOR TEAM ARRANGEMENTS”**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to an 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 customer’s 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.