



General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List

Schedule 70: General Purpose Commercial Information Technology Equipment, Software and Services

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is:

<http://www.GSAAdvantage.gov>.

Contract Number: GS-35F-0353L

For more information on ordering from Federal Supply Schedules click on the FSS Schedules at www.gsa.gov.

Contract Period: April 20, 2001 to April 19, 2021

Contractor Name: **TEKsystems Government Services, LLC**

Address: 7437 Race Road
Hanover, Maryland 21076

Phone Number: (410) 540-7700; (888) 519-0776

Fax Number: (410) 540-3396

E-mail: rberry@teksystems.com

Website: <http://www.teksystems.com>

Contract Administrator: **Ryan Berry, Controller**

Business Size: Other than Small

Customer Information

1a. Table of Awarded Special Item Numbers with appropriate cross-reference to page numbers:

Special Item Number	Special Item Description	Service Description Page	Awarded Price Page
132-51/RC/ Cooperative Purchasing	Information Technology Professional Services	5	14

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Please refer to our pricing on [GSA Advantage!](#) See pages 13-14

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. See pages 5-12

2. Maximum Order: \$500,000.00

3. Minimum Order: \$100

4. Geographic Coverage: Domestic and Overseas delivery

5. Point of production: US

6. Discount from list prices or statement of net price: Prices shown herein are net prices

7. Quantity discounts: None

8. Prompt payment terms: Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Government purchase cards are accepted up to the micro-purchase threshold.

9b. Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign items: None

11a. Time of Delivery: 30 days ARO

11b. Expedited Delivery: Contact Contractor

11c. Overnight and 2-day delivery: Contact Contractor

11d. Urgent Requirements: Contact Contractor

12. F.O.B Points: Destination

13a. Ordering Address: TEKsystems Government Services, LLC
7437 Race Road
Hanover, MD 21076

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (gsa.gov/schedules).

14. Payment address: TEKsystems Government Services, LLC
P.O. Box 198568
Atlanta, GA 30384

15. Warranty provision: Not Applicable

16. Export Packing Charges: Not Applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Government purchase cards **are accepted** above the micro-purchase threshold (currently \$3,500).

18. Terms and conditions of rental, maintenance, and repair: N/A

19. Terms and conditions of installation: N/A

20a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: N/A

20b. Terms and conditions for any other services: N/A

21. List of service and distribution points: N/A

22. List of participating dealers: N/A

23. Preventive maintenance: N/A

24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:
N/A; Services

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at:
www.Section508.gov/

25. Data Universal Numbering System (DUNS) number: 878450464

26. Notification regarding registration in System for Award Management (SAM) database:
TEKsystems Government Services, LLC is registered in the SAM Database.

**DESCRIPTION OF IT LABOR CATEGORIES OFFERED:
SPECIAL ITEM NUMBER (SIN) 132-51**

Substitution Methodology:

Due to the availability or limitation of education, occasionally substitution of experience as referenced below for a professional labor type with additional years of experience will be provided to the Federal Agency when responding to their IT requirements and it is solely the acquiring

Technical Architect	
Minimum Experience:	Five years of systems analysis or programming experience, including two years in the areas of developing information systems.
Minimum Education:	BS in Computer Science, Information Systems, Mathematics, Engineering, related degree or an additional three to five years of relevant experience.
Functional Requirements:	Applies, as appropriate, business process improvement practices to re-engineer methodologies, principles, and business process modernization projects. Coordinates and performs logical and physical systems design. Reviews and prepares system documents and specifications. Prepares reports, studies, and documentation, delivers presentations, and participates in meetings.

Developer - Web	
Minimum Experience:	Zero (0) years of experience in software design, development, installation, integration, evaluation, enhancement, maintenance, testing, or problem diagnosis/ resolution with a focus in Web technologies.
Minimum Education:	BS in Computer Science, Information Systems, Mathematics, Engineering or an additional four years of work experience in one of these disciplines
Functional Requirements:	Supports the project team in performing requirements analysis, software design, development, installation, testing, and maintenance for application system components for software systems. All major functions are associated with and support Web technologies

Developer - Java	
Minimum Experience:	Zero (0) years of experience in software design, development, installation, integration, evaluation, enhancement, maintenance, testing, or problem diagnosis/ resolution with a focus in Java.
Minimum Education:	BS in Computer Science, Information Systems, Mathematics, Engineering or an additional four years of work experience in one of these disciplines.
Functional Requirements:	Supports the project team in performing requirements analysis, software design, development, installation, testing, and maintenance for application system components for software systems. Major functions also include working in an object oriented environment

Sr. Developer - MF/CS	
Minimum Experience:	Two years' experience in software design, development, installation, integration, evaluation, enhancement, maintenance, testing, or problem diagnosis/ resolution.
Minimum Education:	BS in Computer Science, Information Systems, Mathematics, Engineering or an additional four years of work experience in one of these disciplines.
Functional Requirements:	Supports the project team in performing requirements analysis, software design, development, installation, testing, and maintenance for application system components for software systems.

Developer - MF/CS	
Minimum Experience:	Zero (0) years of experience in software design, development, installation, integration, evaluation, enhancement, maintenance, testing, or problem diagnosis/ resolution.
Minimum Education:	BS in Computer Science, Information Systems, Mathematics, Engineering or an additional four years of work experience in one of these disciplines.
Functional Requirements:	Supports the project team in performing requirements analysis, software design, development, installation, testing, and maintenance for application system components for software systems.

Database Administrator	
Minimum Experience:	Two years' experience in relational database design and database administration.
Minimum Education:	BS in Computer Science, Information Systems, Mathematics, Engineering, related degree or an additional three to five years of relevant experience
Functional Requirements:	Provides technical expertise in the use of flat file and Database Management Systems (DBMS)/ Relational Database Management Systems (RDMS). Evaluates and recommends available DBMS or products to customer requirements. Defines organization and indexing methods for specific application databases. Works closely with customer security specialists to define required security procedures for backup and recovery and to control access to the data. Monitors and fine-tunes databases performance.

Database Administrator - Oracle	
Minimum Experience:	Two years' experience in relational database design and database administration with a focus in Oracle.
Minimum Education:	BS in Computer Science, Information Systems, Mathematics, Engineering, related degree or an additional three to five years of relevant experience.
Functional Requirements:	Provides technical expertise in the use of flat file and Database Management Systems (DBMS)/ Relational Database Management Systems (RDMS). Evaluates and recommends available DBMS or products to customer requirements. Defines organization and indexing methods for specific application databases. Works closely with customer security specialists to define required security procedures for backup and recovery and to control access to the data. Monitors and fine-tunes databases performance.

Technical Writer	
Minimum Experience:	Zero (0) years of experience in technical writing for computer systems including user documentation (draft through final document preparation).
Minimum Education:	BA or BS in English, Journalism, a related degree or an additional four years of work experience in one of these disciplines.
Functional Requirements:	Assist project teams in collecting and organizing information required for preparation of user manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user manuals, special reports, or any other deliverables and documents. Ensure that all documentation is in compliance with customer documentation requirements. Verify typed manuscripts for omission of materials, typing errors, and adherence to documentation standards.

Field Engineer IV	
Minimum Experience:	Five years of field engineering experience or 10 + years in telephony. Candidate must have very strong technical, organizational and communication skills (both written and verbal). Candidate should have strong problem solving capabilities, strong analytical skills, be flexible and able to handle multiple tasks concurrently. Candidate must have extensive equipment knowledge of a broad range of devices used in telecommunications networks as well as familiarity with equipment design principles and standard equipment methodologies. Candidate must have mastered the fundamentals of telephony and materials required for installation of equipment. Must be familiar with RBOC, CLEC, ILEC, and LEC standards as well as either the TP76400, GR1275 or related document. Proficient in Microsoft Word, Microsoft Excel and Microsoft Project and familiar with E-mail and some CAD program.
Minimum Education:	High School diploma required or GED equivalent.
Functional Requirements:	Write, review, and interpret technical specifications or RFQ's that identify customer needs or capabilities. Develop work schedules and making recommendations on staffing levels. Assist other engineers to identify appropriate references or resources. Work as a technical consultant with customer management to assess customer needs. Perform site surveys and train other engineers on creating detailed material lists Report potential problems and suggest solutions.

Network Engineer	
Minimum Experience:	Four years of specialized experience (or two years plus minimum education) in communications including installation and administration of local and wide area networks using communications protocols. Administration experience of multiple UNIX and Novell platforms. Extensive scripting experience. Experience working on large networks. Novell Network Certification, MCSE, CCNA, MCDBA preferred.
Minimum Education:	BS in Computer Science, Information Systems, Mathematics, Engineering, and a related field or technical training equivalent or an additional four years of related work experience.
Functional	Installs, configures and maintains the operation of the customer's local area

Requirements:	network including backups. Recommends and implements local area network policies and standards and ensures adherence to security procedures. Maintains contact with vendors to assist with the maintenance, service, and/or purchase of the local area network. May design and optimize network topologies. Modifies switch, router, and hub configurations to ensure optimum network performance and appropriate security processes. Ability to set up and configure Novell Servers and client connectivity. Manages and controls Internet and Remote dial-in network access. Has an understanding of Secure Dial-up Point to Point Protocol.
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Senior Network Engineer	
Minimum Experience:	8 years
Minimum Education:	BA – Comp Science, Computer Engineering or Electrical Engineering; or additional 4 years’ experience in lieu of degree
Functional Requirements:	<ul style="list-style-type: none"> • Play major role in design of new projects • Participate in implementation, testing and operations • Work with WAN Group Management and Chief Senior Network Engineer to understand objectives and formulate requirements • Solicit input of group members; • Document and present periodic design updates; take into account routing, switching, security and ease of operations with an eye on future • Create requirements for product assessments and design relevant test beds, with assistance from project team members • Work with group to research new technologies • Audit network for maintenance and upgrades, requesting management to task group members as necessary • Assist in the monitoring of network, network implementations, installations and troubleshooting • CCIE certified preferred

Chief Enterprise Network Engineer	
Minimum Experience:	12 years
Minimum Education:	BA -Computer Science, Computer Engineering or Electrical Engineering preferred, or 8 years of relevant experience
Functional Requirements:	<ul style="list-style-type: none"> • Design and architect network for new projects, providing documentation, alternatives, cost, project timelines and recommended network technology • As technical escalation point, respond to complex implementation and technical issues • Work with agency management to understand tactical and strategic objectives and to formulate requirements • Requirements for new products and design of relevant test-beds, with assistance of team members • Review and sign off on routing and switching, security, disaster recovery and ease of network management and operations • Product assessments, including design of relevant testing • Interface with client vendors

	<ul style="list-style-type: none"> • Participate in generation of RFPs, grants and specifications • Audit network for maintenance and upgrades • Participate in meetings with client users, other City agencies and vendors • Provide technical assistance as necessary • CCIE certified preferred
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Business Analyst	
Minimum Experience:	3 years
Minimum Education:	Bachelor's Degree , or additional 4 years' experience in lieu of degree
Functional Requirements:	Gathers requirements, runs meetings around applications development. May even do limited testing. Primary difference from a Systems Analyst is they typically have limited knowledge of the software or hardware involved

Business Analyst - Senior	
Minimum Experience:	7 years
Minimum Education:	Bachelor's Degree , or additional 4 years' experience in lieu of degree
Functional Requirements:	Gathers requirements, runs meetings around applications development. May even do limited testing. Primary difference from a Systems Analyst is they typically have limited knowledge of the software or hardware involved

Desktop Support	
Minimum Experience:	2 years
Minimum Education:	Associate's Degree , or additional 2 years' experience in lieu of degree, Microsoft Certified Professional certifications
Functional Requirements:	<p>Provide technical assistance to computer system users in person. Answer questions or resolve computer problems for clients. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.</p> <p>Provides input on installation, design, repair, for both hardware and software components. Provides advice to diagnose, repair, and assemble for hardware and software. Works with outside hardware and software vendors. Provide technical assistance and informal training in implementing user requirements.</p>

Desktop Management Support - Senior	
Minimum Experience:	5 years
Minimum Education:	Associate's Degree , or additional 2 years' experience in lieu of degree, Microsoft Certified Professional certifications;
Functional Requirements:	Provide technical assistance to computer system users in person. Answer questions or resolve computer problems for clients. May provide assistance

	<p>concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems. Provides input on installation, design, repair, for both hardware and software components. Provides advice to diagnose, repair, and assemble for hardware and software. Works with outside hardware and software vendors. Provide technical assistance and informal training in implementing user requirements.</p>
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IT Service Desk Management Analyst	
Minimum Experience:	2 years
Minimum Education:	Associate's Degree , or additional 2 years' experience in lieu of degree, CompTIA's A+ or Network+ certifications
Functional Requirements:	<ul style="list-style-type: none"> • Provide technical assistance to end users functioning as single point of contact to client community • Maintain log in call tracking software of all client proactive and reactive services requests. • Telephone support, screening and call avoidance, initial problem determination and resolution, and dispatching, if necessary. • Client account maintenance in Magic SDE (future will be Remedy) • Quality control of tickets (corrects subjects, locations, and phone numbers). • Remote desktop support utilizing a LAN-based or dial up product to assume control of the user machine and effect remote fixes. • Act as interface between technology groups and the end users. • Monitor open tickets and follow up on closed resolution. • Assist in testing of ACD, as required

IT Service Desk Management Analyst - Senior	
Minimum Experience:	5 years
Minimum Education:	Bachelor's Degree , or additional 4 years' experience in lieu of degree
Functional Requirements:	<ul style="list-style-type: none"> • Provide technical assistance to end users functioning as single point of contact to client community • Maintain log in call tracking software of all client proactive and reactive services requests. • Telephone support, screening and call avoidance, initial problem determination and resolution, and dispatching, if necessary. • Client account maintenance in Magic SDE (future will be Remedy) • Quality control of tickets (corrects subjects, locations, and phone numbers). • Remote desktop support utilizing a LAN-based or dial up product to assume control of the user machine and effect remote fixes. • Act as interface between technology groups and the end users. • Monitor open tickets and follow up on closed resolution. • Assist in testing of ACD, as required

IT Service Desk Manager	
Minimum Experience:	8 years
Minimum Education:	Bachelor's Degree , or additional 4 years' experience in lieu of degree
Functional Requirements:	<ul style="list-style-type: none"> • Manage Service Desk Team including scheduling, reviews, training, etc. • Assist end users in more complex problem resolution. • Provide resource coordination with external support entities. • Act as backup person for the Customer Support Manager. • Assist in maintaining library of common fixes of client problems (including, but not limited to distributing notifications and publications to appropriate personnel, and add to knowledge base). • Quality control of tickets • Assist in creating Service Desk administrative policies and documentation • Assist in the testing and implementation of the ACD; ACD reporting as required • Monitor the ACD in real time for calls in queue, outstanding voice mails and other metrics that would affect customer satisfaction • ACD historical reporting, as required

Network Operations Engineers	
Minimum Experience:	8 years
Minimum Education:	BA – Comp Science, Computer Engineering or Electrical Engineering; or additional 4 years' experience in lieu of degree;
Functional Requirements:	<ul style="list-style-type: none"> • Daily operations of network • Assist in network implementations; provide design input to senior and lead engineers • Monitor Spectrum, Syslog and IDS alarms • Attend group meetings, when requested • Communicate issues and required follow-up, as needed, to WAN group

LAN Network Specialist	
Minimum Experience:	5 years
Minimum Education:	Bachelor's degree in Computer Science or related field; or additional 4 years' experience in lieu of degree
Functional Requirements:	<ul style="list-style-type: none"> • Plan and assist in migration of Novell/NDS to Microsoft Active Directory • Technical design, implementation, maintenance and support of LAN servers • Optimization of Network servers • Troubleshooting of Netware IPX, TCP printing and routing • Knowledgeable in VMWare

LAN Platform Engineer	
Minimum Experience:	10 years
Minimum Education:	Bachelor's degree in Computer Science or related field; or additional 4 years' experience in lieu of degree
Functional Requirements:	<ul style="list-style-type: none"> • Technical design, implementation, maintenance and support of network servers, switches and infrastructure within the agency. • Optimization of Network servers • Troubleshooting of Netware IPX, TCP printing and routing • Excellent written and verbal communication skills. Ability to create documentation and presentations for colleagues, service desk, and management. Able to mentor/cross train agency staff • Experience in change-controlled environments, including patch management • Ability to work in a group environment and individually, with little direction. • Demonstrated ability to work across multiple enterprise groups • Ability to research, design and implement new technologies previously unknown to candidate with little direction i.e. Planning and assisting in the migration of Novell/NDS to Microsoft Active Directory • Demonstrated senior level troubleshooting methodology and skills for all technologies • Proven ability to transform complex business requirements into technical deliverables • Certifications – CCNA, CNA , CNE, CCA or MCSE/MCITP preferred.

Senior Technical Project Manager	
Minimum Experience:	10 years
Minimum Education:	Bachelor's Degree, or additional 4 years' experience in lieu of degree
Functional Requirements:	<ul style="list-style-type: none"> • Manage projects assigned and directed by client management • Create project plans, budget and scope documents • Architect and design projects as directed by client management • Oversee project implementation • Evaluate hardware and software, as needed • Create and maintain project documentation • Participate in weekly status meetings • oversee project implementation or monitor ongoing activities of group and look to ensure quality of service • PMP certification preferred

WAN Administrator - Enterprise	
Minimum Experience:	5 years
Minimum Education:	BA – Comp Science, Computer Engineering or Electrical Engineering; or additional 4 years’ experience in lieu of degree
Functional Requirements:	<ul style="list-style-type: none"> • Daily operations of network, including network management strategy and planning • Interface with client vendors and coordinate in-house evaluations • Assist in network implementations • Work with chief and senior engineers in design • Coordinate security vulnerability alerts • Track NMS systems hardware and software; perform patches, upgrades and hardware replacements, as required • Coordinate global configurations • Work with WAN engineers to understand network, outstanding issues, including opening of TAC as necessary • Monitor Spectrum, Syslog, and IDS alarms • Attend all group meetings • CCNA certified preferred and have experience with firewalls/VPN/security

System Administrator - Enterprise	
Minimum Experience:	5 years
Minimum Education:	BA in Computer Science preferred; or additional 4 years’ experience in lieu of degree
Functional Requirements:	<ul style="list-style-type: none"> • Magic SDE, Remedy or other software administration and maintenance • Troubleshooting of problems. • Data integrity and maintenance • Backup scripting. • User and group administration. • Business rule development. • Oracle scripting. • Installation, testing, and all updates of all software on the production and development environments. • Server maintenance and performance

TEKsystems Government Services LLC Approved IT70 Labor Rates

Labor Category	4/20/16	4/20/17	4/20/18	4/20/19	4/20/20
	- 4/19/17	- 4/19/18	- 4/19/19	- 4/19/20	- 4/19/21
Technical Architect	\$87.84	\$89.24	\$90.67	\$92.12	\$93.60
Developer- Web	\$76.23	\$77.45	\$78.69	\$79.95	\$81.22
Developer- Java	\$79.56	\$80.83	\$82.11	\$83.44	\$84.77
Sr. Developer MF/CS	\$96.39	\$97.93	\$99.50	\$101.09	\$102.71
Developer MF/CS	\$63.87	\$64.88	\$65.92	\$66.98	\$68.04
Database Administrator	\$107.17	\$108.89	\$110.63	\$112.41	\$114.20
Database Administrator-Oracle	\$132.87	\$135.00	\$137.16	\$139.35	\$141.58
Technical Writer	\$73.89	\$75.06	\$76.27	\$77.49	\$78.73
Field Engineer IV	\$81.05	\$82.34	\$83.66	\$85.00	\$86.36
Network Engineer	\$83.59	\$84.93	\$86.29	\$87.67	\$89.07
Senior Network Engineer	\$128.36	\$130.42	\$132.50	\$134.62	\$136.78
Chief Enterprise Network Engineer	\$157.98	\$160.51	\$163.08	\$165.69	\$168.34
Business Analyst	\$98.74	\$100.32	\$101.93	\$103.56	\$105.22
Business Analyst - Senior	\$118.49	\$120.38	\$122.31	\$124.27	\$126.26
Desktop Support	\$49.37	\$50.16	\$50.96	\$51.78	\$52.61
Desktop Management Support - Senior	\$64.18	\$65.21	\$66.25	\$67.31	\$68.39
IT Service Desk Management Analyst	\$49.37	\$50.16	\$50.96	\$51.78	\$52.61
IT Service Desk Management Analyst - Senior	\$64.18	\$65.21	\$66.25	\$67.31	\$68.39



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IT Service Desk Manager	\$108.61	\$110.35	\$112.12	\$113.91	\$115.73
Network Operations Engineer	\$118.49	\$120.38	\$122.31	\$124.26	\$126.26
LAN Network Specialist	\$74.06	\$75.24	\$76.44	\$77.67	\$78.91
LAN Platform Engineer	\$118.49	\$120.38	\$122.31	\$124.26	\$126.26
Senior Technical Project Manager	\$167.86	\$170.54	\$173.27	\$176.04	\$178.86
WAN Administrator - Enterprise	\$128.36	\$130.42	\$132.50	\$134.62	\$136.78
Systems Administrator - Enterprise	\$128.36	\$130.42	\$132.50	\$134.62	\$136.78

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

*****NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.**

1. SCOPE

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

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

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is

performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

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

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

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

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

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

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

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

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

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

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

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT/IAM PROFESSIONAL SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT 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 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, minimum general experience and minimum education.