

U.S. General Services Administration



GS-35F-0279T

02/16/2007 to 02/15/2012

Price List Effective: 04/12/2011

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GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICES

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

SPECIAL ITEM NO. 132-51 INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

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

- Note 1:** All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.
- Note 2:** Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.
- Note 3:** This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performed by the publisher or manufacturer or one of their authorized agents.

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Contract Number: GS-35F-0279T
Period Covered by Contract: February 16th, 2007 – February 15th, 2012

General Services Administration
Federal Supply Service

Pricelist current through Modification # 3 dated April 12th, 2011.

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



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

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency will agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). 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:
972.620.9000.

When Authorized Dealers are allowed by the Contractor to bill ordering activities and accept payment, the order and/or payment must be in the name of the Contractor, in care of the Authorized Dealer.



3. LIABILITY FOR INJURY OR DAMAGE

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

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

- Block 9: G. Order/Modification Under Federal Schedule
- Block 16: Data Universal Numbering System (DUNS) Number: 032722808
- Block 30: Type of Contractor: B. Other
- Block 31: Women-Owned Small Business: NO
- Block 36: Contractor's Taxpayer Identification Number (TIN): 752828867

- 4a. CAGE Code: 4DP13
- 4b. OmniLink Corporation has registered with the Central Contractor Registration Database.

5. FOB Destination

6. DELIVERY SCHEDULE

a. TIME OF DELIVERY: OmniLink Corporation 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	<u>30</u> Days or as negotiated between the ordering activity and OmniLink Corporation

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

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

- a. Prompt Payment: 1% - 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: None.
- c. Dollar Volume: None
- d. Government Educational Institutions: Same discount as that offered GSA.
- e. Other: N/A

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 (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
- b. N/A
- c. N/A

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

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

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



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

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



16. GSA ADVANTAGE!

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

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

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

N/A

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:

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

Additional information can be found at: www.omnilinkcorp.com

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES

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

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

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

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



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

1. For such period as the laws of the State in which this contract is to be performed prescribe; or
2. Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

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

26. SOFTWARE INTEROPERABILITY.

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

27. ADVANCE PAYMENTS

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



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

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT/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

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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



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

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

1. Cancel the stop-work order; or
2. Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

1. The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
2. The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

c. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

d. If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop work order.

6. INSPECTION OF SERVICES

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

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 (Deviation – May 2003) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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



9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT/EC 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 (OCT 2008) (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 (OCT 2008) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

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



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

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT SERVICES AND PRICING

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

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

LABOR CATEGORY PRICING AND QUALIFICATIONS

ADMINISTRATIVE ASSISTANT

Functional Responsibility - Responsible for administrative and management support for a wide range of office functions. Provide administrative support in the management of personnel, financial, operations, and technical programs. Frequent application of techniques peculiar to several unrelated functions, such as statistical charting, organizational structure, budget and fiscal control, personnel recruitment and placement, incentive awards, data systems, staffing standards development and office management. Substantial coordination and interface with other offices.

Minimum Education – Associates Degree or related experience.

Minimum Experience – Six (6) years of experience.

BUSINESS ANALYST

Functional Responsibility - Provide administrative and technical consultation on a wide variety of management analysis subject areas for improvement of mission and mission support programs. Analyze and document methods, procedures and organizational structures to promote effectiveness and efficiency of mission and support functions, through the integration of automated information systems into an organization's business practices. Perform analysis of management, financial, or strategical data. Provide capability for establishing desk procedures and institutes appropriate records management techniques and procedures. Proven analytical and problem solving experience, and excellent verbal and written communications skills.

Minimum Education – Bachelor's Degree or related business analysis discipline.

Minimum Experience – Eight (8) years of experience.

CLIENT/SERVER ARCHITECT

Functional Responsibility – Responsible for establishing system information requirements using analysis of the information engineers in the development of enterprise-wide or large-scale information systems. Design architecture to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensure systems are compatible and in compliance and ensure that the common operating environment is compliant. Evaluate analytically and systematically problems of work-flows, organization, and plan and develop appropriate corrective action. Provide daily supervision and direction to staff. Supervision of system architects, use of structured analysis, design methodologies and design tools, and other design techniques, object oriented principles, and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems.

Minimum Education – Bachelor's degree in Computer Science.

Minimum Experience – Ten (10) years of experience.

CLIENT/SERVER DEVELOPER I

Functional Responsibility Analyze and develop computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Assist in developing plans for automated information systems from project inception to conclusion. Analyze the problem and the information to be processed. Assist to ensure proper implementation of program and system specifications. Analyze and design business applications on complex systems for large-scale computers. Must demonstrate the ability to work independently or under only general direction on requirements that are moderately complex to analyze, plan, program, and implement.

Minimum Education – Bachelor's Degree in Computer Science or related industry.

Minimum Experience – Four (4) years of experience.

CLIENT/SERVER DEVELOPER II

Functional Responsibility - Responsible for analyzing and developing computer software possessing a wide range of capabilities, includes numerous engineering, business, and records management functions. Develop plans for automated information systems from project inception to conclusion. Analyze the problem and the information to be processed. Assist in defining the problem, and developing system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Develop, in conjunction with functional users, system alternative solutions. Analyze and design business applications on complex systems for large-scale computers. Must demonstrate the ability to work independently or under only general direction on requirements that are moderately complex to analyze, plan, program, and implement.

Minimum Education – Bachelor's Degree in Computer Science or related discipline.

Minimum Experience – Six (6) years of experience.

CLIENT/SERVER DEVELOPER III

Functional Responsibility - Provide technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Makes recommendations, if needed, for approval of major systems installations. Prepare milestone status reports and briefings/presentations on the system concept to colleagues, subordinates, and end user representatives. Provide daily supervision and direction to support staff. Shall have experience in the application of various software standards and industry quality assurance, quality control, independent verification and validation techniques, testing standards, and computer assisted software engineering techniques and design philosophies. Develop, in conjunction with functional users, system alternative solutions. Analyze and design business applications on complex systems for large-scale computers. Must demonstrate the ability to work independently or under only general direction on requirements that are moderately complex to analyze, plan, program, and implement.

Minimum Education – Bachelor's degree in Computer Science or related discipline.

Minimum Experience – Eight (8) years of experience.

DATABASE ADMINISTRATOR I

Functional Responsibility – Responsible for monitoring, maintaining, and updating databases with the goal of reaching optimal database performance. Participates in the resolution of database issues and capacity planning. Assist in designing and implementing basic to complex databases and schemas needed for each project for new and/or existing systems. Participates with determining and documenting data models, entity relationships, data flow diagrams, normalization schemas, logical to physical data maps, and data table parameters. Maintains database dictionaries, overall monitoring of database-related standards and procedures, and integration of systems through database design. Participates in setting up rules, procedures and standards for the access and maintenance of shared data. Assist developers in planning, design, development, coding, testing, implementation, debugging and documentation of new systems and applications software as needed.

Minimum Education – Associates Degree or related technical discipline.

Minimum Experience – Six (6) years of experience.

DATABASE ADMINISTRATOR II

Functional Responsibility – Responsible for monitoring, maintaining, and updating databases with the goal of reaching optimal database performance. Monitor the status of all production and development databases. Participate in the resolution of database issues and capacity planning. Lead in designing and implementing basic to complex databases and schemas needed for each project for new and/or existing systems. Responsible for the resolution of varied and multiple ad-hoc database issues. Participate with determining and documenting data models, entity relationships, data flow diagrams, normalization schemas, logical to physical data maps, and data table parameters. Maintain database dictionaries, overall monitoring of database-related standards and procedures, and integration of systems through database design. Provide leadership in setting up rules, procedures and standards for the access and maintenance of shared data. Responsible for training a backup and/or providing backup support to other projects. Provide leadership for developers in planning, design, development, coding, testing, implementation, debugging and documentation of new systems and applications software as needed.

Minimum Education – Bachelors Degree or related technical discipline.

Minimum Experience – Eight (8) years of experience.

DESKTOP ENGINEER I

Functional Responsibility – Assist in maintaining multiple computer systems and providing technical support for desktops / laptops in a global environment. Test desktop and laptop hardware and software to corporate standards. Defining packaging and distribution standards. Work along side Systems Administrators and Network Engineers to maintain, improve, and optimize the production environment. Perform advanced system administration within various client/server environments and completing hardware and software troubleshooting activities. Analyze software and hardware performance. Must have extensive experience building, deploying, and migrating multiple computer systems in client/server environment. Evaluate hardware and software products. Must be a team player, capable of interaction with users with the ability to respond quickly in a dynamic environment.

Minimum Education – Associates Degree or related technical certification(s).

Minimum Experience – Four (4) years of experience.

DESKTOP ENGINEER II

Functional Responsibility - Responsible for maintaining multiple computer systems and providing leadership in maintaining desktops / laptops in a global environment. Lead complex technical projects and interface with technology and the business users. Test desktop and laptop hardware and software to corporate standards. Define packaging and distribution standards. Work with Systems Administrators and Network Engineers to maintain, improve, and optimize the production environment. Provide recommendations and improve configurations to achieve operating efficiencies. Analyze software and hardware performance. Demonstrate strong analytical skills from experience troubleshooting, diagnosing, and resolving technical issues based on client and corporate needs following corporate standards. Experience building, deploying, and migrating computer systems in a client/server environment. Must be able to coordinate with vendors and/or consultants engaged in the installation of hardware and software and have experience evaluating hardware and software products. Must be a team player, capable of interaction with users with the ability to respond quickly in a dynamic environment.

Minimum Education – Bachelor's Degree or related technical discipline.

Minimum Experience – Five (5) years of experience.

DESKTOP LEAD

Functional Responsibility – Responsible for training and providing leadership for desktop engineers. Ensure timely, accurate, and complete assistance in the areas of PC support, desktop applications, and printers. Responsible for gathering requirements and developing functions and/or technical specifications for new implementations, developments, enhancements, or maintenance. Provide technical troubleshooting via phone, email, remotely, and in person. Provide software evaluation, selection, installation, and post install support (full-software life cycle). Create install, and configure documentation for all software. Ensure help desk tickets are completed in a timely fashion, and updated daily. Schedule and deploy patches and software. Strong communication skills and organization skills. Experience in managing technology and project management. Extensive experience with creating and maintaining builds/images.

Minimum Education – Bachelor's Degree or related discipline.

Minimum Experience – Seven (7) years of experience.

GRAPHIC DESIGNER

Functional Responsibility - Responsible for designing a variety of communications vehicles, including web sites, interactive presentations and illustrations, and print materials. Demonstrate the ability to effectively articulate complex ideas in writing and verbally. Must possess the ability to handle multiple projects and set priorities with a great attention to detail and accuracy. Must have solid interpersonal and communication skills plus the ability to work in a time-sensitive manner with complete professionalism in team setting. Demonstrated ability to concept interactive tools and web site projects. Must have print production skills with ability to prepare files for print. Must have strong time management, communication, and interpersonal skills

Minimum Education – Bachelor's Degree in Graphic Design or related discipline.

Minimum Experience – Five (5) years of experience.

**HELP DESK TECHNICIAN I**

Functional Responsibility - Responsible for investigating operational problems and troubleshooting within client/server environment. Assist in handling incoming calls and e-mails with questions, problems, or requests related to password management for network, system, and application access. Must exhibit willingness and ability to work in an IT Service Desk environment. Personable, accommodating, outgoing and the ability to work with all people. Ability to handle upset customers professionally and calmly. Ability to grasp, understand and learn to support multiple business applications. Experience with some variation of client/server based problem ticketing system.

Minimum Education – High School diploma.

Minimum Experience – N/A.

HELP DESK TECHNICIAN II

Functional Responsibility – Responsible for providing technical phone support with a majority of first call resolution or escalation. Responsible for creating new network accounts, e-mail accounts and application accounts creation. Possess experience regarding shared directories and permissions and various software applications. Strong customer service skills, strong written and verbal skills, and experience with problem tracking software. Assist with printer maintenance and troubleshooting.

Minimum Education – High School Diploma.

Minimum Experience – One (1) year of experience.

HELP DESK TECHNICIAN III

Functional Responsibility – Assist in providing phone and in-person support to users in the areas of e-mail, directories, standard desktop applications, and applications developed within the client environment. Provide assistance for Help Desk Technician II in troubleshooting hardware/software, PC, and printer problems. Assist in training users on desktop applications, client/server applications, and various software products installed at the user site. Knowledge of PC operating systems, as well as, networking and mail standards and work on a help desk.

Minimum Education – Associates degree in Computer Science or related discipline.

Minimum Experience – One (1) year of experience.

HELP DESK TECHNICIAN IV

Functional Responsibility – Provide leadership with phone and in-person support to users in the areas of e-mail, directories, standard desktop applications, and applications developed within the client environment. Serve as the initial point of contact for troubleshooting hardware/software, PC, and printer problems. Train users on desktop applications, client/server applications, and various software products installed at the user site. Demonstrate strong analytical skills from experience troubleshooting, diagnosing, and resolving technical issues based on client and corporate needs following corporate standards.

Minimum Education – Bachelor's Degree in Computer Science or related discipline.

Minimum Experience – Three (3) years of experience.

NETWORK ADMINISTRATOR

Functional Responsibility - Responsible for analyzing, implementing, and supporting corporate network systems, including servers, routers, bridges, concentrators, data circuits, and cable plant. Monitor, administer, and troubleshoot the corporate network resources, including the Ethernet, the servers, the routers, bridges and hubs and the financial data feeds and connections to our remote offices and key business partners. Analyze corporate business requirements and design and implement effective network hardware and software network communications solutions. Evaluate and implement network communication technology including operating systems, routers, bridges, concentrators, cable plant, wide area telecommunications and network analytical tools. Administer network servers, including account and service adds, changes, and deletions. Perform network capacity planning and benchmarking.

Minimum Education – Bachelor's Degree in Computer Science or related discipline.

Minimum Experience – Four (4) years of experience.

**NETWORK ANALYST I**

Functional Responsibility - Assist in providing technical support for routers, switches and associated network hardware. Provide assistance in maintaining overall network hardware and service levels by testing and evaluating processes prior to rollout or deployment of new hardware into the Network. Accountable for problem determination, troubleshooting and resolution of network and IP related problems through use of network diagnostic tools. Participates in the improvement of support processes, subject matter expertise, and technical capabilities within the Network Service Delivery team. Demonstrate ability to proactively identify and resolve potential network issues. Demonstrate excellent organizational, interpersonal and project leadership. Excellent written and verbal communication skills coupled with a strong orientation towards customer service.

Minimum Education – Associates Degree or related discipline.

Minimum Experience – Three (3) years of experience.

NETWORK ANALYST II

Functional Responsibility - Provide technical support for routers, switches and associated network hardware, ensure that strict network and systems technical performance specifications and customer expectations are met or exceeded. Assist in maintaining overall network hardware and service levels by testing and evaluating processes prior to rollout or deployment of new hardware into the Network. Participate with multiple networking teams to ensure seamless, integration of new network components and systems. Provide technical implementation and support functions including on-call services within Network Services group for network-related matters. Accountable for adhering to Change Management process for network related changes / incidents consistent with Global processes to meet service expectations. Demonstrate ability to proactively identify and resolve potential network issues. Demonstrate excellent organizational, interpersonal and project leadership. Knowledge of server hardware and operating system troubleshooting and support.

Minimum Education – Bachelor's Degree or related discipline.

Minimum Experience – Four (4) years of experience.

NETWORK ARCHITECT

Functional Responsibility – Responsible for providing services focused on architecting, implementing, administering, maintaining, supporting and monitoring the enterprise network and desktop operating system as well as file/print services and authentication services. Guides and directs small teams to accomplish pre-defined objectives. Gather and analyze business needs and requirements. Communicate positively and effectively with multiple audiences. Produce advanced technical and process documentation and training materials. Provide coaching and review of other associates' documentation. Design and implement processes and manage application products according specific methodologies. Interact with vendors for support and new implementations. Evaluate products, compile and document output of evaluation, and/or develop utilities required to support the environment with standard software development tools. Create and lead network implementation, infrastructure and/or upgrade projects independently. Provides technical knowledge and support for moderately complex problems impacting large audiences in the areas of network servers, Operating Systems, and/or software packaging and delivery, and/or specific products. Identify, analyze, administer, test and implement operating system related performance enhancements, product service packs and patches. Active role in packaging and delivering complex software applications and utilities to the desktop or server operating system.

Minimum Education – Bachelor's Degree in Computer Science or related discipline.

Minimum Experience – Ten (10) years of experience.

NETWORK ENGINEER I

Functional Responsibility – Responsible for adding, configuring and maintaining hardware and software as well as workstations and peripherals that connect to the servers. Install of and administer software such as firewalls, anti virus, and intrusion detection. Add and maintain user accounts, e-mail access and establishing procedures and documentation to perform the task. Daily backing up identified systems and reviewing the log files and resolving the issues. Create and maintain hardware and software inventory as well as identified spare parts. Creating and maintaining a list of hardware and software maintenance contracts and renewing when they are due. Assist user groups with network and communications issues.

Minimum Education – Associates Degree in Computer Science or related discipline.

Minimum Experience – Five (5) years of experience.

**NETWORK ENGINEER II**

Functional Responsibility – Responsible for adding, configuring and maintaining all hardware and software as well as workstations and peripherals that connect to the servers. Install and administer software such as firewalls, anti virus, intrusion detection. Establish and review the data center backup and restore procedures as well as testing / validating the backup procedures. Daily actual backing up of the identified systems and reviewing the log files and resolving the issues preventing proper backing up of the system. Creating and maintaining a list of hardware and software maintenance contracts and renewing when they are due. Assist user groups with network and communications issues. Defining of routed networks addressing schemes, designing network links for mainframe access, building and configuring the Internet with IP routers, and segmenting networks bridges.

Minimum Education – Bachelor's Degree or related discipline.

Minimum Experience – Six (6) years of experience.

PROJECT MANAGER I

Functional Responsibility - Plan, develop, oversee and implement learning and development programs for new products, services and processes. Responsible for researching, analyzing program elements, defining deliverable schedules, developing the structure and key elements of the program that provide skills and alignment to corporate and business unit/functional goals. Must possess excellent verbal and written communication skills and be able to articulate learning terminology and processes with non-training people. Ability to document issues, alternatives, recommendations in an effective manner suitable for executive consumption is required. Demonstrated success in partnering with senior management teams and Human resource professionals to develop, implement and measure performance improvement efforts that align with strategic business initiatives. Responsible for partnering with and supporting an Account Manager to deliver projects on time and on budget, and meeting and/or exceeding client expectations. Proactively manage projects from estimate to post-project review, working with the client and Account Manager to drive program design and execution.

Minimum Education – Bachelor's Degree or related discipline.

Minimum Experience – Six (6) years of experience.

SECURITY ENGINEER

Functional Responsibility – Assist enterprise security architecture analysis and design (application, network, communications, physical, etc.). Provide assistance in security design reviews for all application and technology rollouts. Review proposed changes in the technology environment for security implications. Review assessment findings to gauge overall risks, severity, and appropriate corrective measures. Assist in evaluating new technology and security products for overall security strategy and in support of new business requirements/initiatives. Serve as a mentor to other security engineers and team within other technology groups. Internal vulnerability/penetration testing and support audit activities. Assist in promoting security best practices in diverse organizational areas. Strong understanding of SDLC principles.

Minimum Education – Bachelor's Degree or related discipline.

Minimum Experience – Seven (7) years of experience.

SYSTEMS ADMINISTRATOR

Functional Responsibility - Responsible for providing administration for all production systems including front-end, middle-tier, and harvesting application servers. Monitor, prioritize, and develop standards, as well as maintenance of service levels for the production environment, conferring with appropriate managers regarding problems with and capabilities of databases, controlling activities related to day-to-day maintenance such as creating backups, editing indexes and performing installations and upgrades, working on complex problems where analysis of situations or data requires evaluation of intangible variable, exercising independent judgment in developing methods, techniques, and evaluation criterion for obtaining results, having good understanding of business, products and clients and is passionate about their work. Identify, coordinate and resolve all technical and operational dependencies. Establish, implement and assist in managing release process controls to ensure technical and operational compliance and approval from senior management for release.

Minimum Education – Bachelor's Degree or related discipline.

Minimum Experience – Six (6) years of experience.

TECHNICAL WRITER

Functional Responsibility – Responsible for planning, organizing, writing and coding online help, user, installation, and release-related documentation for multiple applications. Research and gather information, interpret product business and technical designs, and organize content for documentation projects. Write help content and documents that are clear, well organized, grammatically correct, and adhere to standards. Provide key content that enables users to understand, process, and complete steps that result in successful use of a software application. Plan projects and schedules, balance multiple projects, and follow through on project deadlines and deliverables. Work with designated reviewers to ensure technical accuracy and appropriateness of documentation. Competent skill level using graphics tools such as flow chart, graphing, authoring tools, and file management tools.

Minimum Education – Bachelors Degree or related discipline.

Minimum Experience – Five (5) years of experience.

TRAINING SPECIALIST

Functional Responsibility – Provide formal training for various software products and for new applications software releases. Conduct research necessary to develop and revise training courses and prepare appropriate training catalogs. Develop all instructor materials (course outline, background material, and training aids). Train personnel by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training. Develop and provide technical and end-user training on computer hardware and application software. Provides daily supervision and direction to the training staff.

Minimum Education – Bachelors Degree or related discipline.

Minimum Experience – Six (6) years of experience.

VIDEO CONFERENCING COORDINATOR

Functional Responsibility - Project manage and provide hands on and remote support/troubleshooting of integrated video and audio conferencing equipment in conference room and mobile system environments. Work directly with customers to assist in conference setup and equipment use in a professional and courteous manner (excellent communication and interpersonal skills). Provide miscellaneous reports and documentation. Work with vendors technical support organizations to coordinate troubleshooting process for all related troubles in a timely manner. Work on improving existing video conference capabilities and be able to define project scope, requirements, deliverables, policies and documentation. Coordinate project activities and ensure all project phases are handled and documented appropriately. Provide weekly management reports. Must be detail oriented and organized with excellent communication skills.

Minimum Education – Bachelors Degree or related discipline.

Minimum Experience – Six (6) years of experience.

WAN ENGINEER

Functional Responsibility - Responsible for providing networking system engineering support to include requirements, architecture definition and system design, development, integration and test. Lead in the development of new products and systems by providing networking technical support for new business development activities. Manage and plan the setup and configuration of customer sites. Plan, implement and execute Disaster Recovery procedures. Configure, prepare, and test network equipment and associated third-party applications/equipment. Manage and verify data integrity of system. Identify and resolve operational problems and make necessary repairs and adjustments to minimize downtime and prevent future problems. Analyze data trends. Design and plan communication infrastructure. Manage Network Security directives. Install, configure, and operate LAN, WAN, and dial access services. Resolve problems related to equipment, server and client system failures, networking, and routing problems involving wide area network. Plan and implement system maintenance and system administration to comply with standard practices.

Minimum Education – Bachelors Degree or related discipline.

Minimum Experience – Nine (9) years of experience.



**OMNILINK CORPORATION
PROFESSIONAL IT SERVICES
GSA SCHEDULE CONTRACT
PRICE LIST**

Labor Category	Hourly Rate
Administrative Assistant	\$ 34.59
Business Analyst	\$ 74.50
Client/Server Architect	\$ 98.80
Client/Server Developer I	\$ 58.70
Client/Server Developer II	\$ 69.56
Client/Server Developer III	\$ 75.61
Database Administrator I	\$ 49.42
Database Administrator II	\$ 65.61
Desktop Engineer I	\$ 43.41
Desktop Engineer II	\$ 55.60
Desktop Lead	\$ 63.50
Graphic Designer	\$ 56.50
Help Desk Technician I	\$ 36.54
Help Desk Technician II	\$ 39.55
Help Desk Technician III	\$ 44.56
Help Desk Technician IV	\$ 49.50
Network Administrator	\$ 47.00
Network Analyst I	\$ 51.59
Network Analyst II	\$ 55.80
Network Architect	\$ 89.50
Network Engineer I	\$ 47.00
Network Engineer II	\$ 56.55
Project Manager I	\$ 75.00
Security Engineer	\$ 63.56
Systems Administrator	\$ 45.17
Technical Writer	\$ 41.14
Training Specialist	\$ 59.87
Video Conferencing Coordinator	\$ 69.78
WAN Engineer	\$ 78.65



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

PREAMBLE

OmniLink Corporation 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: Roger B. Smith, P: 972.620.9000, roger.smith@omnilinkcorp.com, F: 972.620.9244.



BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

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

- 2. Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

- 3. The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

- 4. This BPA does not obligate any funds.

- 5. This BPA expires on _____ or at the end of the contract period, whichever is earlier.

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- a. Name of Contractor;
- b. Contract Number;
- c. BPA Number;
- d. Model Number or National Stock Number (NSN);
- e. Purchase Order Number;
- f. Date of Purchase;
- g. Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- h. Date of Shipment.

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

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



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

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