

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

General Description

NW Systems, Inc. is offering professional and administrative, systems engineering and information technology service. This includes: systems engineering/analysis, research, systems test and integration, network and information security, web and database programming, technical support services, administrative support, data analysis services and the like.

Applicable Special Item Numbers, FSC Classes and FFDS Codes

SIN 132-51 INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Automated News Services, Data Services, or Other Information Services
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 produced separately.

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedules 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 traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for 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.

Contractor Information

N W Systems, Inc.
9701 Apollo Drive
Suite 410
Largo, MD 20774
Ph (301) 583-1710

www.nw-systems.com

Contract Number:

GS-35F-0183L

Period Covered by Contract:

1/19/2000 – 1/18/2011

General Services Administration
Federal Supply Service

Pricelist current through Modification # 19 dated 6/14/06

Products and ordering information in the 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 OFFICES

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:

NWS is prepared to provide services in the 48 Continuous States and the District of Columbia.

2. Contractor's Ordering Address and Payment Information:

Ordering Address NW Systems, Inc. Attn: Rhonda Chandler 9701 Apollo Drive Suite 410 Largo, MD 20774 (301) 583-1710	Payment Address NW Systems, Inc. Attn: Rhonda Chandler 9701 Apollo Drive Suite 410 Largo, MD 20774 (301) 583-1710
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Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering agencies to obtain technical and/or ordering assistance:

(301) 583-1710 – phone; (301) 583-1720 -- fax

3. LIABILITY FOR INJURY OR DAMAGE

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

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

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: 010067556

Block 30: Type of Contractor - A. Small Disadvantaged Business

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

Block 36: Contractor's Taxpayer Identification Number (TIN): 54-1847103

4a. CAGE Code: 1PG77

4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB Destination

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
<u>132-51</u>	<u>30</u> Days
<u> </u>	<u> </u> Days

PRODUCTS AND SERVICES OFFERED/SCHEDULE OF ITEMS.

Technical experts can be ready to begin providing services within 30 days. If expedited services are needed, they will be provided.

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

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

- a. Prompt Payment: 1 % - 20 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity
- c. Dollar Volume
- d. Government Educational Institutions

- e. Other

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:

NWS is providing services not products.

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

See C.10, ORDER LIMITATIONS, paragraph (a) Minimum Order.

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 132-3 - Leasing of Equipment

Special Item Number 132-4 – Daily / Short Term Rental

Special Item Number 132-8 - Purchase of Equipment

Special Item Number 132-12 – Maintenance of Equipment

Special Item Number 132-32 - Term Software Licenses

Special Item Number 132-33 - Perpetual Software Licenses

Special Item Number 132-34 – Maintenance of Software

Special Item Number 132-51 - Information Technology (IT) Professional Services

Special Item Number 132-52 - Electronic Commerce (EC) Services

Special Item Number 132-53 – Telecommunication Transmission Services

b. The Maximum Order value for the following Special Item Numbers (SINs) is \$25,000:

Special Item Number 132-50 - Training Courses

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

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

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

a. Orders placed at or below the micro-purchase threshold. Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping

service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the supply or service representing the best value, the ordering office may consider--

- (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
- (2) Trade-in considerations;
- (3) Probable life of the item selected as compared with that of a comparable item;
- (4) Warranty considerations;
- (5) Maintenance availability;
- (6) Past performance; and
- (7) Environmental and energy efficiency considerations.

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

Review additional Schedule Contractors'

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

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

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

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

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

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

g. Documentation. Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of

the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

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

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

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

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

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

16. GSA Advantage!

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

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

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

17. PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

b. The above is not intended to incumpos 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:

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

20. YEAR 2000 WARRANTY—COMMERCIAL SUPPLY ITEMS

(a) As used in this clause, "Year 2000 compliant" means, with respect to information technology, that the information technology accurately processes date/time data (including, but not limited to, calculating, comparing and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000, and leap year calculations, to the extent that other information technology used in combination with the information technology being acquired, properly exchanges date/time data with it.

(b) The Contractor shall warrant that each hardware, software, and firmware product delivered under this contract shall be able to accurately process date time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by the Contractor, provided that all products (e.g. hardware, software, firmware) used in combination with products properly exchange date time data with it. If the contract requires that specific listed products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those products as a system. The duration of this warranty and the remedies available under this warranty shall include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing within ninety (90) days after acceptance (installation is considered acceptance). The Contractor may offer an extended warranty to the Government to include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing at any time prior to June 1, 2000, or for a period of 6 months following acceptance (installation is considered acceptance) whichever is later. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

21. BLANKET PURCHASE AGREEMENTS (BPAs)

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

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

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

22. CONTRACTOR TEAM ARRANGEMENTS

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

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION
TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) AND
ELECTRONIC COMMERCE (EC) SERVICES (SPECIAL ITEM NUMBER 132-
52)**

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services and Special Item Number 132-52 Electronic Commerce Services apply exclusively to IT/EC Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

2. PERFORMANCE INCENTIVES

- a. 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 office 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 offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

****NOTE:** Include paragraph 3 BELOW only if hourly rates for IT Professional Services are offered. If the IT Professional Services are firm-fixed price solutions for a specifically defined service or task, use FAR 8.404 ordering procedures. FAR 8.404 is provided under 12, Information for Ordering Activities Section of the pricelist.**

3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)
(G-FCI-920) (MAR 2003)

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

When ordering services over \$100,000, Department of Defense (DOD) ordering offices and non-DOD agencies placing orders on behalf of the DOD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 – Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208-404-70, the DFARS procedures take precedence.

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering office using this contract is responsible for

considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(a) When ordering services, ordering offices shall—

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

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

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

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

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

(2) Transmit the Request to Contractors:

Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate) and transmit the request as follow:

NOTE: When buying IT professional services under SIN 132—51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINS as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

(i) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.

(ii) For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency's needs.

(iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.

(iv) Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

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

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

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

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

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

(ii) **MULTIPLE BPAs:** When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized user must transmit the request for quote for an order to all BPA holders and then place the order with the Schedule contractor that represents the best value.

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

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

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

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

selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

4. ORDER

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

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

5. PERFORMANCE OF SERVICES

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

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

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

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

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE GOVERNMENT

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11 INVOICES

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

12. PAYMENTS

For firm-fixed price orders the Government shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002). (Alternate I (APR 1984) 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 52.232-7 (DEC 202). Alternate II (DEC 2002) applies to labor-hour orders placed under this contract.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT/EC SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT/EC Service offered under Special Item Numbers 132-51 and 132-52. IT/EC Services should be presented in the same manner as the Contractor sells to its commercial and other Government 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/EC Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE:

Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science

NWS Job Descriptions

Job Title: Sr. Systems Engineer

Minimum/General Experience: Ten (10) years of technical experience in systems analysis and designing techniques for complex computer systems. Requires knowledge of all phases of systems analysis techniques, concepts and methods. At least seven (7) years should be in development and team leadership.

Functional Responsibility: Team leader responsible for designing, developing testing and integration.

Minimum Education: Bachelor's Degree in Computer Science or related field or equivalent work experience.

Job Title: Systems Engineer Midlevel

Minimum/General Experience: Three (3) years of technical experience in systems analysis and designing techniques for complex computer systems. Requires knowledge of all phases of systems analysis techniques, concepts and methods.

Functional Responsibility: To provide analysis, design, coding etc of system modules.

Minimum Education: Bachelor's Degree in Computer Science or related field or equivalent work experience.

Job Title: Systems Engineer Jr. Level

Minimum/General Experience: One year of technical experience in systems analysis and designing techniques for complex computer systems.

Functional Responsibility: To provide monitoring, tracking, analysis and more.

Minimum Education: Bachelor's Degree or Equivalent experience.

Job Title: Sr. Systems Integrator

Minimum/General Experience: Seven (7) years of experience in systems integration. Requires knowledge of hardware, systems software, and input/output devices.

Functional Responsibility: To ensure systems integration is completed in a quality manner. Guides other integrators.

Minimum Education: Bachelor's Degree in Computer Science or related field or equivalent work experience as an integrator.

Job Title: Systems Integrator Midlevel

Minimum/General Experience: Three (3) years technical experience in systems integration. Requires knowledge of hardware, systems software, and input/output devices.

Minimum Education: Bachelor's Degree in Computer Science or related field or equivalent work experience.

Job Title: Systems Integrator Jr.

Minimum/General Experience: One (1) years experience as a systems integrator. Requires knowledge of hardware, systems software and more.

Minimum Education: Bachelor's Degree or equivalent experience.

Job Title: Sr. Configuration Management Specialist

Minimum/General Experience: Five (5) years of configuration management experience. Requires knowledge and experience in different environments such as Windows and UNIX. Knowledge of software systems development lifecycle and an understanding of CM Tools.

Functional Responsibility: Functions as the technical lead in most cases. Ultimately responsible for software builds, change management, version control baseline management and more.

Minimum Education: Bachelor's Degree or equivalent work experience.

Job Title: Configuration Management Specialist Mid Level

Minimum/General Experience: Two (2) years of configuration Management experience. Requires knowledge of different environments and knowledge of CM Tools.

Functional Responsibility: Provides help with software builds, change management version control, release and resource management and more.

Minimum Education: Bachelors Degree or equivalent work experience.

Job Title Configuration Management Specialist Jr.

Minimum/General Experience: One year of configuration Management experience. Knowledge and familiarity of different environments.

Functional Responsibility: Provide help with software builds change management, version control and more.

Minimum Education: Bachelors Degree or experience.

Job Title Sr. Software Engineer

Minimum/General Experience: Requires seven (7) years experience and knowledge of various software applications.

Functional Responsibility: Guides team in software engineering approaches.

Minimum Education: Bachelors Degree or equivalent work experience.

Job Title Software Engineer Mid Level

Minimum/General Experience: Requires four (4) years experience and knowledge of various applications.

Functional Responsibility: To provide software engineering consulting services.

Minimum Education: Bachelors Degree or equivalent work experience

Job Title Software Engineer Jr. Level

Minimum/General Experience: Requires one year of experience in software engineering. Must have a working knowledge of various applications.

Functional Responsibility: Provide software engineering consulting services.

Minimum Education: Bachelors Degree or equivalent experience

Job Title: Sr. Communications Specialist

Minimum/General Experience: Requires five (5) years experience in the communications arena. Must have a working knowledge of voice, data, and or image communications networking. Must have ability to evaluate network usage, prepare work prints, schematics and more.

Functional Responsibility: Works with other specialists and guides them in designing circuit paths, transmission logic and the like.

Minimum Education: Bachelors Degree in engineering or related field or equivalent work experience.

Job Title Communications Specialist Mid level

Minimum/General Experience: Requires Three (3) years experience in the communications arena. Must have a working knowledge of voice, data, and or image communications networking. Must have ability to evaluate network usage, prepare work prints, schematics and more.

Functional Responsibility: Works with other specialists in designing circuit paths, transmission logic and the like.

Minimum Education: Bachelors Degree in engineering/related area or equivalent work experience.

Job Title: Communications specialist Jr. Level

Minimum/General Experience: Requires one year of experience in the communications arena. Must have a working knowledge of voice, data, and or image communications networking. Must have ability to evaluate network usage, prepare work prints, schematics and more.

Functional Responsibility: Works with others in designing circuit paths, transmission logic and the like.

Minimum Education: Bachelors Degree or equivalent work experience.

Job Title: Program Analyst

Minimum/General Experience: Requires three (3) years of experience as a programmer or analyst. Knowledge of general programs a must. I.e. UNIX, C++, etc.

Functional Responsibility: Provides general analysis of programming in support of contracts. Prepares reports listing faulty locations, repair, redesign and/or more.

Minimum Education: Bachelors Degree or equivalent work experience.

Job Title: HW/SW

Minimum/General Experience: Requires three (3) years of experience in hardware and software arenas. Knowledge of different operating systems and software applications is a must

Functional Responsibility: Provides analysis , repair, redesign and ideas to team about the functionality of the hardware and software in use or about to be proposed for use.

Minimum Education: Bachelors Degree or experience.

Job Title: Sr. Program Analyst

Minimum/General Experience: Requires five (5) years of experience as a programmer or analyst. Knowledge of general programs a must. I.e. UNIX, C++, etc.

Functional Responsibility: Provides leadership in the general analysis of programming in support of contracts. Prepares reports listing faulty locations, repair, redesign and/or more.

Minimum Education: Bachelors Degree or equivalent work experience

Job Title: Jr. Program Analyst

Minimum/General Experience: Requires one year of experience as a programmer or analyst. Knowledge of general programs a must.

Functional Responsibility: Provides general analysis of programming in support of contracts. Prepares reports listing faulty locations, repair, redesign and/or more.

Minimum Education: Bachelors Degree or equivalent work experience

Job Title: Applications Systems Analyst

Minimum/General Experience: Requires three (3) years of experience and a working knowledge of various applications and the systems they are on.

Functional Responsibility: Provides general analysis of the feasibility of certain applications on certain systems and provides in-p-ut on the type of systems new applications need to be effective.

Minimum Education: Bachelors Degree or equivalent work experience

Job Title: Applications Systems Programmer

Minimum/General Experience: Requires three (3) years of experience and a working knowledge of various applications and the systems they are on.

Functional Responsibility: Provides the needed programming to ensure the integrity and workability of applications and the systems that house them.

Minimum Education: Bachelors Degree or equivalent work experience

Job Title: Network Engineer

Minimum/General Experience:

Functional Responsibility:

Minimum Education:

Job Title: Technical Writer

Minimum/General Experience: Requires one year of experience in writing or editing technical manuals, documentation or the like. Must have the ability to analyze and interpret technical information to compose technical documentation and presentations.

Functional Responsibility: Designs, writes and edits technical documentation and other information for various uses..

Minimum Education: Bachelors Degree or equivalent work experience

Job Title: Graphics

Minimum/General Experience: Requires one year of experience in graphics. Must have a working knowledge of Photoshop, Freehand, Illustrator, PageMaker quark, Visio, Corel Draw or other graphic software.

Functional Responsibility: Provides graphics as needed for contracts. This can include web based graphics also.

Minimum Education: Bachelors Degree or equivalent work experience

Job Title: Trainer

Minimum/General Experience: Requires one year of experience training various technical topics to live audiences. Must have good interpersonal skills and a history of training in various subjects.

Functional Responsibility: Provide client with training. Could include end-user, executive level and more.

Minimum Education: Bachelors Degree or equivalent work experience.

Job Title: Word Processor Level 1

Minimum/General Experience: Requires one year experience in MS Office Suite; scheduling appointments-calendars. Drafting and. proofreading correspondence, Filing.

Functional Responsibility: Provides administrative support.

Minimum Education: High School Graduate.

Job Title: Word Processor Level 2

Minimum/General Experience: Requires minimum of 3 years experience in MS Office Suite; scheduling appointments-calendars. Drafting and. proofreading correspondence, Filing.

Functional Responsibility: Provides administrative support.

Minimum Education: High School Graduate.

Job Title: Word Processor Level 3

Minimum/General Experience: Requires minimum of 5 years experience in MS Office Suite; scheduling appointments-calendars. Drafting and proofreading correspondence, Filing.

Functional Responsibility: Provides administrative support.

Minimum Education: High School Graduate.

Job Title: Sr. Word Processor

Minimum/General Experience: Requires minimum of 7 years experience in MS Office Suite; scheduling appointments-calendars. Drafting and proofreading correspondence, Filing.

Functional Responsibility: Provides supervisory functions.

Minimum Education: High School Graduate.

Job Title: Data Analyst Level 1

Minimum/General Experience: Requires a minimum of 6 months experience providing data analyst support to include on-line data entry from source documents, whether for original record creation or updates to those existing records.

Functional Responsibility: Provides data analysis functions.

Minimum Education: High School Graduate.

Job Title: Data Analyst Level 2

Minimum/General Experience: Requires a minimum of 2 years provided data analyst support to include on-line data entry from source documents, whether for original record creation or updates to those existing records.

Functional Responsibility: Provides data analysis functions.

Minimum Education: High School Graduate.

Job Title: Data Analyst Level 3

Minimum/General Experience: Requires a minimum of 3 years experience providing data analyst support to include on-line data entry from source documents, whether for original record creation or updates to those existing records.

Functional Responsibility: Provides data analysis functions.

Minimum Education: Two years of college or relevant work experience.

Job Title: Sr. Data Analyst

Minimum/General Experience: Requires a minimum of 4 years experience providing data analyst support to include on-line data entry from source documents, whether for original record creation or updates to those existing records.

Functional Responsibility: Provides Supervisory functions

Minimum Education: Two years of college.

Job Title: Sr. Systems Analyst

Minimum/General Experience: Requires seven years experience and knowledge of various software applications.

Functional Responsibility: Provides supervisory functions.

Minimum Education: Bachelors Degree or equivalent work experience.

Job Title: Mid Systems Analyst

Minimum/General Experience: Requires five years experience and knowledge of various software applications.

Functional Responsibility: Guides team in systems analysis.

Minimum Education: Bachelors Degree or equivalent work experience.

Job Title: Jr. Systems Analyst

Minimum/General Experience: Requires 3 years experience and knowledge of various software applications.

Functional Responsibility: Guides team in systems analysis.

Minimum Education: Bachelors Degree or equivalent work experience.

Job Title: Program Coordinator

Minimum/General Experience: Directs and coordinates administrative services, which may include office clerical and support services, printing, mail distribution and messenger services, telecommunications, maintenance, purchasing, security, and cafeteria services. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals.

Functional Responsibility: Provides oversight on a project.

Minimum Education: May require an associate's degree in a related area with at least 7 years of experience in the field.

Job Title: Project Manager

Minimum/General Experience: Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. Familiar with a variety of the field's concepts, practices, and procedures. A wide degree of creativity and latitude is expected.

Functional Responsibility: Performs a variety of tasks. Leads and directs the work of others.

Minimum Education: May require a bachelor's degree and 2-4 years of experience in the field or in a related area.

Job Title: Electrician

Minimum/General Experience: Inspects, repairs, installs, modifies, and maintains electrical/electronic systems, circuits and equipment. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals

Functional Responsibility: Provides services as an electrician.

Minimum Education: Requires a high school diploma or its equivalent with at least 3-5 years of experience in the field or in a related area.

Job Title: Plumber

Minimum/General Experience: Inspects, repairs, installs, modifies, and maintains plumbing fixtures in heating, water and drainage systems. Identifies electrical, plumbing and safety problems applicable to the installation and takes necessary corrective action. Performs necessary clerical duties with job and is able to read blue prints. Familiar with a variety of the field's concepts, practices, and procedures

Functional Responsibility: Performs functions as a plumber.

Minimum Education: Requires a high school diploma or its equivalent with at least 5 years of experience in the field or in a related area. May be required to meet certain certifications in plumbing.

Job Title: Masonry

Minimum/General Experience: Prepares and lays brick, concrete block, tile, marble, and related materials using chisels, hammers, trowels, and other hand tools and implements. Familiar with standard concepts, practices, and procedures within a particular field.

Functional Responsibility: Performs functions as a mason.

Minimum Education: May require a high school diploma or its equivalent. May have to complete an apprenticeship and/or formal training in area of specialty with 0-2 years of experience in the field or in a related area.

Job Title: General Worker

Minimum/General Experience: Performs maintenance service and repairs in the areas of plumbing, carpentry, painting, plastering, machine servicing, electrical, or vehicle servicing. Is knowledgeable in the procedures and safety measures in area(s) of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks.

Functional Responsibility: Performs functions as a general worker.

Minimum Education: Requires a high school diploma and at least 4 years of experience in the field or in a related area.

Job Title: Receptionist

Minimum/General Experience: Requires one year experience in managing a multi line telephone system. Ability to take messages, coordinate appointments-calendars. Drafting and proofreading correspondence, Filing.

Functional Responsibility: Provides clerical and administrative support.

Minimum Education: High School Graduate.

Job Title: Sr. Computer Operator

Minimum/General Experience: Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. Familiar with standard concepts, practices, and procedures within a particular field. A certain degree of creativity and latitude is required.

Functional Responsibility: Serves as a Team Lead.

Minimum Education: May require an associate's degree or its equivalent and 2-5 years of experience as a computer operator.

Job Title: Jr. Computer Operator

Minimum/General Experience: Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.

Functional Responsibility: Performs routine tasks to maintain computer equipment and their peripherals.

Minimum Education: May require an associate's degree or its equivalent and 0-3 years of experience in the field or in a related area.

Job Title: Tape Operator

Minimum/General Experience: Loads peripheral equipment such as tapes and printer paper for operating runs. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.

Functional Responsibility: Performs routine tasks to maintain computer equipment and their peripherals.

Minimum Education: High School Graduate

Job Title: Administrative Assistant

Minimum/General Experience: Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.

Functional Responsibility: Provides administrative support

Minimum Education: High School Graduate.

Job Title: Sr. Help Desk Specialist

Minimum/General Experience: Requires three (3) years of experience in hardware and software arenas. Knowledge of different operating systems and software applications is a must

Functional Responsibility: Tier 2 Help Desk Support

Minimum Education: High School Diploma and Technical Training

Job Title: Jr. Help Desk Specialist

Minimum/General Experience: Requires one (1) year of experience in hardware and software arenas. Knowledge of different operating systems and software applications is a must

Functional Responsibility: Provide Tier 1 Help Desk Support

Minimum Education: High School Diploma and Technical Training

Job Title: Intel Secretary

Functional Responsibility: Provide administrative support to government personnel including processing Time and Attendance, Travel Coordination and Calendar Management.

Minimum Experience: 1 to 3 years experience with MS Office Suite; scheduling appointments-calendars. Drafting and proofreading correspondence, and filing.

Education: High School Diploma.

Job Title: Intel Sr. Secretary

Functional Responsibility: Provide administrative support to senior government personnel including processing Time and Attendance, Travel Coordination and Calendar Management.

Minimum Experience: 3 to 5 years experience with MS Office Suite; scheduling appointments-calendars. Drafting and proofreading correspondence, and filing.

Education: High School Diploma, some college or 3 to 5 years experience.

Job Title: Intel Administrative Assistant

Functional Responsibility: Provide administrative support to Executive government personnel including processing Time and Attendance, Travel Coordination and Calendar Management.

Minimum Experience: 5 to 7 years experience with MS Office Suite; scheduling appointments-calendars; drafting and proofreading correspondence and filing. Skill set to accommodate the Office level.

Education: High School Diploma, some college or 5 to 7 years experience.

Job Title: Staff Officer

Functional Responsibility: Provide support to the Engineering Review Board. Work with Directorates to resolve actions. Collect technical impact and estimated cost data; synthesize and present the information to identified configuration management (CM) boards and forums. Schedule, conduct, and attend meetings as required by the CM process.

Minimum Experience: 5 to 7 years experience with MS Office Suite; scheduling appointments-calendars; drafting and proofreading correspondence and filing. Experience coordinating the review process for Requests for Proposal (RFPs) and Engineering Change Proposals (ECPs).

Education: BA Degree or 5 to 7 years experience.

Job Title: Full Motion Video Analyst

Functional Responsibility: Perform Full-Motion Video (FMV) Processing, Exploitation, and Dissemination (PED) functions in support of Overseas Contingency Operations. Access and integrate FMV data from airborne sensors and work with imagery, geospatial, and all-source analyses to process, analyze, and produce integrated products based on the data. Interface with clients and produce and provide briefings based on analyses. Participate in ISR mission management, intelligence fusion, standards and evaluations, systems maintenance, and network support, as required.

Minimum Experience: 2 to 3 years experience performing full-motion video exploitation and analysis; using the Multi-media Analysis and Archive System (MAAS), ArcGIS, and SOCET GXP; with working in high OPTEMPO environments; and the ability to process multiple data streams to develop "Pattern of Life" analysis.

Education: Completion of a formal Imagery Analysis Training Program, including Military or civilian; BA Degree or 2 to 3 years experience as a FMV.

Job Title: Geospatial Analyst

Functional Responsibility: Update geospatial, imagery, and standard databases to integrate incoming geospatial intelligence (GEOINT) and geospatial open source information into the customer's body of knowledge. Constructs and edits geospatial databases using GIS in a variety of formats and specifications for government and commercial customers.

Minimum Experience: 4 + years experience using software packages and extensions ESRI ArcGIS 9.x desktop suite (such as ArcMap, ArcToolbox, ArcCatalog, ArcGlobe, ArcSDE, and ArcScene) and its production and analysis extensions such as Production Line Tool Set (PLTS), Data Interoperability, Geospatial Analyst, 3D Analyst, Network Analyst, Network Engineer, GeoRover, Military Analyst, Job Tracking (JTX), and Map2PDF, BAE Systems SocetSet GXP, Leica Geosystems Erdas IMAGINE 9.x, GoogleEarth, RemoteView, FalconView, Wiki, Adobe Photoshop, GEMINI, IAS, NES, TouchTable.

Education: Completion of specialized training at a military school or civilian equivalent.

Job Title: Imagery Analyst

Functional Responsibility: Provide analyses of NTM, Airborne, commercial, and ONIR imagery sources in support of deployed mission to provide end-to-end imagery and geospatial expertise to military, intelligence and coalition imagery users. Knowledge of imagery-related phenomenology such as dihedral - trihedral reflection, moving object displacement, camouflage, concealment and deception practices, multi-spectral imagery band selection, and thermal analysis techniques.

Minimum Experience: 5 year imagery analyst experience working with multiple electronic light tables and exploitation workstations. Knowledge base must include but not limited to a understanding of Arc GIS and extensions; Falcon View; ERDAS Imagine; Google Earth, Adobe Photoshop; Microsoft Office; Data Master; SOCET GXP; Remote View; Vitec Viper; Digital Imagery Exploitation Production System.

Education: Some College and Certificate of Analyst Training from Military Service or Intelligence Community

Job Title: Sr. Exercise Agent

Functional Responsibility: Provides support to military, civilian, and national exercises, both in preparation and in attendance. Support shall be provided both in the National Capital Region and globally, as required.

Minimum Experience: 10 years experience preparing and attending Joint Staff and/or Military Operations Support and/or Exercises.

Education: BA Degree or equivalent training.

Job Title: Exercise Agent

Functional Responsibility: Provides support to military, civilian, and national exercises, both in preparation and in attendance. Support shall be provided both in the National Capital Region and globally, as required.

Minimum Experience: 5 to 7 years experience preparing and attending Joint Staff and/or Military Operations Support and/or Exercises.

Education: BA Degree or equivalent training.

Job Title: Security Guard

Functional Responsibility: Perform physical Security. Verify security clearance and check badges.

Minimum Experience: 2 to 3 years experience providing security services in a cleared environment.

Education: High School Diploma.

Job Title: Courier

Functional Responsibility: Provide courier support by acknowledging receipt and transporting classified documents. Responsible for safeguarding classified documents at all times.

Minimum Experience: 2 to 3 years courier experience and an active drivers license.

Education: High School Diploma.

Job Title: Facility Manager

Functional Responsibility: Provide management and oversight for teams performing preventative and recurring maintenance and minor building repair.

Minimum Experience: 5 to 7 years experience and knowledge of building components to include but not limited to elevator, HVAC, boiler,

Education: High School Diploma; some college or relevant experience.

Job Title: Mail Clerk

Functional Responsibility: Process mail classified and unclassified. Sort and distribute. Add postage.

Minimum Experience: 2 years experience and knowledge of various postage machines.

Education: High School Diploma.

Job Title: Janitor

Functional Responsibility: Provide janitorial services to include cleaning and stocking restrooms, vacuuming, emptying trash, mopping and dusting.

Minimum Experience: 1 year experience and the ability to stand for an extended period of time and lift heavy objects.

Education: High School Diploma

Job Title: Principal Engineer

Functional Responsibility: Perform analytical support to computer network operations (CNO) to include production of cyber related Intelligence estimates. Perform networking functions to include design, develop, engineer, and testing network infrastructure containing networking products across the Global Information Grid (GIG) to include: guards, routers, switches, firewalls, intrusion detection systems, malicious code detection, network monitoring tools, IP KVM and virtual private networks. Perform the collection of strategies, postures, and plans in order to meet USCYBERCON Intelligence and information gaps. Assist in the validating, coordinating, drafting, submitting, and maintain of formal USCYEBRCOM Intelligence requirements and requests to the IC through USSSTRATCOM. Perform 24 x 7, 365 Watch Officer support to assist the JOC Battle Captain understand, manage, and mitigate incidents on the DoD GIG. Maintain communications with all the J2 divisions and leadership and support current operations by providing intelligence updates as required.

Minimum Experience: 6 to 8 years experience with the US Intelligence Community in the area of HUMINT, GEOINT, CI, SIGINT, TechINT, MASINT, IMINT and OSINT. Proficient in the use of intelligence collections tools such as Colliseum and HOT-r. Experience conducting network operations and experience with languages of the Middle East, Asia, South Asia, Eastern Europe or South America.

Education: BA Degree or related experience

Job Title: Counterintelligence Analyst

Functional Responsibility: Perform analytical support to computer network operations (CNO) to include production of cyber related Intelligence estimates. Perform the collection of strategies, postures, and plans in order to meet USCYBERCON Intelligence and information gaps. Assist in the validating, coordinating, drafting, submitting, and maintain of formal USCYEBRCOM Intelligence requirements and requests to the IC through USSSTRATCOM. Perform 24 x 7, 365 Watch Officer support to assist the JOC Battle Captain understand, manage, and mitigate incidents on the DoD GIG. Maintain communications with all the J2 divisions and leadership and support current operations by providing intelligence updates as required.

Minimum Experience: 3 to 5 years experience with the US Intelligence Community in the area of HUMINT, GEOINT, CI, SIGINT, TechINT, MASINT, IMINT and OSINT. Proficient in the use of intelligence collections tools such as Colliseum and HOT-r. Experience conducting network operations and experience with languages of the Middle East, Asia, South Asia, Eastern Europe or South America.

Education: BA Degree or related experience

Job Title: Network Administrator/Engineer

Functional Responsibility: Perform networking functions to include design, develop, engineer, and testing network infrastructure containing networking products across the Global Information Grid (GIG) to include: guards, routers, switches, firewalls, intrusion detection systems, malicious code detection, network monitoring tools, IP KVM and virtual private networks. Perform network design/administration, IPv4 and IPv6, routing protocols, firewalls, routers, switches, intrusion detection systems, and authentication protocols.

Minimum Experience: 3 to 5 years experience in networking, host, data and/or application security in multiple operating system environments Demonstrated experience working with networking protocols and understanding of security related technologies including encryption, IPsec, PKI, VPNs, firewalls, proxy services, DNS, electronic mail and access control lists. Demonstrated experience working with internet, web, applications and network security techniques.

Education: BA Degree or similar technical field and/or technical certifications, such as: CCNP, CCDP, JNCIP, CISSP, or ISSEP and related experience.

NWS PRICE LIST

GS-35F0183L	1/19/00 - 1/18/11	<u>GOV'T SITE RATE</u>	<u>NWS SITE RATE</u>
SPEC. ITEM #	LABOR CATEGORY		
SIN 132-51	Sr. Systems Engineer	\$88.25	\$92.76
SIN 132-51	Systems Engineer Mid Level	\$83.25	\$89.19
SIN 132-51	Systems Engineer Junior Level	\$78.25	\$84.44
SIN 132-51	Sr. Systems Integrator	\$88.25	\$89.19
SIN 132-51	Systems Integrator Mid Level	\$83.25	\$86.81
SIN 132-51	Systems Integrator Junior Level	\$78.25	\$83.25
SIN 132-51	Sr. Configuration Management Specialist	\$78.25	\$85.63
SIN 132-51	Configuration Management Specialist Mid Level	\$74.25	\$82.05
SIN 132-51	Configuration Management Specialist Junior Level	\$70.50	\$76.10
SIN 132-51	Sr. Software Engineer	\$88.25	\$92.76
SIN 132-51	Software Engineer Mid Level	\$83.25	\$89.19
SIN 132-51	Software Engineer Junior Level	\$78.25	\$84.44
SIN 132-51	Sr. Communication Specialist	\$85.25	\$88.00
SIN 132-51	Communication Specialist Mid Level	\$78.25	\$83.25
SIN 132-51	Communication Specialist Junior Level	\$73.50	\$77.29
SIN 132-51	Program Analyst	\$73.43	\$84.45
SIN 132-51	HW/SW	\$75.25	\$80.84
SIN 132-51	Sr. Program Analyst	\$79.88	\$91.87
SIN 132-51	Jr. Program Analyst	\$73.25	\$72.26
SIN 132-51	Application Systems Analyst	\$73.79	\$84.85
SIN 132-51	Application Systems Programmer	\$84.73	\$97.43
SIN 132-51	Sr. Network Engineer	\$88.25	\$94.25
SIN 132-51	Mid Network Engineer	\$83.25	\$89.25
SIN 132-51	Jr. Network Engineer	\$78.25	\$84.25
SIN 132-51	Technical Writer	\$65.25	\$70.55
SIN 132-51	Graphics	\$72.39	\$83.25
SIN 132-51	Trainer	\$61.02	\$70.17
SIN 132-51	Word Processor Level 1	\$24.30	\$26.55
SIN 132-51	Word Processor Level 2	\$27.97	\$29.97
SIN 132-51	Word Processor Level 3	\$31.97	\$33.88
SIN 132-51	Sr. Word Processor	\$37.85	\$39.50

GS-35F0183L	1/19/00 - 1/18/11	GOV'T SITE RATE	NWS SITE RATE
SPEC. ITEM #	LABOR CATEGORY		
SIN 132-51	Data Analyst Level 1	\$27.96	\$29.97
SIN 132-51	Data Analyst Level 2	\$31.97	\$33.88
SIN 132-51	Data Analyst Level 3	\$34.70	\$36.30
SIN 132-51	Sr. Data Analyst	\$37.85	\$39.50
SIN 132-51	Sr. Systems Analyst	\$46.09	\$50.75
SIN 132-51	Mid Systems Analyst	\$41.48	\$45.25
SIN 132-51	Jr. Systems Analyst	\$36.87	\$40.25
SIN 132-51	Program Coordinator	\$49.50	\$55.80
SIN 132-51	Project Manager	\$49.50	\$54.00
SIN 132-51	Electrician	\$45.00	\$47.25
SIN 132-51	Plumber	\$43.00	\$45.15
SIN 132-51	Masonry	\$45.00	\$45.15
SIN 132-51	General Worker	\$35.00	\$36.75
SIN 132-51	Receptionist	\$19.80	\$23.40
SIN 132-51	Sr. Computer Operator	\$36.00	\$40.50
SIN 132-51	Jr. Computer Operator	\$31.50	\$36.00
SIN 132-51	Tape Operator	\$27.00	\$30.60
SIN 132-51	Administrative Assistant	\$21.60	\$25.20
SIN 132-51	Sr. Helpdesk Specialist	\$36.00	\$40.50
SIN 132-51	Jr. Helpdesk Specialist	\$31.50	\$36.00
SIN 132-51	Intel Secretary	\$62.25	\$71.59
SIN 132-51	Intel Sr. Secretary	\$68.75	\$79.06
SIN 132-51	Intel Administrative Assistant	\$74.21	\$85.34
SIN 132-51	Staff Officer	\$92.15	\$105.97
SIN 132-51	Full Motion Video Analyst	\$74.95	\$86.19
SIN 132-51	Geospatial Analyst	\$88.75	\$102.06
SIN 132-51	Imagery Analyst	\$91.10	\$104.77
SIN 132-51	Sr. Exercise Agent	\$107.25	\$123.34
SIN 132-51	Exercise Agent	\$92.75	\$106.66
SIN 132-51	Security Guard	\$43.25	\$49.74
SIN 132-51	Courier	\$43.25	\$49.74
SIN 132-51	Facility Manager	\$64.20	\$73.83
SIN 132-51	Mail Clerk	\$38.75	\$44.56
SIN 132-51	Janitor	\$33.85	\$38.93
SIN 132-51	Principal Engineer	\$130.00	\$149.50
SIN 132-51	Counterintelligence Analyst	\$112.00	\$128.80
SIN 132-51	Network Administrator/Engineer	\$111.00	\$127.66

Rates Discounted for Inclusion in Solicitation FCIS-JB-980001B and resultant Contract Only

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

PREAMBLE

NW Systems, Inc. provides commercial products and services to the Federal Government. 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 Federal Government contracts. To accelerate potential opportunities please contact **Rhonda Chandler, 301-583-1710, rchandler@nw-systems.com, 301-583-1720 fax number.**

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (Agency) and **NW Systems, Inc.** enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

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

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

Signatures

Agency

Date
Date

Contractor

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 Agency):

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

(3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

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

- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
 - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING
“CONTRACTOR TEAM ARRANGEMENTS”

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

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customer's needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedule “Team Solution” to meet the customer's requirement.
- Customers make a best value selection.