



**AUTHORIZED
INFORMATION TECHNOLOGY SCHEDULE PRICELIST GENERAL
PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES**

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

- 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
- FSC/PSC Class D310 ADP Backup And Security Services
- FSC/PSC Class D311 ADP Data Conversion Services
- FSC/PSC Class D316 Telecommunication Network Mgmt Svcs
- FSC/PSC Class D317 Auto News, Data & Other Svcs
- FSC/PSC Class D399 Other Adp & Telecommunications Svcs

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

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

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Contract Number: **GS-35F-0368V**

Period Covered by Contract: **April 20, 2009 – April 19, 2014**

General Services Administration - Federal Acquisition Service

Pricelist current through Modification # PO-0007

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

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

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

Offerors are requested to check one of the following boxes:

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

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

2. CONTRACTOR’S ORDERING ADDRESS AND PAYMENT INFORMATION:

**4000 Legato Road, #1100
Fairfax, VA 22033**

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards *will* be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

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

703-217-7673

3. LIABILITY FOR INJURY OR DAMAGE

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

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

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: **808290964**

Block 30: Type of Contractor - **B. Other Small Business**

Block 31: Woman-Owned Small Business – **NO**

Block 36: Contractor's Taxpayer Identification Number (TIN): **201041368**

4a. CAGE Code: **4ZAW0**

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)

132-51

As Agreed upon with Ordering Agency

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

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

a. Prompt Payment: **1% - 15** days, Net 30, from receipt of invoice or date of acceptance, whichever is later.

b. Quantity - **None**

c. Dollar Volume – **additional 2% for orders over \$500,000**

d. Government Educational Institutions are offered the same discounts as all other Government customers.

e. Other - **None**

8. TRADE AGREEMENTS ACT OF 1979, as amended:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

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

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

a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:

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

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

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

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

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code

classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

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

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

16. GSA ADVANTAGE!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

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

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

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

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

Not Applicable

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

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

23. SECTION 508 COMPLIANCE.

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

www.clearsoftinc.com

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

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

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

- (1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

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

26. SOFTWARE INTEROPERABILITY.

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

27. ADVANCE PAYMENTS

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

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

1. SCOPE

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

2. PERFORMANCE INCENTIVES

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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

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

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

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

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

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

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

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

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) 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 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

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

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

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT SERVICES AND PRICING

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

Clearsoft provides the following services:

IT Services and Solutions	System and Application Development	Business Consulting
Software Testing	Portal Development	Capacity Planning
Systems Integration	Desktop Applications	Change Management
Identity Management (IDM)	Middleware Development	Process Engineering
Database Development/Admin	WEB Development	Business Analysis
Project/Program Management	UI Design	Administrative Services
Technical Writing	WEB Services Development	ERP/SAP
Data Warehousing		ITIL Methodology
System Administration		Managed Operations
Network Services		
ERP/SAP		
Enterprise Architect		
Help Desk		

JOB TITLE: Administrative Assistant I

Minimum/General Experience: Up to 2 years experience in supporting information technology projects.

Functional Responsibility: Under general direction, responsible for providing analytical and specialized administrative support functions. Interacts with outside departments to resolve problems of a confidential nature such as compensation, benefits, and financial reporting. Coordinates projects by analyzing project, determining approach, compiling/analyzing data and preparing report/recommendation using PC skills, knowledge of administrative systems, and understanding of policies and procedures. Plans and coordinates meetings, conferences, and employee functions.

Minimum Education: Associates Degree or equivalent experience

JOB TITLE: Administrative Assistant II

Minimum/General Experience: Three to six years experience in supporting information technology projects.

Functional Responsibility: Under general direction, responsible for providing analytical and specialized administrative support functions. Interacts with outside departments to resolve problems of a confidential nature such as compensation, benefits, and financial reporting. Coordinates projects by analyzing project, determining approach, compiling/analyzing data and preparing report/recommendation using PC skills, knowledge of administrative systems, and understanding of policies and procedures. Plans and coordinates meetings, conferences, and employee functions.

Minimum Education: Associates Degree or equivalent experience

JOB TITLE: Administrative Assistant III

Minimum/General Experience: Seven to nine years experience in supporting information technology programs.

Functional Responsibility: Under minimal direction, responsible for providing analytical and specialized administrative support functions. Interacts with outside departments to resolve problems of a confidential nature such as compensation, benefits, and financial reporting. Coordinates special projects by analyzing project, determining approach, compiling/analyzing data and preparing report/recommendation using PC skills, knowledge of administrative systems, and understanding of policies and procedures. Determines administrative procedures and methods and work priorities. Plans and coordinates meetings, conferences, and employee functions. May direct and coordinate work of other administrative personnel.

Minimum Education: Bachelors Degree or equivalent work experience

JOB TITLE: Business Analyst I

Minimum/General Experience: Up to 2 years experience in information technology.

Functional Responsibility: Under minimal direction, formulates and defines systems scope and objectives based on both user needs and a good understanding of information technology, business processes, and industry requirements. Applies extensive knowledge of the customer's business and industry to develop project specifications. Analyzes business and user needs, documents requirements and translates into proper system requirements and specifications. Advises on methods to improve business processes. Coordinates and participates in proposals, feasibility studies and implementations. Considers the business implications of the application of technology to the current and future business environment.

Minimum Education: Bachelors Degree or equivalent experience

JOB TITLE: Business Analyst II

Minimum/General Experience: Three to six years experience in information technology.

Functional Responsibility: Under minimal direction, formulates and defines systems scope and objectives based on both user needs and a good understanding of information technology, business processes, and industry requirements. Applies extensive knowledge of the customer's business and industry to develop project specifications. Analyzes business and user needs, documents requirements and translates into proper system requirements and specifications. Advises on methods to improve business processes. Coordinates and participates in proposals, feasibility studies and implementations. Considers the business implications of the application of technology to the current and future business environment.

Minimum Education: Bachelors Degree or equivalent experience

JOB TITLE: Database Engineer I

Minimum/General Experience: Up to 2 years experience in DBMS analysis, modeling, design, data requirement identification, re-engineering and programming.

Functional Responsibility: Provides technical expertise and support in the use of DBMS. Conducts data modeling, mapping and schema architecture. Implements and manages third party database components. Supports the development of DBMS specifications, design materials and end-user documentation. Participates in the development of DBMS projects. Responsibilities may include SQL optimization, advanced replication, data feed technologies, data architectures, backup and recovery, performance tuning, data warehousing, and hosted networks. Provides assistance to system and application programmers.

Minimum Education: Bachelors Degree or equivalent experience

JOB TITLE: Database Engineer II

Minimum/General Experience: Three to six years experience in DBMS analysis, modeling, design, data requirement identification, re-engineering and programming.

Functional Responsibility: Provides technical expertise and support in the use of DBMS. Conducts data modeling, mapping and schema architecture. Implements and manages third party database components. Supports the development of DBMS specifications, design materials and end-user documentation. Participates in the development of DBMS projects. Responsibilities may include SQL optimization, advanced replication, data feed technologies, data architectures, backup and recovery, performance tuning, data warehousing, and hosted networks. Provides assistance to system and application programmers.

Minimum Education: Bachelors Degree or equivalent experience

JOB TITLE: Database Engineer III

Minimum/General Experience: Seven to ten years experience in DBMS analysis, modeling, design, data requirement identification, re-engineering and programming.

Functional Responsibility: Provides technical expertise and support in the use of DBMS. Conducts data modeling, mapping and schema architecture. Implements and manages third party database components. Supports the development of DBMS specifications, design materials and end-user documentation. May manage the development of DBMS projects. Responsibilities may include SQL optimization, advanced replication, data feed technologies, data architectures, backup and recovery, performance tuning, data warehousing, and hosted networks. Provides assistance to system and application programmers.

Minimum Education: Bachelors Degree or equivalent experience

JOB TITLE: Enterprise Architect I

Minimum/General Experience: Up to 2 years experience in information technology.

Functional Responsibility: Acts independently to provide business and/or technical information technology consulting support. Works with customer organization to formulate enterprise-wide business and/or technical information technology product and/or service strategies. Develops and applies state-of-the-art consulting methodologies, business models and organizational behavior models to conceptualize methods to apply business and/or technical information technology products and services as strategic assets. Applies extensive industry and enterprise knowledge to identify and recommend integrated solutions, products and services to support the enterprise's business goals or technical needs. Provides recommendations and guidance in the design, development, implementation and management of products and solutions. Researches and recommends new emerging technologies, techniques and tools. Develops and delivers executive presentations to customers and serves as a mentor/coach for selected specialty areas.

Minimum Education: Bachelors Degree or equivalent experience

JOB TITLE: Enterprise Architect II

Minimum/General Experience: Three to six years experience in information technology.

Functional Responsibility: Acts independently to provide business and/or technical information technology consulting support. Works with customer organization to formulate enterprise-wide business and/or technical information technology product and/or service strategies. Develops and applies state-of-the-art consulting methodologies, business models and organizational behavior models to conceptualize methods to apply business and/or technical information technology products and services as strategic assets. Applies extensive industry and enterprise knowledge to identify and recommend integrated solutions, products and services to support the enterprise's business goals or technical needs. Provides recommendations and guidance in the design, development, implementation and management of products and solutions. Researches and recommends new emerging technologies, techniques and tools. Develops and delivers executive presentations to customers and serves as a mentor/coach for selected specialty areas.

Minimum Education: Bachelors Degree or equivalent experience

JOB TITLE: Graphics / UI Designer I

Minimum/General Experience: Up to 2 years experience in developing graphics or user interface designs.

Functional Responsibility: Responsibilities may include HTML authoring and graphic art, user experience design, prototyping, information architecture, and usability. Will support the development of intranet/internet information services or software for intranet and internet applications. Applies new and emerging technologies to the development process.

Minimum Education: Bachelors Degree or equivalent experience

JOB TITLE: Graphics / UI Designer II

Minimum/General Experience: Three to six years experience in developing graphics or user interface designs.

Functional Responsibility: Responsibilities may include HTML authoring and graphic art, user experience design, prototyping, information architecture, and usability. Will support the development of intranet/internet information services or software for intranet and internet applications. Applies new and emerging technologies to the development process.

Minimum Education: Bachelors Degree or equivalent experience

JOB TITLE: Graphics / UI Designer III

Minimum/General Experience: Seven to nine years experience in developing graphics or user interface designs.

Functional Responsibility: Responsibilities may include HTML authoring and graphic art, user experience design, prototyping, information architecture, and usability. Will support the development of intranet/internet information services or software for intranet and internet applications. Applies new and emerging technologies to the development process.

Minimum Education: Bachelors Degree or equivalent experience

JOB TITLE: Helpdesk Technician I

Minimum/General Experience: Up to two years experience in computer systems support.

Functional Responsibility: Provides customer assistance with routine inquiries and problems such as software, hardware and network operations. Responds to and diagnoses problems through discussions with users. Includes problem recognition, research, isolation, and resolution steps. Typically is able to resolve less complex problems immediately, while more complex problems are assigned to second level support. May involve use of problem management database and help desk systems.

Minimum Education: Minimum education requirement is a high school diploma and technical training/certification desired.

JOB TITLE: Helpdesk Technician II

Minimum/General Experience: Three to six years experience in computer systems support.

Functional Responsibility: Responsible for ensuring timely process through which problems are controlled. Includes problem recognition, research, isolation, resolution, and follow-up steps. Requires experience and understanding of MIS environment. Is able to resolve less complex problems immediately, while more complex problems are escalated for resolution. Typically involves use of problem management database and help desk system. Escalates more complex problems to senior level. May provide guidance/training for less experience personnel.

Minimum Education: Minimum education requirement is a high school diploma and technical training/certification desired.

JOB TITLE: Network Engineer I

Minimum/General Experience: Up to 2 years experience with LANs and WANs.

Functional Responsibility: Performs troubleshooting, analysis, and monitoring of network infrastructure. Provides expertise in one or more of the following areas: routing and switching, intrusion detection, information security, and remote access. Assesses network for vulnerabilities, load balancing and failover planning. Utilizes software and hardware tools, identifies, and diagnoses complex problems and factors affecting network performance and provides problem resolution.

Minimum Education: Bachelors Degree or equivalent experience

JOB TITLE: Network Engineer II

Minimum/General Experience: Three to six years experience with LANs and WANs.

Functional Responsibility: Performs troubleshooting, analysis, and monitoring of network infrastructure. Provides expertise in one or more of the following areas: routing and switching, intrusion detection, information security, and remote access. Assesses network for vulnerabilities, load balancing and failover planning. Utilizes software and hardware tools, identifies, and diagnoses complex problems and factors affecting network performance and provides problem resolution.

Minimum Education: Bachelors Degree or equivalent experience

JOB TITLE: Project Manager I

Minimum/General Experience: Up to 2 years of experience in direct supervision of projects in IT.

Functional Responsibility: Performs day-to-day management of assigned delivery order projects that involve teams of data processing and other information system and management professionals engaged in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information and telecommunications systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates strong writing and oral communication skills.

Minimum Education: Bachelors Degree or equivalent experience

JOB TITLE: Project Manager II

Minimum/General Experience: Three to six years of experience in direct supervision of projects in IT.

Functional Responsibility: Performs day-to-day management of assigned delivery order projects that involve teams of data processing and other information system and management professionals engaged in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information and telecommunications systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates strong writing and oral communication skills.

Minimum Education: Bachelors Degree or equivalent experience

JOB TITLE: Project Manager III

Minimum/General Experience: Seven to ten years of experience in direct supervision of projects in IT.

Functional Responsibility: Performs day-to-day management of assigned delivery order projects that involve teams of data processing and other information system and management professionals engaged in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information and telecommunications systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates excellent writing and oral communication skills.

Minimum Education: Bachelors Degree or equivalent experience

JOB TITLE: Software Engineer I

Minimum/General Experience: Up to 2 years of information technology experience including design of software components and subsystems.

Functional Responsibility: Analyzes and studies complex system requirements. Designs and implements software components and subsystems to support software reuse and domain analyses. Manages software development and support using formal specifications, data flow diagrams, and other accepted design techniques. Interprets software requirements and design specifications to code, and integrates and tests software components. Estimates software development costs and schedule. Works independently with minimal direct supervision.

Minimum Education: Bachelors Degree or equivalent experience

JOB TITLE: Software Engineer II

Minimum/General Experience: Three to six years of information technology experience including design of software components and subsystems.

Functional Responsibility: Analyzes and studies complex system requirements. Designs and implements software components and subsystems to support software reuse and domain analyses. Manages software development and support using formal specifications, data flow diagrams, and other accepted design techniques. Interprets software requirements and design specifications to code, and integrates and tests software components. Estimates software development costs and schedule. Works independently with minimal direct supervision.

Minimum Education: Bachelors Degree or equivalent experience

JOB TITLE: Software Engineer III

Minimum/General Experience: Seven to ten years of information technology experience including design of software components and subsystems.

Functional Responsibility: Analyzes and studies complex system requirements. Designs and implements software components and subsystems to support software reuse and domain analyses. Participates in software development and support using formal specifications, data flow diagrams, and other accepted design techniques. Interprets software requirements and design specifications to code, and integrates and tests software components. Estimates software development costs and schedule. May supervise a staff of programmers and/or other engineers. Works independently without direct supervision.

Minimum Education: Bachelors Degree or equivalent experience

JOB TITLE: Software Tester I

Minimum/General Experience: Up to 2 years experience in Information Technology.

Functional Responsibility: Responsible for Performing QA tests and evaluations. Works closely with developers to analyze data, detect bugs, verify fixes, review and validate project development stages and make recommendations. Interfaces with development teams to resolve problems, review requirements, designs, project proposals, etc. Report test status and create test specifications based on requirements and historical experiences. Identify and document issues found, execute application test specifications and communicate issues and status. Track issues through completion. Perform testing as required and participate in review meetings as necessary. Demonstrates ability to use project tools (e.g., test director, test automation tools, change management tools, etc.). Provides effective oral and written communications.

Minimum Education: Bachelors Degree or equivalent experience

JOB TITLE: Software Tester II

Minimum/General Experience: Three to six years experience in Information Technology.

Functional Responsibility: Responsible for Performing QA tests and evaluations. Works closely with developers to analyze data, detect bugs, verify fixes, review and validate project development stages and make recommendations. Interfaces with development teams to resolve problems, review requirements, designs, project proposals, etc. Report test status and create test specifications based on requirements and historical experiences. Identify and document issues found, execute application test specifications and communicate issues and status. Track issues through completion. Perform testing as required and participate in review meetings as necessary. Demonstrates ability to use project tools (e.g., test director, test automation tools, change management tools, etc.). Provides effective oral and written communications.

Minimum Education: Bachelors Degree or equivalent experience

JOB TITLE: Software Tester III

Minimum/General Experience: Seven to ten years experience in Information Technology.

Functional Responsibility: May function as the lead technical or test manager for a project. Guides the team or has primary responsibility for performing QA tests and evaluations. Works closely with developers to analyze data, detect bugs, verify fixes, review and validate project development stages and makes recommendations. Proposes Quality Management System processes and procedures for all Quality activities. Interfaces with the Development

team to resolve problems. Reviews requirements, designs and project proposals. May lead the development of test strategies and specifications as well as test plans, reports and milestones to support organization goals. Demonstrates excellent written and oral skills.

Minimum Education: Bachelors Degree or equivalent experience

JOB TITLE: Subject Matter Expert II

Minimum/General Experience: Twelve years of experience providing technical expertise within a specific subject-area or discipline, similar to that described under functional responsibility, and having knowledge and understanding of applicable technical concepts and practices.

Functional Responsibility: Provides unique and/or in-depth technical or business analyses and technical/business report development support within subject-matter areas requiring leading-edge or state-of-the-art technical and business expertise. May support a wide variety of technical and business assignments based on the specific needs of the task's requirements.

Minimum Education: Master's Degree in subject-related technical or business area, or a Bachelor Degree and an additional three years of related experience is required.

JOB TITLE: Subject Matter Expert III

Minimum/General Experience: Fifteen years of experience providing technical expertise within a specific subject area or discipline, similar to that described under functional responsibility, and having knowledge and understanding of applicable technical concepts and practices.

Functional Responsibility: Provides unique and/or in-depth technical or business analyses and technical/business report development support within subject-matter areas requiring leading-edge or state-of-the-art technical and business expertise. May support a wide variety of technical and business assignments based on the specific needs of the task's requirements.

Minimum Education: Master's Degree in subject-related technical or business area, or a Bachelor Degree and an additional five years of related experience is required.

JOB TITLE: Systems Engineer I

Minimum/General Experience: Up to 2 years experience in computer systems and networks.

Functional Responsibility: Applies software or hardware expertise in the analysis, specification, development, integration, and acquisition of systems for information management applications. Ensures these systems and applications are compliant with standards for open systems architectures, reference modes, and profiles of standards, such as the IEEE Open Systems Environment reference model. Evaluates and recommends COTS application and methodologies that can be acquired to provide interoperable, portable, and scalable information technology solutions. Performs analysis and validation of reusable software/hardware components to ensure the integration of these components into interoperable information management designs.

Minimum Education: Bachelors Degree or equivalent experience

JOB TITLE: Systems Engineer II

Minimum/General Experience: Three to six years experience in computer systems and networks.

Functional Responsibility: Applies software or hardware expertise in the analysis, specification, development, integration, and acquisition of systems for information management applications. Ensures these systems and applications are compliant with standards for open systems architectures, reference modes, and profiles of standards, such as the IEEE Open Systems Environment reference model. Evaluates and recommends COTS application and methodologies that can be acquired to provide interoperable, portable, and scalable information technology solutions. Performs analysis and validation of reusable software/hardware components to ensure the integration of these components into interoperable information management designs.

Minimum Education: Bachelors Degree or equivalent experience

JOB TITLE: Systems Engineer III

Minimum/General Experience: Seven to ten years experience in computer systems and networks.

Functional Responsibility: Applies software or hardware expertise in the analysis, specification, development,

integration, and acquisition of systems for information management applications. Ensures these systems and applications are compliant with standards for open systems architectures, reference modes, and profiles of standards, such as the IEEE Open Systems Environment reference model. Evaluates and recommends COTS application and methodologies that can be acquired to provide interoperable, portable, and scalable information technology solutions. Performs analysis and validation of reusable software/hardware components to ensure the integration of these components into interoperable information management designs.

Minimum Education: Bachelors Degree or equivalent experience

JOB TITLE: Technical Analyst I

Minimum/General Experience: Up to 2 years experience in information technology.

Functional Responsibility: Under minimal direction activities include analysis of information technology challenges, mapping technical requirements for development, researching operations planning, modeling, and integrating customer data. Applies specific expertise in the areas of hardware, software, database, systems, or networks to impact customer environment. Works in conjunction with requirements definition team and facilitates transition of said requirements to development, operations, and testing teams. Provides advice on chosen technical path and appropriate technologies to support organizational goals. Improves efficiencies through troubleshooting, performance tuning, and recommending technology upgrades.

Minimum Education: Bachelors Degree or equivalent experience

JOB TITLE: Technical Analyst II

Minimum/General Experience: Three to six years experience in information technology.

Functional Responsibility: Under minimal direction activities include analysis of information technology challenges, mapping technical requirements for development, researching operations planning, modeling, and integrating customer data. Applies specific expertise in the areas of hardware, software, database, systems, or networks to impact customer environment. Works in conjunction with requirements definition team and facilitates transition of said requirements to development, operations, and testing teams. Provides advice on chosen technical path and appropriate technologies to support organizational goals. Improves efficiencies through troubleshooting, performance tuning, and recommending technology upgrades.

Minimum Education: Bachelors Degree or equivalent experience

JOB TITLE: Technical Analyst III

Minimum/General Experience: Seven to ten years experience in Information technology.

Functional Responsibility: Acts independently and provides analysis of information technology challenges, mapping technical requirements for development, researching operations planning, modeling, and integrating customer data. Applies specific expertise in the areas of hardware, software, database, systems, or networks to impact customer environment. Works in conjunction with requirements definition team and facilitates transition of said requirements to development, operations, and testing teams. Provides advice on chosen technical path and appropriate technologies to support organizational goals. Improves efficiencies through troubleshooting, performance tuning, and recommending technology upgrades.

Minimum Education: Bachelors Degree or equivalent experience

JOB TITLE: Technical Writer II

Minimum/General Experience: Up to 2 years years experience writing technical documents and user manuals.

Functional Responsibility: Prepares and edits technical material, including operations and maintenance manuals, software and system documentation, and other technical publications. Coordinates efforts of technical artists, illustrators, editors and writers in preparing documents for internal and external distribution. Conducts technical research and collaborates with technical professionals. May write manuals and documentation at user level, technical support level, or both. Works independently with minimal direct supervision from the Program/Project Manager.

Minimum Education: Bachelors degree or equivalent work experience

JOB TITLE: Technical Writer II

Minimum/General Experience: Three to six years experience writing technical documents and user manuals.

Functional Responsibility: Prepares and edits technical material, including operations and maintenance manuals, software and system documentation, and other technical publications. Coordinates efforts of technical artists, illustrators, editors and writers in preparing documents for internal and external distribution. Conducts technical research and collaborates with technical professionals. May write manuals and documentation at user level, technical support level, or both. Works independently with minimal direct supervision from the Program/Project Manager.

Minimum Education: Bachelors degree or equivalent work experience

JOB TITLE: Technical Writer III

Minimum/General Experience: Seven to ten years experience writing technical documents and user manuals..

Functional Responsibility: Prepares and edits technical material, including operations and maintenance manuals, software and system documentation, and other technical publications. Coordinates efforts of technical artists, illustrators, editors and writers in preparing documents for internal and external distribution. Conducts technical research and collaborates with technical professionals. May write manuals and documentation at user level, technical support level, or both. Works independently with minimal direct supervision from the Program/Project Manager.

Minimum Education: Bachelors Degree or equivalent experience

Pricing

SIN 132-51	Government Rate (Inclusive of IFF)				
	Labor Category	Year 1 Rate	Year 2 Rate	Year 3 Rate	Year 4 Rate
Administrative Assistant I	\$39.09	\$40.58	\$42.12	\$43.72	\$45.38
Administrative Assistant II	\$49.84	\$51.74	\$53.70	\$55.74	\$57.86
Administrative Assistant III	\$65.35	\$67.84	\$70.42	\$73.09	\$75.87
Business Analyst I	\$58.64	\$60.87	\$63.18	\$65.58	\$68.07
Business Analyst II	\$73.30	\$76.09	\$78.98	\$81.98	\$85.09
Database Engineer I	\$68.41	\$71.01	\$73.71	\$76.51	\$79.42
Database Engineer II	\$84.05	\$87.24	\$90.56	\$94.00	\$97.57
Database Engineer III	\$132.19	\$137.22	\$142.43	\$147.84	\$153.46
Enterprise Architect I	\$107.51	\$111.59	\$115.83	\$120.23	\$124.80
Enterprise Architect II	\$132.19	\$137.22	\$142.43	\$147.84	\$153.46
Graphics/UI Designer I	\$48.87	\$50.72	\$52.65	\$54.65	\$56.73
Graphics/UI Designer II	\$60.40	\$62.69	\$65.08	\$67.55	\$70.12
Graphics/UI Designer III	\$90.50	\$93.94	\$97.51	\$101.21	\$105.06
Help Desk Technician I	\$50.82	\$52.75	\$54.76	\$56.84	\$59.00
Help Desk Technician II	\$58.64	\$60.87	\$63.18	\$65.58	\$68.07
Network Engineer I	\$63.53	\$65.94	\$68.45	\$71.05	\$73.75
Network Engineer II	\$79.54	\$82.56	\$85.69	\$88.95	\$92.33
Project Manager I	\$68.41	\$71.01	\$73.71	\$76.51	\$79.42
Project Manager II	\$84.05	\$87.24	\$90.56	\$94.00	\$97.57
Project Manager III	\$110.61	\$114.82	\$119.18	\$123.71	\$128.41
Software Engineer I	\$78.19	\$81.16	\$84.24	\$87.44	\$90.77
Software Engineer II	\$95.63	\$99.27	\$103.04	\$106.95	\$111.02

Software Engineer III	\$132.19	\$137.22	\$142.43	\$147.84	\$153.46
Software Tester I	\$63.53	\$65.94	\$68.45	\$71.05	\$73.75
Software Tester II	\$78.19	\$81.16	\$84.24	\$87.44	\$90.77
Software Tester III	\$111.21	\$115.44	\$119.82	\$124.38	\$129.10
Subject Matter Expert II	-	\$192.50	\$197.12	\$201.85	\$206.70
Subject Matter Expert III	-	\$240.63	\$246.41	\$252.32	\$258.37
Systems Engineer I	\$63.53	\$65.94	\$68.45	\$71.05	\$73.75
Systems Engineer II	\$80.53	\$83.59	\$86.77	\$90.07	\$93.49
Systems Engineer III	\$110.61	\$114.82	\$119.18	\$123.71	\$128.41
Technical Analyst I	\$63.53	\$65.94	\$68.45	\$71.05	\$73.75
Technical Analyst II	\$80.53	\$83.59	\$86.77	\$90.07	\$93.49
Technical Analyst III	\$110.61	\$114.82	\$119.18	\$123.71	\$128.41
Technical Writer I	\$48.87	\$50.72	\$52.65	\$54.65	\$56.73
Technical Writer II	\$62.34	\$64.71	\$67.17	\$69.72	\$72.37
Technical Writer III	\$78.19	\$81.16	\$84.24	\$87.44	\$90.77

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

PREAMBLE

Clearsoft Inc. provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact **John Mallonee, 703-217-7673; jtm@clearsoftinc.com; fax: 703-738-7444.**

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

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

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

(h) Date of Shipment.

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

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

BASIC GUIDELINES FOR USING
“CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

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