

**AUTHORIZED FEDERAL SUPPLY SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND 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 D308 Millennium Conversion Services (Y2K)
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 Automated News Services, Data Services, or Other Information Services
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

OST, Inc.

**2001 M Street NW, Suite 3000
Washington, DC 20036**

Telephone: (202) 466-8099 FAX: (202) 466-8088

Web Address: www.ostglobal.com

Small Business

Contract Number: GS-35F-0820M
Period Covered by Contract: September 30, 2002 through September 29, 2018

General Services Administration
Federal Supply Service

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

TABLE OF CONTENTS

	<u>PAGE</u>
Information for Ordering Offices	3
Geographic Scope of Contract	3
Contractor's Ordering Address and Payment Information	3
Liability for Injury or Damage	3
Statistical Data for Government Ordering Office Completion of Standard Form 279	3
FOB Destination	3
Delivery Schedule	3
Discounts	4
Trade Agreements Act of 1979	4
Statement Concerning Availability of Export Packing	4
Small Requirements	4
Maximum Order	4
Use Of Federal Supply Service Information Technology Schedule Contracts	4
Federal Information Technology/Telecommunication Standards Requirements	5
Federal Information Processing Standards Publications (FIPS PUBS)	6
Federal Telecommunication Standards (FED-STDS)	6
Security Requirements	6
Contract Administration For Ordering Offices	6
GSA Advantage!	6
Purchase Of Incidental, Non-Schedule Items	6
Contractor Commitments, Warranties And Representations	6
Overseas Activities	7
Blanket Purchase Agreements (BPAs)	7
Contractor Team Arrangements	7
Installation, Deinstallation, Reinstallation	7
Section 508 Compliance	8
Terms and Conditions	8
Scope	8
Performance Incentives	8
Ordering Procedures For Services	8
Order	10
Performance of Services	10
Inspection of Services	10
Responsibilities of the Contractor	10
Responsibilities of the Government	10
Independent Contractor	11
Organizational Conflicts of Interest	11
Invoices	11
Payments	11
Resumes	11
Incidental Support Costs	11
Approval of Subcontracts	11
Description of IT Services And Pricing	11
OST Labor Categories and Descriptions	11
OST GSA Schedule Prices	23
Commitment To Promote Small Business Participation	24
Sample BPA	24
Guidelines for Using Contractor Team Arrangements	26

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

1. Geographic Scope of Contract: The 48 contiguous states and the District of Columbia plus Alaska, Hawaii, and the Commonwealth of Puerto Rico.

2. Contractor's Ordering Address and Payment Information:

Ordering Address: **OST, Inc.**
1676 International Drive
McLean, Va. 22102
(703) 462-8970; Fax: (703) 854-1256
Internet Address/Web Site: www.ostglobal.com

OST, Inc. will accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase 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 can be used by ordering agencies to obtain technical and/or ordering assistance:

703 462-9700

3. Liability for Injury or Damage

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

4. Statistical Data for Government Ordering Office Completion of Standard Form 279:

Block 9: G. Order/Modification under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: **073877297**

Block 30: Type of Contractor – **A. Small Business**

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

Block 36: Contractor's Taxpayer Identification Number (TIN): **52-2175314**

a. CAGE Code: **INCB1**

b. Contractor has registered with the Central Contractor Registration Database.

5. FOB Destination OST, Inc.

6. Delivery Schedule

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

SPECIAL ITEM NUMBER

DELIVERY TIME (Days ARO)

132-51

to be negotiated between agency and OST, Inc.

b. **URGENT REQUIREMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies 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 agency, 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: None
- b. Quantity: None
- c. Dollar Volume: None
- d. Government Educational Institutions: same as all other government customers
- 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: N/A

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

11. Maximum Order:

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. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS. In accordance with FAR 8.404:

[NOTE: Special ordering procedures have been established for Special Item Numbers (SINs) 132-51 IT Professional Services and 132-52 EC Services; refer to the terms and conditions for those SINs.]

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

- a. Orders placed at or below the micro-purchase threshold. Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the supply or service representing the best value, the ordering office may consider—

- (1) Special features of the supply or service that are required in effective program performance and

that are not provided by a comparable supply or service;

- (2) Trade-in considerations;
- (3) Probable life of the item selected as compared with that of a comparable item;
- (4) Warranty considerations;
- (5) Maintenance availability;
- (6) Past performance; and
- (7) Environmental and energy efficiency considerations.

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

Review additional Schedule Contractors'

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

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

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

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

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

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

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

REQUIREMENTS: Federal departments and agencies 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 offices, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

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

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

14. SECURITY REQUIREMENTS. In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is less.

15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES: Any ordering office, 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 Government's convenience, and (m) Termination for Cause (See C.1.)

16. GSA Advantage!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to: (1) Manufacturer; (2) Manufacturer's Part Number; and (3) Product categories.

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

17. PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS:

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

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, plus Alaska, Hawaii, and the Commonwealth of Puerto Rico, except as indicated below:

Terms and conditions only apply to the 48 contiguous states and the District of Columbia plus Alaska, Hawaii, and the Commonwealth of Puerto Rico.

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

20. BLANKET PURCHASE AGREEMENTS (BPAs):

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

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

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

21. CONTRACTOR TEAM ARRANGEMENTS:

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall 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 requisitioning 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 at OST, Inc, 2001 M Street NW, Suite 3000, Washington, DC 20036, 202-467-7676.

The EIT standard can be found at: www.Section508.gov/.

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 Government location, as agreed to by the Contractor and the ordering office.

2. PERFORMANCE INCENTIVES

- a. When using a performance based statement of work, performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.
- b. The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.
- d. The above procedures do not apply to Time and Material or labor hour orders.

3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK):

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

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

(a) When ordering services, ordering offices shall—

(1) Prepare a Request (Request for Quote or other communication tool):

- (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

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

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

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

(2) Transmit the Request to Contractors:

(i) Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132—51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINS as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

(ii) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

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

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

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

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

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

(ii) **MULTIPLE BPAs:** When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value.

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

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

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

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

Ordering procedures for other services available on schedule at fixed prices for specifically defined services or tasks should use the procedures in FAR 8.404. These procedures are listed in the pricelist, under "Information for Ordering Offices," paragraph #12.

4. ORDER:

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

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

5. PERFORMANCE OF SERVICES:

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

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

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

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

6. INSPECTION OF SERVICES:

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

7. RESPONSIBILITIES OF THE CONTRACTOR:

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character.

8. RESPONSIBILITIES OF THE GOVERNMENT:

Subject to security regulations, the ordering office 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 Government.

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 Government contract, without some restriction on 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 organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices 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 office 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 Government 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 (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

13. RESUMES:

Resumes shall be provided to the GSA Contracting Officer or the user agency 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 agency in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS:

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

16. DESCRIPTION OF IT SERVICES AND PRICING:

a. OST, Inc. Labor Categories and Descriptions: OST is proposing services under Special Item Number 132-51. A description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service is provided, as follows:

LABOR CATEGORY DESCRIPTIONS FOLLOW:

1. Program Manager I

Minimum/General Experience: Minimum of six (6) years progressive management experience in information systems development, project development from inception to deployment, demonstrated ability to provide technical guidance and direction in multiple tasks across several functional areas, and proven experience in the management and control of funds and resources, and exceptional oral and written communications skills. At least four years supervisory experience.

Functional Responsibility: Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of all contractual deliverable items. Serves as the contractor's authorized point of contact with the customer and is responsible for overall contract task performance. Responsible for formulating and enforcing work standards, assigning schedules, reviewing work discrepancies, supervising technical personnel, hiring and termination, and communicating policies, purposes, and goals of the organization to subordinate personnel. Responsible for ensuring that all required resources including manpower, funds, production components, computer time, and facilities are available for program implementation and completion. Responsible for the supervision of subordinate managers, engineers, scientists, analysts, and technicians.

Minimum Education: A Bachelors Degree in Computer Science, Engineering, Business, Information Systems or other related scientific or technical discipline.

2. Project Manager I

Minimum/General Experience: Minimum of two (2) years progressive project experience, most of which must have been in a specialized area, in information systems development, project development from inception to deployment; demonstrated ability to manage and provide technical guidance and direction in multiple tasks across several functional areas, and excellent oral and written communications skills. At least one (1) year supervisory experience.

Functional Responsibility: Under close supervision, is responsible for the lead management and technical direction of a project, or multi-task projects. Responsible for project performance including cost, schedule, deliverables, and contractual compliance, and is accountable for the quality and timely delivery of all project deliverable items. Serves as a contractor's authorized technical interface with the customer and is responsible for overall project/task performance. Responsible for enforcing work standards, task schedules, reviewing work discrepancies, supervising technical personnel, recommending project hires and terminations, and communicating policies, purposes, and goals of the organization to subordinate personnel. Responsible for the budgeting of all required resources including manpower, funds, production components, computer time, and facilities that are required for project implementation and completion. Responsible for the supervision of subordinate engineers, scientists, analysts, and technicians.

Minimum Education: A Bachelors Degree in Computer Science, Engineering, Business, Information Systems or other related scientific or technical discipline.

3. Project Manager III

Minimum/General Experience: Minimum of two (2) years progressive project experience, most of which must have been in a specialized area, in information systems development, project development from inception to deployment; demonstrated ability to manage and provide technical guidance and direction in multiple tasks across several functional areas, and excellent oral and written communications skills. At least three years supervisory experience.

Functional Responsibility: Responsible for the management and technical direction of a project, or multi-task projects. Responsible for project performance including cost, schedule, deliverables, and contractual compliance, and is accountable for the quality and timely delivery of all project deliverable items. Serves as a contractor's authorized technical interface with the customer and is responsible for overall project/task performance. Responsible for enforcing work standards, task schedules, reviewing work discrepancies, supervising technical personnel, recommending project hires and terminations, and communicating policies, purposes, and goals of the organization to subordinate personnel.

Responsible for the budgeting of all required resources including manpower, funds, production components, computer time, and facilities that are required for project implementation and completion. Responsible for the supervision of subordinate engineers, scientists, analysts, and technicians.

Minimum Education: A Bachelors Degree in Computer Science, Engineering, Business, Information Systems or other related scientific or technical discipline.

4. Task Manager III

Minimum/General Experience: Must have eight (8) years of general experience including five (5) years of specialized experience of which three (3) years were direct supervisory experience and involved managing or supporting the management of information systems-related tasks.

Functional Responsibility: Manages day-to-day task activities and keeps the Program or Project Manager abreast of all problems and accomplishments. Anticipates problems, and works to mitigate them. As a task leader, provides technical direction for the complete systems design, development, implementation, or operations effort. May serve as a technical authority for a design area. As a staff specialist, resolves unique and unyielding systems problems using new technology. Completes tasks within estimated time frames and budget constraints. Schedules and assigns duties to subordinates. Interacts with government management personnel. Reports in writing and orally to contractor management and government representatives.

Minimum Education: A Bachelors Degree in Computer Science, Engineering, Business, Information Systems or other related scientific or technical discipline is required but four (4) additional years of general experience and two (2) additional years of specialized experience can be substituted for a degree.

5. Task Manager II

Minimum/General Experience: Must have four (6) years of general experience including two (3) years of specialized experience of which one (2) year were direct supervisory experience and involved managing or supporting the management of information systems-related tasks.

Functional Responsibility: Manages day-to-day task activities and keeps the Program or Project Manager abreast of all problems and accomplishments. Anticipates problems, and works to mitigate the anticipated problems. As a task leader, provides technical direction for the completion of information technology support tasks and may serve as an authority for a technical subject area. As a staff specialist, resolves technical problems using appropriate technology. Can complete tasks within estimated time frames and budget constraints. Schedules and assigns duties to subordinates. Interacts with government management personnel. Reports in writing and orally to contractor management and government representatives, including the government contracting officer.

Minimum Education: A Bachelors Degree in Computer Science, Engineering, Business, Information Systems or other related scientific or technical discipline is preferred. An Associates Degree in a technical discipline or training from the Project Management Institute is required.

6. Senior Consultant VII

Minimum/General Experience: Educated computer scientist, analyst, or engineer who has solved some of the most difficult and forward-looking technology-based problems. A subject matter expert in engineering, science, or finance and has a track record of applying sound analysis, business, and scientific expertise and practices to solve a wide variety of technology-based customer problems. These may include re-engineering efforts of complex financial processes and systems; applying advanced scientific technologies in systems, experiments, and demonstrations; and introducing into systems the application of leading edge technological developments. Consultant will usually have twenty (20) years of experience performing this type of work. Consultant must be an expert in the one of the following areas: business; business management; financial management; systems management; operations research; computer science; engineering; physics; math; behavioral science or related areas. Consultant may have published articles or books in field of expertise and/or made presentations at professional conferences.

Functional Responsibility: Consultant assists in developing programs and implementing creative and innovative solutions to the customer's problems. Consultant researches and analyzes customer requirements and may perform considerable independent research without any supervision. Consultant applies expert knowledge to determine the accuracy and reasonableness of the data, recommendations, and solutions proposed. Documents and summarizes the results and develops and recommends creative and innovative solutions to the customer's problems. Usually supports a technology executive or program manager but may also supervise others in performing complex tasks.

Minimum Education: Master's Degree in business; business management; financial management; systems management; operations research; computer science; engineering; physics; math; behavioral science or related areas. Doctorate Degree preferred. Consultant may substitute ten (10) years of experience for a Masters Degree.

7. Senior Consultant VI

Minimum/General Experience: Educated computer scientist, analyst, or engineer who has solved some difficult and forward-looking technology-based problems. A subject matter expert in engineering, science, or finance and has a track record of applying sound analysis, business, and scientific expertise and practices to solve a wide variety of technology-based customer problems. These may include re-engineering efforts of complex financial processes and systems; applying advanced scientific technologies in systems, experiments, and demonstrations; and introducing into systems the application of leading edge technological developments. Consultant will usually have 16 years of experience performing this type of work. Consultant must be an expert in the one of the following areas: business; business management; financial management; systems management; operations research; computer science; engineering; physics; math; behavioral science or related areas. Consultant may have published articles or books in field of expertise and/or made presentations at professional conferences.

Functional Responsibility: Consultant assists in developing programs and implementing creative and innovative solutions to the customer's problems. Consultant researches and analyzes customer requirements and may perform considerable independent research without any supervision. Consultant applies expert knowledge to determine the accuracy and reasonableness of the data, recommendations, and solutions proposed. Documents and summarizes the results and develops and recommends creative and innovative solutions to the customer's problems. Usually supports a technology executive or program manager but may also supervise others in performing complex tasks.

Minimum Education: Master's Degree in business; business management; financial management; systems management; operations research; computer science; engineering; physics; math; behavioral science or related areas. Doctorate Degree preferred. Consultant may substitute eight (8) years of experience for a Masters Degree.

8. Senior Consultant V

Minimum/General Experience: Educated computer scientist, analyst, or engineer who has solved some challenging and technology-based problems. A subject matter expert in engineering, science, or finance and has a track record of applying sound analysis, business, and scientific expertise and practices to solve technology-based customer problems. These may include re-engineering efforts of complex financial processes and systems; applying advanced scientific technologies in systems, experiments, and demonstrations; and introducing into systems the application of leading edge technological developments. Consultant will usually have 14 years of experience performing this type of work. Consultant must be an expert in the one of the following areas: business; business management; financial management; systems management; operations research; computer science; engineering; physics; math; behavioral science or related areas. Consultant may have made presentations at professional conferences.

Functional Responsibility: Consultant assists in developing programs and implementing creative and innovative solutions to the customer's problems. Consultant researches and analyzes customer requirements. Consultant applies expert knowledge to determine the accuracy and reasonableness of the data, recommendations, and solutions proposed. Documents and summarizes the results and develops and recommends creative and innovative solutions to the customer's problems. Usually supports a technology executive or program manager but may also supervise others in performing complex tasks.

Minimum Education: Master's Degree in business; business management; financial management; systems management; operations research; computer science; engineering; physics; math; behavioral science or related areas. Consultant may substitute six (6) years of experience for a Masters Degree.

9. Senior Consultant IV

Minimum/General Experience: Highly educated and experienced computer professional, analyst or engineer who has solved some challenging technology-based problems. A subject matter expert in engineering, science, or finance and has a track record of applying sound analysis, business, and scientific expertise and practices to solve technology-based customer problems. These may include re-engineering efforts of financial processes and systems; applying scientific technologies in systems, experiments, and demonstrations; and introducing into systems the application of leading edge technological developments. Consultant will usually have 12 years of experience performing this type of work. Consultant could be an expert in the one of the following areas: business; business management; financial management; systems management; operations research; computer science; engineering; physics; math; behavioral science or related areas. Consultant may have made presentations at professional conferences.

Functional Responsibility: Consultant assists in developing programs and implementing creative and innovative solutions to the customer's problems. Consultant researches and analyzes customer requirements. Consultant applies expert knowledge to determine the accuracy and reasonableness of the data, recommendations, and solutions proposed. Documents and summarizes the results and develops and recommends creative and innovative solutions to the customer's problems. May support a technology executive, program or project manager, or a task manager and may supervise others in performing complex tasks.

Minimum Education: Master's Degree in business; business management; financial management; systems management; operations research; computer science; engineering; physics; math; behavioral science or related areas. Consultant may substitute four (4) years of experience for a Masters Degree.

10. Senior Consultant III

Minimum/General Experience: Highly educated computer professional, analyst, or engineer who has solved some challenging technology-based problems. A subject matter expert in engineering, science, or finance and has a track record of applying sound analysis, business, and scientific expertise and practices to solve a wide variety of technology-based customer problems. These may include re-engineering efforts of financial processes and systems; applying scientific technologies in systems, experiments, and demonstrations; and introducing into systems the application of leading edge technological developments. Consultant must have eight (8) years of experience providing this type of support. Consultant must have substantial expertise in the one of the following areas: financial management; systems management; computer science; engineering; behavioral science or related areas.

Functional Responsibility: Consultant assists others in developing programs and implementing creative and innovative solutions to the customer's problems. Researches and analyzes customer requirements. Consultant applies knowledge to determine the accuracy and reasonableness of the data, recommendations, and solutions developed. Documents and summarizes the results and develops and recommends creative and innovative solutions to the customer's problems. Usually supports a program manager.

Minimum Education: Bachelor's Degree in business; business management; financial management; systems management; computer science; engineering; physics; math; behavioral science or related areas. Master's Degree preferred.

11. Senior Consultant II

Minimum/General Experience: Educated and experienced computer professional, analyst, or engineer who has solved some challenging technology-based problems. A subject matter expert in engineering, science, or finance and has a track record of applying sound analysis, business, and scientific expertise and practices to solve a wide variety of technology-based customer problems. These may include re-engineering efforts of financial processes and systems; applying accepted technologies in systems, experiments, and demonstrations; and introducing into systems the application of current technological developments. Consultant must have six (6) years of experience providing this type of support. Consultant must have substantial expertise in the one of the following areas: financial management; systems management; computer science; engineering; behavioral science or related areas.

Functional Responsibility: Consultant assists others in developing programs and implementing creative and innovative solutions to the customer's problems. Researches and analyzes customer requirements. Consultant applies knowledge to determine the accuracy and reasonableness of the data, recommendations, and solutions developed. Documents and summarizes the results and develops and recommends creative and innovative solutions to the customer's problems. Usually supports a program or project manager but may support a task manager.

Minimum Education: Bachelor's Degree in business; business management; financial management; systems management; computer science; engineering; physics; math; behavioral science or related areas. Masters Degree preferred.

12. System Architect II

Minimum/General Experience: Minimum of five (5) years experience in design, analysis, and implementation of information systems architecture.

Functional Responsibility: Under little or no supervision, applies a wide set of engineering disciplines for planning, design, analysis, specification development, coding, and construction of computer and telecommunications information systems architectures. Responsible for, or assists in the designing of interface standards, quality assurance standards, performance standards, and cost-benefit analysis of modern state-of-the-art information systems.

Minimum Education: A Bachelors Degree in Computer Science, Information Systems or other related scientific or technical discipline.

13. System Architect I

Minimum/General Experience: Minimum of three (3) year experience in design, analysis, and implementation of information systems architecture.

Functional Responsibility: Under occasional supervision, applies a wide set of engineering disciplines for planning, design, analysis, specification development, coding, and construction of computer and telecommunications information systems architectures. Assists in designing interface standards, quality assurance standards, performance standards, and cost-benefit analysis of state-of-the art information systems. Uses Rational, Borland Suite, Erwin and other tools to perform functions.

Minimum Education: A Bachelors Degree in Computer Science, Information Systems or other related scientific or technical discipline.

14. System Engineer V

Minimum/General Experience: Minimum of eight (8) years experience in systems engineering design, analysis, integration, and life-cycle engineering support of large information systems projects. At least two years supervisory experience.

Functional Responsibility: Responsible for all life-cycle support functions associated with the systems engineering of large computer and information system projects. Oversees and performs research, planning, design, cost-benefit trade-off analysis, specification development, and all aspects of systems analysis of IT systems. Responsible for standards and interface development, certifications, and test and evaluations of complex systems. Responsible for the supervision of subordinate systems engineers.

Minimum Education: A Bachelors Degree in Computer Science, Electrical Engineering, Information Systems or other related scientific or technical discipline and typically, an advanced degree or specialized certification.

15. System Engineer IV

Minimum/General Experience: Minimum of eight (8) years experience in systems engineering design, analysis, integration, and life-cycle engineering support of large information systems projects. At least two years supervisory experience.

Functional Responsibility: Responsible for all life-cycle support functions associated with the systems engineering of large computer and information system projects. Oversees and performs research, planning, design, cost-benefit trade-off analysis, specification development, and all aspects of systems analysis of IT systems. Responsible for standards and interface development, certifications, and test and evaluations of complex systems. Responsible for the supervision of subordinate systems engineers.

Minimum Education: A Bachelors Degree in Computer Science, Electrical Engineering, Information Systems or other related scientific or technical discipline.

16. System Engineer III

Minimum/General Experience: Minimum of five (5) years experience in systems engineering design, analysis, integration, and life-cycle engineering support of large information systems projects.

Functional Responsibility: Under little or no supervision, performs all life-cycle support functions associated with the systems engineering of large computer and information system projects. Performs research, planning, design, cost-benefit trade-off analysis, specification development, and all aspects of systems analysis of IT systems. Responsible for standards and interface development, certifications, and test and evaluations of complex systems.

Minimum Education: A Bachelors Degree in Computer Science, Electrical Engineering, Information Systems or other related scientific or technical discipline.

17. System Engineer II

Minimum/General Experience: Minimum of two (2) year experience in systems engineering design, analysis, integration, and life-cycle engineering support of large information systems projects.

Functional Responsibility: Under close supervision, performs all life-cycle support functions associated with the systems engineering of large computer and information system projects. Performs research, planning, design, cost-benefit trade-off analysis, specification development, and all aspects of systems analysis of IT systems. Responsible for standards and interface development; certifications; and test and evaluations of complex systems.

Minimum Education: A Bachelors Degree in Computer Science, Electrical Engineering, Information Systems or other related scientific or technical discipline.

18. System Engineer I

Minimum/General Experience: Entry-level position in systems engineering design, analysis, integration, and life-cycle engineering support of large information systems projects.

Functional Responsibility: Under close supervision, performs all life-cycle support functions associated with the systems engineering of large computer and information system projects. Performs research, planning, design, cost-benefit trade-off analysis, specification development, and all aspects of systems analysis of IT systems. Responsible for standards and interface development; certifications; and test and evaluations of complex systems.

Minimum Education: A Bachelors Degree in Computer Science, Electrical Engineering, Information Systems or other related scientific or technical discipline.

19. Programmer V

Minimum/General Experience: Minimum of eight (8) years experience in computer programming and analysis of complex information systems application and operating system software. At least two years supervisory experience

Functional Responsibility: Responsible for and applies expertise in programming procedures to complex software modules and packages, including operating systems and application software. Develops specifications for software programming applications, or modifies/maintains existing software modules, including design, code, test, and evaluation. Participates in all life-cycle phases of software development with emphasis on the planning, testing, programming, and acceptance phases. Responsible for the supervision of subordinate software programmers.

Minimum Education: A Bachelors Degree in Computer Science, Electrical Engineering, Information Systems or other related scientific or technical discipline and typically, an advanced degree or specialized certification.

20. Programmer IV

Minimum/General Experience: Minimum of eight (8) years experience in computer programming and analysis of complex information systems application and operating system software. At least two years supervisory experience

Functional Responsibility: Responsible for and applies expertise in programming procedures to complex software modules and packages, including operating systems and application software. Develops specifications for software programming applications, or modifies/maintains existing software modules, including design, code, test, and evaluation. Participates in all life-cycle phases of software development with emphasis on the planning, testing, programming, and acceptance phases. Responsible for the supervision of subordinate software programmers.

Minimum Education: A Bachelors Degree in Computer Science, Electrical Engineering, Information Systems or other related scientific or technical discipline.

21. Programmer III

Minimum/General Experience: Minimum of five (5) years experience in computer programming and analysis of complex information systems application and operating system software.

Functional Responsibility: Responsible for and applies expertise in programming procedures to complex software modules and packages, including operating systems and application software. Develops specifications for software programming applications, or modifies/maintains existing software modules, including design, code, test, and evaluation. Participates in all life-cycle phases of software development with emphasis on the planning, testing, programming, and acceptance phases. Responsible for the supervision of subordinate software programmers.

Minimum Education: A Bachelors Degree in Computer Science, Information Systems or other related scientific or technical discipline.

22. Programmer II

Minimum/General Experience: Minimum of three (3) years experience in computer programming and analysis of complex information systems application and operating system software.

Functional Responsibility: Under little or no supervision, applies expertise in programming procedures to complex software modules and packages, including operating systems and application software. Develops, or assists in the development of specifications for software programming applications, or modifies/maintains existing software modules, including design, code, test, and evaluation. Participates in all life-cycle phases of software development with emphasis on the planning, testing, programming, and acceptance phases.

Minimum Education: A Bachelors Degree in Computer Science, Information Systems or other related scientific or technical discipline.

23. Programmer I

Minimum/General Experience: This is an entry-level position in computer programming and analysis of complex information systems application and operating system software.

Functional Responsibility: Under constant supervision, applies expertise in programming procedures to complex software modules and packages, including operating systems and application software. May assist in developing specifications for software programming applications, or modifying/maintaining existing software modules, including design, code, test, and evaluation. May participate in some or all phases of software development with emphasis on the planning, testing, programming, and acceptance phases.

Minimum Education: An Associates Degree, or at least two years work toward a Bachelors Degree in Computer Science, Information Systems or other related scientific or technical discipline.

24. Analyst IV

Minimum/General Experience: Minimum of five (7) years experience in systems analysis and design of large information systems programs, and at least three (3) years experience in information technology. At least two (2) years supervisory experience.

Functional Responsibility: Responsible for applying systems analysis and design techniques to complex computer systems. Schedules and reviews all life-cycle support functions associated with the design of complex information system projects. Designs programs using flowcharts, data flow diagrams, and/or pseudo code. Uses complexity meters to assess programs and recommends improvements, and assess operating systems performance. Uses relational theory to assess normality of databases and recommends improvements. Develops procedures, manuals, and other documentation for complex information systems. Responsible for the supervision of subordinate systems analysts.

Minimum Education: A Bachelors Degree in Computer Science, Mathematics, Engineering, Information Systems or other related scientific or technical discipline.

25. Analyst III

Minimum/General Experience: Minimum of five (5) years experience in systems analysis and design of large information systems programs, and at least two (2) years experience in information technology.

Functional Responsibility: Under little or no supervision, applies systems analysis and design techniques to complex computer systems. Schedules and reviews all life-cycle support functions associated with the design of complex information system projects. Designs programs using flowcharts, data flow diagrams, and/or pseudo code. Uses complexity meters to assess programs and recommends improvements, and assess operating systems performance. Uses relational theory to assess normality of databases and recommends improvements. Develops procedures, manuals, and other documentation for complex information systems.

Minimum Education: A Bachelors Degree in Computer Science, Mathematics, Engineering, Information Systems or other related scientific or technical discipline.

26. Analyst II

Minimum/General Experience: Minimum of three (3) years experience in systems analysis and design of large information systems programs, and at least one (1) years experience in information technology.

Functional Responsibility: Under little or no supervision, applies systems analysis and design techniques to complex computer systems. Schedules and reviews all life-cycle support functions associated with the design of complex information system projects. Designs programs using flowcharts, data flow diagrams, and/or pseudo code. Uses complexity meters to assess programs and recommends improvements, and assess operating systems performance. Uses relational theory to assess normality of databases and recommends improvements. Develops procedures, manuals, and other documentation for complex information systems.

Minimum Education: A Bachelors Degree in Computer Science, Mathematics, Engineering, Information Systems or other related scientific or technical discipline.

27. Quality Specialist Assurance Specialist II

Minimum/General Experience: Minimum of four (4) years experience in IT and IT-related work. At least two (2) years experience in IT and IT related quality assurance.

Functional Responsibility: Under little or no supervision, develops and implements quality assurance standards, guidelines, and procedures related to IT or IT related services. Develops and defines major and minor characteristics of quality, including quality metrics and scoring parameters, and determines requisite quality control resources for IT initiatives. Establishes and maintains a process for evaluating hardware, software, and associated documentation and / or assists in the evaluation. Conduct and / or participates in formal and informal reviews at predetermined points through the development life cycle. Applies systems analysis and design techniques to complex computer systems.

Schedules and reviews all life-cycle support functions associated with the design of complex information system projects. Designs programs using flowcharts, data flow diagrams, and/or pseudo code. Uses complexity meters to assess programs and recommends improvements, and assess operating systems performance. Uses relational theory to assess normality of databases and recommends improvements. Develops procedures, manuals, and other documentation for complex information systems.

Minimum Education: A Bachelors Degree in Computer Science, Mathematics, Engineering, Information Systems or other related scientific or technical discipline.

28. Network Engineer VII

Minimum/General Experience: Minimum of five (5) years experience in administration, management, hardware/software selection, integration, troubleshooting and maintenance, and end user support of computer and telecommunications networks including LAN/WAN/MAN topologies. At least two years supervisory experience.

Functional Responsibility: Responsible for the management and technical administration of modem computer and telecommunications networks. Oversees the day-to-day activities of the system and is responsible for all applications running on the network. Manages LAN/WAN/MAN related systems including software applications, communications, security, electronic mail, bulletin boards, UPS service, external communication links, scheduling, troubleshooting, and printing services. Monitors and responds to complex technical hardware and software problems utilizing a variety of network testing tools and techniques. Optimizes network topology and services using sophisticated network tools and benchmarks and maintains network management records. Certified as a network engineer in at least one network communications protocol. Responsible for the supervision of subordinate information network managers and administrators.

Minimum Education: A Bachelors Degree in Computer Science, Electronics Engineering, Information Systems or other related scientific or technical discipline.

29. Network Engineer VI

Minimum/General Experience: Minimum of five (5) years experience in administration, management, hardware/software selection, integration, troubleshooting and maintenance, and end user support of computer and telecommunications networks including LAN/WAN/MAN topologies.

Functional Responsibility: Under little or no supervision, provides for the management and technical administration of modem computer and telecommunications networks. Oversees the day-to-day activities of the system and is responsible for all applications running on the network. Manages, or assists in managing LAN/WAN/MAN related systems including software applications, communications, security, electronic mail, bulletin boards, UPS service, external communication links, scheduling, troubleshooting, and printing services. Monitors and responds to complex technical hardware and software problems utilizing a variety of network testing tools and techniques. Optimizes network topology and services using sophisticated network tools and benchmarks and maintains network management records. Certified as a network engineer in at least one network communications protocol.

Minimum Education: A Bachelors Degree in Computer Science, Electronics Engineering, Information Systems or other related scientific or technical discipline.

30. Network Engineer V

Minimum/General Experience: Minimum of three (3) years experience in information systems communication networks design, analysis, integration, hardware/software selection, integration, and end user support of complex networks.

Functional Responsibility: Provides functional guidance and direction in network planning, design, integration, analysis, operating system programming, communications protocols, test and evaluation, trouble-shooting, training, and documentation support of modem computer and telecommunications networks. Responsible for selection and implementation of interface standards, quality assurance, performance benchmarks, reliability, and administration of modem state-of-the art information systems. Certified as a network engineer in at least one network communications protocol. Responsible for the supervision of subordinate information systems network engineers.

Minimum Education: A Bachelors Degree in Computer Science, Electronics Engineering, Information Systems or other related scientific or technical discipline.

31. Technician I

Minimum/General Experience: Two (2) general years experience testing, repairing, troubleshooting or equipment.

Functional Responsibility: Under supervision, assists in the assessment of current site network configuration and user requirements. Develops installation schedules, participates in network / hardware installation. Coordinates post installation operation and maintenance support.

Minimum Education: A High School diploma, GED, or equivalent experience.

32. Help Desk III

Minimum/General Experience: This position requires a minimum of four years experience. Specialized experience includes: management of help desks in a multi-server environment, comprehensive knowledge of operating systems as well as networking and mail standards and supervision of help desk employees. General experience includes information systems development, network and other work in the client/server field, or related fields.

Functional Responsibility: Provides daily supervision and direction to staff that are responsible for phone and in-person support to users in the areas of e-mail, directories, standard applications, and applications developed or deployed under this contract. These personnel serve as the first point of contact for troubleshooting hardware/software and printer problems.

Minimum Education: Bachelor's degree in a technical or management discipline, or an Associates Degree with a technical certification in a management discipline. A combination of education, training, or certification that provides the requisite knowledge, skills, and abilities may be substituted for the degree.

33. Help Desk II

Minimum/General Experience: Minimum of two (2) years of experience. Experience includes knowledge of operating systems as well as networking and mail standards and work on a help desk. General experience includes information systems development and other work in the client/server field, or related fields.

Functional Responsibility: With little daily supervision, provides telephone and in-person support to users in the areas of e-mail, directories, standard desktop applications, and applications developed under this contract or predecessors. Serves as the initial point of contact for troubleshooting hardware/software and printer problems.

Minimum Education: A High School diploma, GED, or equivalent experience in a related discipline, often coupled with training or certification.

34. Operator I

Minimum/General Experience: Two (2) years experience with operation on large scale computer systems or multi-server local area networks. Must demonstrate sufficient knowledge of programming to understand software / hardware interaction. Knowledge and experience with a wide variety of hardware platforms and their associated peripherals and software applications.

Functional Responsibility: Operates computer systems, peripherals and support equipment conforming to the site specific operating procedures. Monitors and supports computer processing reporting and deviations from established standards. Assists in determining equipment settings and operating instructions. Coordinates input, output, and file media. Distributes output and controls computer operation on multiple platforms. Performs required preventive maintenance.

Minimum Education: A High School diploma, GED, or equivalent experience in a related discipline.

35. Technical Writer II

Minimum/General Experience: Minimum of four (4) years experience in writing and editing technical documentation and literature of modern, complex information systems, in accordance with applicable government and industry writing standards.

Functional Responsibility: Under little or no supervision, responsible for collecting, analyzing, composing, and translating technical information into clear, readable documents to be used by both technical and non-technical personnel. Organizes material and writes descriptive copy according to established government and industry standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. Uses automated tools, including computer terminals and word processing or desktop publishing software in performing assigned duties.

Minimum Education: A Bachelors Degree in Computer Science, Engineering, Business, English, Management Sciences, Information Systems or other related scientific or technical discipline.

36. Administrative III

Minimum/General Experience: Minimum of ten (10) years of experience with thorough knowledge of most commonly used word processing packages (i.e. WordPerfect and MS Word) and with database and spreadsheet packages (i.e. Lotus 123 and MS Excel).

Functional Responsibility: Responsible for the effective administration of the business operations for an office, department, or division. Assures that acceptable administrative services are provided to the client within budget, on schedule and with a minimum of disruption. Assist in the preparation of budgets. Carries out recurring office procedures independently. Reviews outgoing materials and correspondence for internal consistency and conformance with office procedures; assures that proper clearances have been obtained. Composes correspondence requiring some technical understanding. Assigns and supervises the work of support personnel.

Minimum Education: An Associates Degree in a related discipline or five (5) additional years of experience.

37. Administrative II

Minimum/General Experience: Minimum of five (5) years of experience with thorough knowledge of most commonly used word processing packages (i.e. WordPerfect and MS Word) and with database and spreadsheet packages (i.e. Lotus 123 and MS Excel).

Functional Responsibility: Responsible for the effective administration of the business operations for an office, department, or division. Assures that acceptable administrative services are provided to the client within budget, on schedule and with a minimum of disruption. Assist in the preparation of budgets. Carries out recurring office procedures independently. Reviews outgoing materials and correspondence for internal consistency and conformance with office procedures; assures that proper clearances have been obtained. Composes correspondence requiring some technical understanding. Assigns and supervises the work of support personnel.

Minimum Education: An Associates Degree in a related discipline or four (4) additional years of experience.

38. Administrative Assistant I

Minimum/General Experience: A minimum of three (3) years of experience with thorough knowledge of most commonly used word processing packages (i.e. WordPerfect and MS Word). Familiar with database and spreadsheet packages (i.e. Lotus 123 and MS Excel).

Functional Responsibility: Responsible for the effective administration of the business operations for an office or department. Assures that acceptable administrative services are provided to the client within budget, on schedule and with a minimum of disruption. May assign and supervise the work of support personnel. Performs administrative assignments requiring the ability to follow directions and procedures. Proofreads for error and proper format. Other duties include reviewing materials to be typed, answering telephones, taking messages, and making copies. May also perform receptionist duties as required. May also provide conference and meeting support.

Minimum Education: A High School diploma, GED, or equivalent experience in a related discipline.

b. OST GSA Schedule Prices: Following are the IT prices in accordance with OST's customary commercial practices.

**LABOR CATEGORY PRICES FOLLOW:
SIN 132-51 Hourly Rate Table - Customer Site Hourly Rate**

Approved Labor Category	09/30/17 – 09/29/18
Program Manager	186.26
Project manager III	177.29
Project Manager I	136.80
Task Manager III	132.26
Task Manager II	108.44
Senior Consultant VII	405.40
Senior Consultant VI	360.01
Senior Consultant V	300.01
Senior Consultant IV	259.24
Senior Consultant III	221.13
Senior Consultant II	193.46
System Architect II	187.40
System Architect I	160.58
System Engineer V	159.45
System Engineer IV	142.13
System Engineer III	127.47
System Engineer II	104.70
System Engineer I	94.85
Programmer V	159.69
Programmer IV	127.47
Programmer III	117.86
Programmer II	104.70
Programmer I	98.00
Analyst IV	146.60
Analyst III	127.47
Analyst II	104.70
Qual. Assurance Specialist II	127.47
Network Engineer VII	159.45
Network Engineer VI	122.56
Network Engineer V	104.70
Technician I	58.02
Help Desk III	97.56
Help Desk II	66.87
Operator I	45.41
Technical Writer II	73.62
Administrative III	77.63
Administrative II	61.66
Administrative I	45.29

(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 Agency):

(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 Government 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 customer agency 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 of 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.