Federal Acquisition Service

Information Technology Schedule Pricelist

AINS, Inc.

GS-35F-4747G

*Period Covered by Contract: **July 17, 1997 THROUGH July 16, 2017***

Pricelist current through Modification #__PO-0077__, dated __April 20, 2015__.

AUTHORIZED FEDERAL ACQUISITION SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST

SIN 132-33   PERPETUAL SOFTWARE LICENSES

Software maintenance as a product includes the publishing of bug/defect fixes via patches and updates/upgrades in function and technology to maintain the operability and usability of the software product. It may also include other no charge support that are included in the purchase price of the product in the commercial marketplace. No charge support includes items such as user blogs, discussion forums, on-line help libraries and FAQs (Frequently Asked Questions), hosted chat rooms, and limited telephone, email and/or web-based general technical support for user's self diagnostics.

Software maintenance as a product does <u>NOT</u> include the creation, design, implementation, integration, etc. of a software package. These examples are considered software maintenance as a service.

FSC Class 7030 ....INFORMATION TECHNOLOGY SOFTWARE

SIN 132-34   MAINTENANCE OF SOFTWARE AS A SERVICE

Software maintenance as a service creates, designs, implements, and/or integrates customized changes to software that solve one or more problems and is not included with the price of the software. Software maintenance as a service includes person-to-person communications regardless of the medium used to communicate: telephone support, on-line technical support, customized support, and/or technical expertise which are charged commercially.

Software maintenance as a service is billed arrears in accordance with 31 U.S.C. 3324.

SIN 132-50 TRAINING COURSES

FPDS Code U012..TRAINING COURSES FOR INFORMATION TECHNOLOGY EQUIPMENT AND SOFTWARE

SIN 132-51 Information Technology Professional Services

FPDS Code D301...................IT Facility Operation and Maintenance
FPDS Code D302...................IT Systems Development Services
FPDS Code D306...................IT Systems Analysis Services
FPDS Code D307...................Automated Information Systems Design and Integration Services
FPDS Code D308...................Programming Services
FPDS Code D310...................IT Backup and Security Services
FPDS Code D311...................IT Data Conversion Services
FPDS Code D313...................Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316...................IT Network Management Services
FPDS Code D399...................Other Information Technology Services, Not Elsewhere Classified

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

SIN 132-52 - ELECTRONIC COMMERCE (EC) SERVICES AND SUBSCRIPTION SERVICES

FPDS Code D399..Other Data Transmission Services, Not Elsewhere Classified - Except "Voice" and Pager Services

Personal Identity Verification (PIV) Credentials and Services. This facilitates trusted physical and electronic access to government facilities and networks using smart card technology. PIV Credentials and Services is a key enabler of identity assurance for access control and protects Federal facilities and information systems from unauthorized access, interception, and tampering.

Contractor:

AINS, Inc.
806 W. Diamond Avenue
Suite 400
Gaithersburg, MD 20878-1415
(301) 670-2300
www.ains.com

CONTRACT NUMBER: GS-35F-4747G

PERIOD COVERED BY CONTRACT:
JULY 17, 1997 THROUGH JULY 16, 2017

General Services Administration
Federal Acquisition Service

Products and ordering information in this Authorized FAS 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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CONTRACT MODIFICATIONS

This Schedule Contract Pricelist includes Modifications through **PO-0077** effective **April 20, 2015**.

CUSTOMER INFORMATION

1a.   TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

    SIN   **DESCRIPTION**

    132-33   **Perpetual Software Licenses**
    132-34   **Software Maintenance as a Service**
    132-50   **Training Courses**
    132-51   **Information Technology Professional Services**
    132-52   **Electronic Commerce and Subscription Services**
    132-62   **HSPD-12 Product and Service Components**

1b.   LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: **N/A**
    (Government net price + IFF based on a unit of one)

1c.   HOURLY RATES: **SEE IT Professional Labor Categories and Rates under SIN 132-51**

2.   MAXIMUM ORDER*:

    SIN 132-33 - Perpetual Software Licenses - $500,000
    SIN 132-34 - Software Maintenance as a Service - $500,000
    SIN 132-50 - Training Courses - $25,000
    SIN 132-51 - Information Technology Professional Services - $500,000
    SIN 132-52 - Electronic Commerce and Subscription Services - $500,000
    SIN 132-62 - HSPD-12 Product and Service Components - $1,000,000

3.   MINIMUM ORDER: **$100**

4.   GEOGRAPHIC COVERAGE: **Domestic Delivery Only**

5.   POINT(S) OF PRODUCTION:

    AINS, Inc.
    806 W. Diamond Avenue
    Suite 400
    Gaithersburg, MD 20878-1415

6.   DISCOUNT FROM LIST PRICES: **Prices shown herein are Net (discounts deducted).**

7.   QUANTITY DISCOUNT: **N/A**

8.   PROMPT PAYMENT TERMS: **Net 30**

9.a Government Purchase Cards must be accepted at or below the micro-purchase threshold.

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

10. FOREIGN ITEMS: **N/A**

11a. TIME OF DELIVERY:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-33	**7 Days**
132-34	**30 Days**
132-50	**As Negotiated Between Contractor and Ordering Agency**
132-51	**As Negotiated Between Contractor and Ordering Agency**
132-52	**As Negotiated Between Contractor and Ordering Agency**
132-62	**As Negotiated Between Contractor and Ordering Agency**

11b. EXPEDITED DELIVERY: **N/A**

11c. OVERNIGHT AND 2-DAY DELIVERY: **N/A**

11d. URGENT REQUIRMENTS: Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. FOB POINT: **Destination**

13a. ORDERING ADDRESS:

AINS, Inc.
806 W. Diamond Avenue
Suite 400
Gaithersburg, MD 20878-1415

13b. ORDERING PROCEDURES: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3

14.   PAYMENT ADDRESS:

       AINS, Inc.
       806 W. Diamond Avenue
       Suite 400
       Gaithersburg, MD 20878-1415

15.   WARRANTY PROVISION: **SEE SIN specific Terms and Conditions**

16.   EXPORT PACKING CHARGES: **N/A**

17.   TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: **N/A**

18.   TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE): **SEE SIN specific Terms and Conditions**

19.   TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): **SEE SIN specific Terms and Conditions**

20.   TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): **N/A**

20a.   TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE): **N/A**

21.   LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE): **N/A**

22.   LIST OF PARTICIPATING DEALERS (IF APPLICABLE): **N/A**

23.   PREVENTIVE MAINTENANCE (IF APPLICABLE): **N/A**

24a.   SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): **N/A**

24b.   SECTION 508 COMPLIANCE FOR EIT: **N/A**

25.   DUNS NUMBER: **361150469**

26.   NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE: **Registration valid.**

TERMS AND CONDITIONS APPLICABLE TO PERPETUAL SOFTWARE LICENSES (SPECIAL ITEM 132-33) AND MAINTENANCE (SPECIAL ITEM 132-34) OF GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY SOFTWARE

1.   INSPECTION/ACCEPTANCE:

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any software that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming software at no increase in contract price. The ordering activity must exercise its post-acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the software, unless the change is due to the defect in the software.

2.   END USER LICENSE AGREEMENTS (EULA) / TERMS OF SERVICE (TOS) AGREEMENT REQUIREMENTS

The Contractor shall provide all Enterprise User License Agreements in an editable format.

3.   GUARANTEE/WARRANTY:

a.   Unless specified otherwise in this contract, the Contractor's standard commercial guarantee/warranty as set forth below will apply to this contract.

The Contractor warrants for a period of thirty (30) days from the ordering activities' receipt of the Software that the Software, unless modified by the ordering activity, will perform, in all material aspects, the functions described in the Documentation when operated on the specified platform.

The thirty day warranty does not apply to Software which has been modified by the ordering activity or any party other than the Contractor, or to Software which has been improperly installed or used in a manner other than authorized. The Contractor does not warrant that the Software will meet the ordering activities' requirements, or that the Software will operate in the combinations which the ordering activity may select for use, or that the operation of the Software will be uninterrupted or error-free, or that all Software errors will be corrected. Any claim submitted under this Warranty must be submitted in writing to the Contractor within the specified warranty period. The Contractor's sole and exclusive obligation for warranty claims shall be to make the Software operate as warranted or to terminate the license for such Software and return the applicable license fees paid to the ordering activity for such Software.

b.   The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

c.   Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

THE CONTRACTOR'S' LIABILITY FOR DIRECT DAMAGES SHALL IN NO EVENT EXCEED THE AMOUNT PAID BY THE ORDERING ACTIVITY TO THE CONTRACTOR FOR THE SOFTWARE OR THE SERVICES AS TO WHICH THE CLAIM AROSE. IN NO EVENT SHALL THE CONTRACTOR OR THE ORDERING ACTIVITY BE LIABLE FOR INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO LOST DATA OR LOST PROFITS, HOWEVER ARISING, EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT SHALL CONTRACTOR BE LIABLE FOR ANY DIRECT, SPECIAL, INDIRECT, CONSEQUENTIAL, INCIDENTAL OR EXEMPLARY DAMAGES, REGARDLESS OF THE FORM OF ACTION.

4. TECHNICAL SERVICES:

The Contractor, without additional charge to the activity, shall provide a hot line technical support number 301-670-2333 for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available from Monday to Friday, 9:00 a.m. to 5:00 p.m. (EST) except for holidays observed by the Contractor.

5. SOFTWARE MAINTENANCE:

a. Software maintenance as it is defined:

1. Software Maintenance as a Product (SIN 132-33)

Software maintenance as a product includes the publishing of bug/defect fixes via patches and updates/upgrades in function and technology to maintain the operability and usability of the software product. It may also include other no charge support that is included in the purchase price of the product in the commercial marketplace. No charge support includes items such as user blogs, discussion forums, on-line help libraries and FAQs (Frequently Asked Questions), hosted chat rooms, and limited telephone, email and/or web-based general technical support for user's self diagnostics.

Software maintenance as a product does <u>NOT</u> include the creation, design, implementation, integration, etc. of a software package. These examples are considered software maintenance as a service.

Software Maintenance as a product is billed at the time of purchase.

Purchase of Software Maintenance is required for first year of product use and must be purchased in conjunction with the software and modules offered under SIN 132-33. All subsequent years, for software maintenance, licensee will receive a quote 60 days prior to end of existing maintenance period.

At the Licensee's option, Software Maintenance may be extended each year for an additional one (1) year term at the then-current rate. The licensee may terminate the service by giving written notice at least sixty (60) days prior to the end of the service term. If maintenance is not renewed, licensee is not eligible to receive any enhancements, upgrades or bug fixes. IT system support can still be purchased, without a maintenance agreement, at the available hourly rate.

(1) One (1) machine executable copy of the object code for minor and major software releases, updates/ enhancements to the software and bug/defect fixes of the software that are not designated by the Contractor as new products for which it charges a separate fee. No updates may be copied by the Government to update any copies of the Software made by the Government unless software maintenance has been purchased for such copies.

(2) Five (5) unique technical support incidents per each maintenance period in support of new major or minor release implementation, software updates/enhancements and software bug/defect fixes only. Each call includes up to two hours of support time. Multiple support calls can be used for a single incident or case that exceeds two hours. Supplemental call packages are required for product end user helpdesk support (functional, how-to support).

2. Software Maintenance as a Service (SIN 132-34)

Software maintenance as a service creates, designs, implements, and/or integrates customized changes to software that solve one or more problems and is not included with the price of the software. Software maintenance as a service includes person-to-person communications

regardless of the medium used to communicate: telephone support, on-line technical support, customized support, and/or technical expertise which are charged commercially.

Software maintenance as a service is billed in arrears in accordance with 31 U.S.C. 3324.

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Product End User Help Desk Support
Product Help Desk provides basic end user support. Support provides functional and how-to product support. Typical issues include: basic software how-to guidance, and basic software trouble-shooting. End user support does not include online training. Licensee's help desk is considered an end user in this agreement. Each incident includes one hour of help desk support. Any end user support call exceeding one (1) hour will be counted as an additional incident per hour used.

AINS Product Help Desk Support Offerings:

(1) .... Hourly Technical Product support
(2) .... 5 incidents with next business day response
(3) .... 10 incidents with next business day response
(4) .... 20 incidents with next business day response

The above described support is classified as Tier 1 support. Any support issues escalated beyond the help desk is classified as Tier 2/3 support and will be charged according AINS hourly rate schedule unless IT determines the incident as a software bug fix, which is covered under annual maintenance.

AINS product helpdesk hotline number is 301-670-2333. The helpdesk is staffed Monday – Friday, 8:30am – 5:30pm EST exclusive of holidays observed by the Federal government and weekends. The helpdesk email address is support@ains.com

b.   Invoices for maintenance service shall be submitted by the Contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

6.   PERIODS OF MAINTENANCE (132-34):

a. The Contractor shall honor orders for periods for the duration of the contract period or a lessor period of time.

b. Maintenance may be discontinued by the ordering activity on thirty (30) calendar days written notice to the Contractor.

c. ANNUAL FUNDING. When annually appropriated funds are cited on an order for maintenance, the period of the maintenance shall automatically expire on September 30 of the contract period, or at the end of the contract period, whichever occurs first. Renewal of the maintenance orders citing the new appropriation shall be required, if the maintenance is to be continued during any remainder of the contract period.

   d. CROSS-YEAR FUNDING WITHIN CONTRACT PERIOD. Where an ordering activity's specific appropriation authority provides for funds in excess of a 12 month (fiscal year) period, the ordering office may place an order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.

   e. Ordering activity's should notify the Contractor in writing thirty (30) calendar days prior to the expiration of an order, if the maintenance is to be terminated at that time. Orders for the continuation of maintenance will be required if the maintenance is to be continued during the subsequent period.

7. UTILIZATION LIMITATIONS (132-33 AND 132-34):

a. Software acquisition is limited to commercial computer software defined in FAR Part 2.101.

b. When acquired by the ordering activity, commercial computer software and related documentation so legend shall be subject to the following:

   (1) Title to and ownership of the software and documentation shall remain with the Contractor, unless otherwise specified.

   (2) Software licenses are by site and by ordering activity. An ordering activity is defined as a cabinet level or independent ordering activity. The software may be used by any subdivision of the ordering activity (service, bureau, division, command, etc.) that has access to the site the software is placed at, even if the subdivision did not participate in the acquisition of the software. Further, the software may be used on a sharing basis where multiple agencies have joint projects that can be satisfied by the use of the software placed at one ordering activity's site. This would allow other agencies access to one ordering activity's database. For ordering activity public domain databases, user agencies and third parties may use the computer program to enter, retrieve, analyze and present data. The user ordering activity will take appropriate action by instruction, agreement, or otherwise, to protect the Contractor's proprietary property with any third parties that are permitted access to the computer programs and documentation in connection with the user ordering activity's permitted use of the computer programs and documentation. For purposes of this section, all such permitted third parties shall be deemed agents of the user ordering activity.

   (3) Except as is provided in paragraph 8.b(2) above, the ordering activity shall not provide or otherwise make available the software or documentation, or any portion thereof, in any form, to any third party without the prior written approval of the Contractor. Third parties do not include prime Contractors, subcontractors and agents of the ordering activity who have the   ordering activity's permission to use the licensed software and documentation at the facility, and who have agreed to use the licensed software and documentation only in accordance with these restrictions. This provision does not limit the right of the ordering activity to use software, documentation, or information therein, which the ordering activity may already have or obtains without restrictions.

   (4) The ordering activity shall have the right to use the computer software and documentation with the computer for which it is acquired at any other facility to which that computer may be transferred, or in cases of Disaster Recovery, the ordering activity has the right to transfer the software to another site if the ordering activity site for which it is acquired is deemed to be unsafe for ordering activity personnel; to use the computer software and documentation with a backup computer when the primary computer is inoperative; to copy computer programs for safekeeping (archives) or backup purposes; to transfer a copy of the software to another site for purposes of benchmarking new hardware and/or software; and to modify the software and documentation or combine it with other software, provided that the unmodified portions shall remain subject to these restrictions.

   (5) "Commercial Computer Software" may be marked with the Contractor's standard commercial restricted rights legend, but the schedule contract and schedule pricelist, including this clause, "Utilization

Limitations" are the only governing terms and conditions, and shall take precedence and supersede any different or additional terms and conditions included in the standard commercial legend.

c.   GRANT OF LICENSE. The Contractor grants the ordering activity a perpetual, fully paid, non-exclusive, and non-transferable license to use, solely at the ordering activity's sites for the ordering activity's internal purposes, the licensed number of seats, users, servers or CPUs of software. The software may only be used in accordance with the software user manuals.

Depending on the software specified in the delivery order, the license grant is limited to the maximum number of seats, users, servers or CPUs specified in the delivery order.

8.   DESCRIPTIONS AND EQUIPMENT COMPATIBILITY:

All equipment compatibility or supported hardware functions applicable to Contractor's products are set forth in the Contractor's published literature or manuals supplied with the Products. For all additional information concerning supported hardware or compatibility requirements the ordering activity is advised to contact the Contractor.

9.   RIGHT-TO-COPY PRICING:

Right-to-copy license pricing is not available under the scope of this contract. Right to copy is limited solely for the purpose of system back up unless otherwise so indicated.

TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF TRAINING RELATED TO GENERAL PURPOSE INFORMATION TECHNOLOGY EQUIPMENT AND SOFTWARE (SPECIAL ITEM 132-50)

1.   SCOPE:

a.   The Contractor shall provide training normally available to commercial customers, which is necessary to permit ordering activity users to make full, efficient use of general purpose commercial IT products. Training is restricted to training courses for those products within the scope of this solicitation.

b.   The Contractor shall provide training at the Contractor's facility and/or at the ordering activity's location, as agreed to by the Contractor and the ordering activity.

2.   ORDER:

A written order, EDI (GSA Advantage! and FACNET), credit card orders and orders placed under blanket purchase agreements (BPAs) shall be the basis for the purchase of training courses in accordance with the terms of this contract. Orders shall include the student's name, course title, course date and time, and contracted dollar amount of the course.

3.   TIME OF DELIVERY:

The Contractor shall conduct training on the date (time, day, month, and year) agreed to by the Contractor and the ordering activity.

4.   CANCELLATION AND RESCHEDULING:

a.   The ordering activity will notify the Contractor at least seventy-two (72) hours before the scheduled training date, if a student will be unable to attend. The Contractor will then permit the ordering activity to either cancel the order or reschedule the training at no additional charge. In the event the training class is rescheduled, the ordering activity will modify its original training order to specify the time and date of the rescheduled training class.

b.   In the event the ordering activity fails to cancel or reschedule a training course within the time frame specified in paragraph a, above, the ordering activity will be liable for the contracted dollar amount of the training course. The Contractor agrees to permit the ordering activity to reschedule a student who fails to attend a training class within ninety (90) days from the original course date, at no additional charge.

c.   The ordering activity reserves the right to substitute one student for another up to the first day of class.

d.   In the event the Contractor is unable to conduct training on the date agreed to by the Contractor and the ordering activity, the Contractor must notify the ordering activity at least seventy-two (72) hours before the scheduled training date.

5.   FOLLOW-UP SUPPORT:

Follow-up support is not available under the scope of this contract.

6.   PRICE FOR TRAINING:

The price that the ordering activity will be charged will be the ordering activity purchase price in effect at the time of order placement, or the ordering activity price in effect at the time the training course is conducted, whichever is less.

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7. INVOICES AND PAYMENT:

Invoices for training shall be submitted by the Contractor after ordering activity completion of the training course. Charges for training must be paid in arrears 31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

8. FORMAT AND CONTENT OF TRAINING:

Follow-up support is not available under the scope of this contract.

9. "NO CHARGE" TRAINING:

Not available under the scope of this contract.

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY 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 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 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/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.

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

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

    (1) Cancel the stop-work order; or

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

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

    (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

    (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

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

6. INSPECTION OF SERVICES:

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

7. RESPONSIBILITIES OF THE CONTRACTOR:

    The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 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/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 Ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST:

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

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

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

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

11. INVOICES:

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

12. PAYMENTS:

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

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

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

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

13. RESUMES:

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

14. INCIDENTAL SUPPORT COSTS:

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

15. APPROVAL OF SUBCONTRACTS:

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

16. DESCRIPTION OF IT SERVICES AND PRICING:

A description of the specific Labor Categories and Rate are set forth below.

Labor Categories	CLIENT SITE
	Rates ($/Hr)
Configuration Engineer I	$104.44
Configuration Engineer II	$138.34
Database Specialist II	$109.29
Database Specialist III	$117.70
Document Conversion Specialist IV	$69.06
Document Conversion Specialist V	$110.49
Developer III	$104.09
Developer IV	$132.75
Documentation Specialist II	$111.78
Help Desk Specialist I	$51.70
Network Engineer IV	$110.49
Network Engineer V	$117.40
Office Automation Specialist I	$52.85
Product Consultant I	$251.11
Product Consultant II	$329.59
Principal Network Engineer I	$113.44
Project Manager I	$105.94
Project Manager II	$143.37
Program Manager I	$151.00
Product Certified Subject Matter Expert I	$121.32
Product Certified Subject Matter Expert II	$145.69
Quality Assurance Specialist III	$97.58
Quality Assurance Specialist V	$173.55
Systems Analyst II	$110.48
Subject Matter Expert I	$139.74
Subject Matter Expert II	$160.70

Labor Categories	CLIENT SITE
	Rates ($/Hr)
Subject Matter Expert III	$175.77
Subject Matter Expert IV	$272.74
Technology Specialist II	$111.78
Technology Specialist III	$122.97
Technology Specialist IV	$135.56

IT SERVICES LABOR CATEGORY DESCRIPTIONS

Configuration Engineer I

Minimum/General Experience: Two (2) years of software configuration or configuration management experience (including COTS software configuration management). Familiar with configuration management tools and PCs.

Functional Responsibility: Responsible for assisting in the maintenance of a configuration management environment. Maintains configuration management procedures.

Minimum Education: Bachelor's degree or an equivalent combination of education and training .

Configuration Engineer II

Minimum/General Experience: Three (3) to five (5) years of software configuration or configuration management experience (including COTS software configuration management). Possesses experience in using configuration management tools and PCs.

Functional Responsibility: Defines configuration or configuration management processes. Implements the process(es) and educates others in their use. Oversee testing of applications prior to system integration testing. Works with a combination of technologies.

Minimum Education: Bachelor's degree or an equivalent combination of education and training.

Database Specialist II

Minimum/General Experience: Four (4) years technical experience of which at least one (1) year has been in database administration including formulating and implementing procedures for database management, database performance optimization and security maintenance.

Functional Responsibility: Performs some or all of the following tasks: Establishes procedures for operations of the database and database management system and ensures compliance. Collects data elements and prepares data base specifications. Develops, maintains, and controls the data dictionary. Consults with programmers and users to develop test data to exercise the database and user-applications software. Participates in logical and physical database designs. Maintains control programs required for accessing databases. Maintains, refines/enhances the database and modifies logical relationships, as necessary. Implements procedures for testing the back-up and recovery procedures of automated systems and security and privacy of automated systems. Monitors performance statistics. Performs performance tuning. Prepares reports as required.

Minimum Education: Bachelor's degree or an equivalent combination of education and training.

Database Specialist III

Minimum/General Experience: Five (5) years technical experience of which at least two (2) years have been database development and administration including designing databases, and formulating and implementing procedures for database management, database analysis of performance and security maintenance.

Functional Responsibility: Conducts requirements analysis and establishes sound database designs for large, complex databases in various technologies. Collects data elements and prepares database specifications for data, content, and or image management systems. Prepares reports, as required.

Minimum Education: Bachelor's degree or an equivalent combination of education and training.

Developer III

Minimum/General Experience: Strong technical background to include five (5) - seven (7) years of software/web development, mainframe, and/or imaging experience. A minimum of three (3) years software development, system programming, and/or database development.

Functional Responsibility: Responsible for developing solutions using web browsers; backend servers (including database servers and client-server platforms); operating systems; and image storage and retrieval systems (including COTS solutions). Familiar with software design, programming, flowcharting, and diagramming.

Minimum Education: Bachelor's degree or an equivalent combination of education and training.

Developer IV

Minimum/General Experience: Strong technical background to include five (5) - seven (7) years of software/web development, mainframe, and/or imaging experience. A minimum of three (3) years software development, system programming, and/or database development with one (1) year specialization in a programming language.

Functional Responsibility: Responsible for managing the development of code in a web based software development environment. Contributes to all aspects of building web-based solutions, to include integrations (e.g., web based frontends, COTS, middleware), works with a combination of technologies (e.g., operating systems, server-based computing, relational databases, Web browsers).

Minimum Education: Bachelor's degree or an equivalent combination of education and training.

Document Conversion Specialist IV

Minimum/General Experience: Five (5) years of supervisory experience in a Document Conversion Facility or other related production environment. Possesses competence in all phases of production management techniques including: scheduling, workforce development, and human resources. Possesses knowledge of imaging and document conversion technology.

Functional Responsibility: Manages all aspects of document conversion process, attends client meetings, prepares reports, schedules, meeting minutes and presentations.

Minimum Education: Bachelor's degree or an equivalent combination of education and training.

Document Conversion Specialist V

Minimum/General Experience: Six (6) years of technical experience that includes four (4) years of relevant imaging experience which applies to systems analysis and design techniques for complex imaging systems. Requires competence in all phases of imaging systems analysis techniques, concepts and methods; also requires knowledge of available imaging hardware, systems software, input/output devices, structure and management practices.

Functional Responsibility: Provides support for the design of complex imaging processes (including tools), formulates requirements, advises on alternative approaches and conducts feasibility studies.

Minimum Education: Bachelor's degree or an equivalent combination of education and training.

Documentation Specialist II

Minimum/General Experience: Three (3) years experience, of which at least one (1) year must be specialized. Specialized experience includes: demonstrated experience in editing documents, including technical documents. Demonstrated ability to work independently or under only general direction.

Functional Responsibility: Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

Minimum Education: Bachelor's degree or an equivalent combination of education and training.

Help Desk Specialist I

Minimum/General Experience: One (1) year of experience that includes: knowledge of PCs, networking and email.

Functional Responsibility: Provides phone support to users in the areas of e-mail, directories, standard Windows desktop applications, and developed applications. Serves as the initial point of contact for troubleshooting hardware/software (including imaging systems or processes).

Minimum Education: A HS Diploma and a minimum of one year experience using PCs.

Network Engineer IV

Minimum/General Experience: Eight (8) years technical experience of which include five (5) years of relevant network design engineering and support. Must have extensive experience in the design, engineering and operation of large scale networks. Should have sound knowledge of two or more LAN/WAN protocols. Must be experienced in configuring routers, hubs, firewalls and switches.

Functional Responsibility: Performs some or all of the following: monitors network hardware operations to ensure properly set configuration options; plans implementation of enhancements and upgrades to the network; performs cost/benefit studies of network configurations and recommends enhancements; directs the acquisition, installation and testing of network hardware; advises network users of hardware requirements, configurations and limitations; isolates, resolves or circumnavigates network problems; instructs operations personnel on use of new equipment; initiates and coordinates repair of vendor-owned equipment; maintains contact with vendors during problem restoration and advises customer and management of restoration status.

Minimum Education: Bachelor's degree or an equivalent combination of education and training.

Network Engineer V

Minimum/General Experience: Six (6) years technical experience with Local Area Network (LAN) and Wide Area Network (WAN) and related connectivity. Extensive experience in the design, engineering and operation of large scale networks. Experienced in specifying and configuring network communications devices.

Functional Responsibility: Performs some or all of the following: connects Local Area Networks (LANs) to other networks; leads and oversees the efforts of junior network engineers; reviews plans and designs for implementation of enhancements and upgrades to the network; reviews cost/benefit studies of network configurations and recommends enhancements; oversees the acquisition, installation and testing of network hardware; and/or advises the Project Manager and customer management on network topology, platform selection, architecture alternatives and limitations.

Minimum Education: Bachelor's degree or an equivalent combination of education and training.

Product Certified Subject Matter Expert I

Minimum/General Experience: Up to two (2) years of experience in one or more of AINS' major COTS products (e.g., FOIAXpress, CATXpress, SCANXpress, REDACTXpress). Experience to include requirements analysis, software configuration, or the development of custom training material. Proficiency in written and verbal communications.

Functional Responsibility: Manage and configure COTS application; populate databases with use cases; provides desk-side support to end users; assists in developing training material and user documentation. Maintains a professional relationship with customers and system users.

Minimum Education: High School diploma or GED and AINS Product Certification(s).

Product Certified Subject Matter Expert II

Minimum/General Experience: Up to five (5) years of experience in one or more of AINS' major COTS products (e.g., FOIAXpress, CATXpress, SCANXpress, REDACTXpress). Experience to include requirements analysis, software configuration, or the development of custom training material. Proficiency in written and verbal communications.

Functional Responsibility: Manage and configure COTS application; populates databases with use cases; provides desk-side support to end users; assists in developing training material and user documentation. Maintains a professional relationship with customers and system users.

Minimum Education: High School diploma or GED and AINS Product Certification(s).

Office Automation Specialist I

Minimum/General Experience: Two (2) years technical experience in assisting organizational staff in the use of advanced computing and office automation technology.

Functional Responsibility: Performs some or all of the following: assists staff in the operation of computers and office automation technology; prepares and manages documentation (e.g., procedures, standards manuals) in an efficient manner by leveraging knowledge and experience in hardware, software, and administrative systems; resolves users problems and provides useful information to clients; resolves hardware and software malfunctions; calls vendors for maintenance; maintains logs and records of usage and maintenance; and/or installs desktop software.

Minimum Education: Bachelor's degree or an equivalent combination of education and training.

Principal Network Engineer I

Minimum/General Experience: Four (4) years technical experience of which two (2) years is specialized in designing or integrating networks and systems.

Functional Responsibility: Performs some or all of the following: work closely with the Project Manager to ensure development and analysis remains on time; works with backbones across a variety of networks and operating systems; supports all aspects of electronic mail systems including design, configuration, monitoring, technical support and administration; maintains and supports departmental offices, protocols, and gateways; implements procedures for testing the back-up and recovery procedures of automated systems and security and privacy of automated systems; monitors performance statistics; performs performance tuning; prepares reports as required; develops plans and performs/supervises assignments of substantial variety and complexity; and/or integrates or plans the integration of technology platforms and environments.

Minimum Education: Bachelor's degree or an equivalent combination of education and training.

Product Consultant I

Minimum/General Experience: 6 years of progressive experience in information systems architecture design and implementation, two (2) years of which must be in analysis, requirements specification, and implementation of integrated IT solutions involving in-depth knowledge of specific COTS products.

Functional Responsibility: Provides some or all of the following: high-level support for problem definition, analysis, requirements development, and implementation for logistics and related information systems; makes recommendations and advises on organization-wide system improvements, evaluation and implementation of COTS products, optimization or maintenance efforts for logistics and related information systems in one or more of the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; software; life-cycle management; and software development methodologies.

Minimum Education: Bachelor's degree or an equivalent combination of education and training.

Product Consultant II

Minimum/General Experience: 8 years of progressive experience in information systems architecture design and implementation, three (3) of which must be in analysis, requirements specification, and implementation of integrated IT solutions involving in-depth knowledge of specific COTS products.

Functional Responsibility: Provides some or all of the following: high level technical, managerial, and administrative consulting and guidance on the identification, selection, and implementation of COTS products in selected functional areas; maintains current knowledge of existing and emerging information technology products and solutions and related industry best practices; evaluates the potential impact and cost/benefit of adopting particular COTS products or solutions in light of customer management and technical requirements; understands both business environment and information technology aspects and able to provide leadership to a technology or development team; works closely with customers and users; provides expert liaison with and vendors and supplier; and/or prepares implementation plans, test and acceptance plans, and technology evaluation reports and briefings.

Minimum Education: Bachelor's degree or an equivalent combination of education and training.

Program Manager I

Minimum/General Experience: Fifteen (15) years experience, of which at least ten (10) years must be specialized. Specialized experience includes some or all of the following: project development from inception to deployment, expertise in management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in information systems design and/or management.

Functional Responsibility: Performs some or all of the following: serves as authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer's Representative (COR), government management personnel and customer agency representatives; responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates; and/or responsible for overall contract performance.

Minimum Education: Bachelor's degree or an equivalent combination of education and training.

Project Manager I

Minimum/General Experience: Ten (10) years technical experience in providing management and technical support to all project tasks and personnel.

Functional Responsibility: Performs some or all of the following: serves as the interface with the Government CO and COR in the absence of a senior Project Manager; provides support to the design and engineering of complex systems; responsible for all aspects of project performance including technical, contractual, administrative and financial obligations; manages and supervises personnel involved in all aspects of project activity; organizes and assigns responsibilities to subordinates and oversees the successful completion of all assigned tasks; maintains technical and financial reports to show progress to management and client. Provides support to marketing personnel in identifying new business requirements; and/or ensures the development, maintenance and implementation of a Program Management Plan that guides the performance of all functional activities performed on a project.

Minimum Education: Bachelor's degree or an equivalent combination of education and training.

Project Manager II

Minimum/General Experience: Ten (10) years of technical experience, of which at least five (5) years experience is specialized in some or all of the following: project development from inception to deployment, expertise in technology management, coordination of project resources (e.g., funds, staff, or time) using complex reporting mechanisms; and demonstrated capability in managing multi-task projects. General experience includes increasing responsibilities in information systems design and/or management.

Functional Responsibility: Performs some or all of the following: serves as the interface with the Government CO and COR in the absence of senior staff; manages the technical requirements and implementation efforts for complex systems; assists with coordination of contractual, administrative and financial controls; and/or maintains technical status and project status reports.

Minimum Education: Bachelor's degree or an equivalent combination of education and training.

Quality Assurance Specialist III

Minimum/General Experience: Ten (10) years experience managing or performing software engineering activities, of which at least eight (8) years must be specialized. General experience includes increasing responsibilities in software engineering activities and knowledgeable of applicable standards.

Functional Responsibility: Performs some or all of the following: analyzes and studies complex system requirements; designs software tools and subsystems to support software reuse and domain analyses and manages their implementation; manages software development and support using formal specifications, data flow diagrams, and other accepted design techniques; reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques; and/or supervises software configuration management and testing.

Minimum Education: Bachelor's degree or an equivalent combination of education and training.

Quality Assurance Specialist V

Minimum/General Experience: Ten (10) years of software experience of which four (4) years is in software testing. PC experience is required.

Functional Responsibility: Performs some or all of the following: responsible for managing and executing the processes used for both configuration and system testing; manage testing teams and oversee testing of all applications; performs or assists with system integration testing; performs independent verification and validation (IV&V) services; provide written documentation; and/or performs quality assurance on solutions using a combination of technologies and platforms.

Minimum Education: Bachelor's degree or an equivalent combination of education and training.

Subject Matter Expert I

Minimum/General Experience: One (1) to three (3) years experience in COTS products, product administration, and PCs. Proficient in written and verbal communications, interpersonal skills and problem solving techniques.

Functional Responsibility: Performs some or all of the following: manages and configures COTS applications; installs and configures systems; develops and maintains catastrophic recovery procedures and application upgrade plans; supports information security initiatives; and/or provides support for government programs (e.g., information security and assurance, privacy, open government, technology transfer, business case), develops policy, conducts independent analysis or evaluation, and provides reports.

Minimum Education: Bachelor's degree or an equivalent combination of education and training.

Subject Matter Expert II

Minimum/General Experience: Five (5) years technology experience of which two (2) years experience is in a specific field of expertise (e.g., in COTS software, enterprise solutions, technical platforms, legislation, standard or methodology). Experienced in the analysis, design, development, security, privacy or administration of information technology systems, applications, or packaged products and solutions.   Proficient in written and verbal communications. Strong interpersonal skills and problem solving experience.

Functional Responsibility: Performs some or all of the following: manages and configures COTS application(s); installs and configures technical platforms and systems; develops and maintains catastrophic recovery procedures and application upgrades; develops and maintains enterprise architecture; and/or provides consulting services for government programs (e.g., information security and assurance, privacy, open government, and technology transfer, business case), , develops policy, conducts independent analysis or evaluation, and provides reports.

Minimum Education: Bachelor's degree or an equivalent combination of education and training.

Subject Matter Expert III

Minimum/General Experience: Six (6) years technology experience of which two (2) years experience in the specific field of expertise (e.g., in COTS software, enterprise solutions, technical platforms). Experienced in the analysis, design, development, security, privacy or administration of information technology systems, applications, or packaged products and solutions.   Proficient in written and verbal communication. Strong interpersonal skills and problem solving experience.

Functional Responsibility: Performs some or all of the following: serves as a technology expert in the architecture and development of large systems requiring state-of-the-art technology that is based on complex engineering techniques and/or processes; provides expert, independent services and leadership in specialized technical areas; leverages expertise and specialization in products, functional areas (e.g., Enterprise Architecture, document and records management, Earned Value Management, financial management, system administration), or IT solutions (e.g., planning, design, development, maintenance, catastrophic recovery, upgrades) or information security (C&A, risk management), or compliance (policy and law); demonstrates progressive accomplishments as an expert in large and complex information technology systems implementations; and/or leverages expertise in multiple information technology platforms and integration of diverse architectures. Works independently or under general direction.

Minimum Education: Bachelor's degree or an equivalent combination of education and training.

Subject Matter Expert IV

Minimum/General Experience: Strong technical background to include: Seven (7) years technology experience of which three (3) years experience in the specific field of expertise (e.g., in COTS software, enterprise solutions, technical platforms). Experienced in the analysis, design, development, security, privacy or administration of information technology systems, applications, data architectures, enterprise architecture, or packaged products and solutions.   Proficient in written and verbal communications ion. Strong interpersonal skills and problem solving experience.

Functional Responsibility: Performs some or all of the following: serves as a technology expert in the architecture and development of large systems requiring state-of-the-art technology that is based on complex engineering techniques and/or processes; provides expert, independent services and leadership in specialized technical areas; leverages expertise and specialization in products, functional areas (e.g., Enterprise Architecture, document and records management, Earned Value Management, financial management, administration of systems), or IT solutions (e.g., planning, design, development, maintenance, catastrophic recovery, upgrades), or information security (C&A, risk management), or compliance (policy and law); demonstrates progressive accomplishments as an expert in large and complex information technology systems implementations; and/or leverages expertise in multiple information technology platforms and integration of diverse architectures. Works independently or under general direction.

Minimum Education: Bachelor's degree or an equivalent combination of education and training.

Systems Analyst II

Minimum/General Experience: Eight (8) years technical experience in performing complex systems analysis using both standard and non-standard analysis, design and evaluation methods.

Functional Responsibility: Performs some or all of the following: provides programming and technical leadership in determining/support customer requirements for major operational systems; directs lower level System Analyst(s) in establishing the framework for new automated systems from the conduct of feasibility studies to post-implementation evaluation of COTS implementation and developing integrated systems; advises policy making officials on system designs and technology forecasts; performs security analysis; performs data privacy analysis; plans, conducts, and directs systems projects; analyzes and evaluates existing or proposed systems and devises computer systems to process data and maintain compliance with standards, policy and laws; prepares detailed program specifications and flowcharts, and/or conducts continuing review of computer technology development.

Minimum Education: Bachelor's degree or an equivalent combination of education and training.

Technology Specialist II

Minimum/General Experience: Certified in area of specialty and possesses over 5 years of technical experience with a minimum of two (2) years in a specialized area. Experienced in full IT life cycle from requirements analysis and planning, to testing, implementation and user support.

Functional Responsibility: Performs some or all of the following: supports Information Technology design and engineering, systems integration, configuration management, network and application support; software testing, software packaging or deployment, IV&V, data and platform migration, and/or information systems and personnel security support.

Minimum Education: Bachelor's degree or an equivalent combination of education and training.

Technology Specialist III

Minimum/General Experience: Certified in area of specialty and possesses over 10 years of technical experience with a minimum of three (3) years in a specialized area. Experienced in full IT life cycle from requirements analysis and planning, to testing, implementation and user support.

Functional Responsibility: Performs some or all of the following: supports Information Technology design and engineering, systems integration, configuration management, network and application support; software testing, software packaging or deployment, IV&V, data and platform migration, and/or information systems and personnel security support; and/or provides project status and progress reports.

Minimum Education: Bachelor's degree or an equivalent combination of education and training.

Technology Specialist IV

Minimum/General Experience: Possesses over 10 years of technical experience with a minimum of four (4) years in a specialized area. Experienced in full IT life cycle from requirements analysis and planning, to testing, implementation and user support.

Functional Responsibility: Performs some or all of the following: supports Information Technology design and engineering, systems integration, configuration management, network and application support; information systems and personnel security support; software testing, software packaging or deployment, IV&V, data and platform migration, and/or coordinates activities with multiple government locations.

Minimum Education: Bachelor's degree or an equivalent combination of education and training.

EXPERIENCE & DEGREE SUBSTITUTION

The above describes the functional responsibilities and education and experience requirements for each labor category. These requirements are a guide to the types of experience and educational background of typical personnel in each labor category.

Education and experience may be substituted for each other. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional credentials, and vocational technical training may be substituted for experience or education.

Degree/Experience Equivalency

Requirement	Equivalency
MS Degree	BS + 4 yrs. Experience, or Certification + 5 yrs. Experience
BS Degree	Certification + 1 year additional experience, or 4 additional years experience
Associates Degree	More than one certification + 2 years additional experience, or 4 additional years experience
Certification	2 years experience
2 years experience	Certification

**TERMS AND CONDITIONS APPLICABLE TO
AUTHENTICATION PRODUCTS AND SERVICES
(SPECIAL ITEM NUMBER 132-62)**

1. ORDER

a.   Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering authentication products and 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.

c.   When placing an order, ordering activities may deal directly with the contractor or ordering activities may send the requirement to the Program Management Office to received assisted services for a fee.

2. 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 the Services under SINs 132-60 A-E, 132-61 and 132-62 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.

3. 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.

4.   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 (MAY 2001) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

5.   RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

6.   INDEPENDENT CONTRACTOR

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

7.   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.

8.   INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for products and/or 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.

9.   PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract.

10.   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.

11.   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.

12.   DESCRIPTION OF AUTHENTICATION PRODUCTS, SERVICES AND PRICING

a.   The Contractor shall provide a description of each type of Authentication Product and Service offered under Special Item Numbers 132-62. Authentication Products and Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. .

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

c.   For Special Item Number 132-62, HSPD-12 Product and Service Components:

i.   Bundled equipment pricing is requested for the following product components:
- enrollment and registration products,
- PIV card management and production products,
- PIV card activation and
- finalization products.

ii.   Seat pricing is requested for the following service components offered as managed services:
-       enrollment and registration services,
-       PIV card management and production services,
-       PIV card activation and
-       finalization services.

iii.   Bundled equipment categories, managed service categories and the requirements for bundled equipment and managed service Qualification Requirements are presented at the website: http://www.idmanagement.gov.

Part no	LABOR CATEGORY	CLIENT SITE
		Rates ($/Hr)
SPM I	Security Program Manager I	$141.33
STS II	Security Technology Specialist II	$106.55
SDC IV	Security Document Conversion Specialist IV	$61.46

AINS SIN 132-62 LABOR CATEGORIES

SECURITY PROGRAM MANAGER I

Minimum/General Experience: Fifteen (15) years experience, of which at least ten (10) years must be specialized. Specialized experience includes: project development from inception to deployment, expertise in management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in information systems design and/or management. Must provide services related to management of personnel identity verification, enrollment and/or PIV credential issuance. Additionally, personnel identify verification (validation of identity source documents), enrollment functions (solicitation of and/or verification of presented personally identifiable information to support/proof identity), issuance of PIV credentials, or management of the PIV credentials for physical and logical access to Federal facilities and information systems.

Functional Responsibility: Serves as authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Coordinates HSPD-12 processes and interfaces with internal governmental staff responsible for HSPD-12 Program Office support and OMB reporting. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Responsible for overall contract performance.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or related experience.

SECURITY TECHNOLOGY SPECIALIST II

Minimum/General Experience: Must have over 5 years of information assurance or information security support experience with a minimum of 2 years within specialized area. Experience with full IT Life Cycle from requirements analysis and planning, to testing, implementation and user support. Must provide services related to personnel identity verification, enrollment and/or PIV credential issuance

Functional Responsibility: Security infrastructure design and engineering, deployment, integration, configuration management (infrastructure), and network and application development/testing. Additionally, personnel identity verification (validation of identity source documents), enrollment functions (solicitation of and/or verification of presented personally identifiable information to support/proof identity), issuance of PIV credentials, or management of the PIV credentials for physical and logical access to Federal facilities and information systems.

Minimum Education: BS degree or equivalent experience.

SECURITY DOCUMENTATION SPECIALIST IV

Minimum/General Experience: Five (5) years experience in handling documentation related to information security or information technology related processes. Must provide services related to personnel identity verification, enrollment and/or PIV credential issuance. Additionally, personnel identify verification (validation of identity source documents), enrollment functions (solicitation of and/or verification of presented personally identifiable information to support/proof identity), issuance of PIV credentials, or management of the PIV credentials for physical and logical access to Federal facilities and information systems.

Functional Responsibility: Manages information security or information technology documentation as required by applicable laws, procedures or compliance requirements. Logs activities, processes related documents, attends client meetings, prepares reports and meeting minutes, and schedules meetings and presentations.

Minimum Education: Associates degree or equivalent experience.

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

1. PREAMBLE:

Contractor provides commercial products and services to the 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.

2. COMMITMENT:

a. To actively seek and partner with small businesses.

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

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

d. 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.

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

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

g. 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 the Contractor.

SUGGESTED FORMATS FOR BLANKET PURCHASE AGREEMENTS

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE
(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act __(Ordering Activity)__ and __(Contractor)__ 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 ordering activity that works better and costs less.

Signatures

_____
Ordering Activity   Date

_____
Contractor   Date

(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 <u>(Ordering Activity)</u>:

(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/PART NUMBER   ***SPECIAL BPA DISCOUNT/PRICE**

(2) Delivery:

DESTINATION   **DELIVERY SCHEDULE/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.

Note: Purchase of Annual Subscription Service Required for First Year of Product Use.

Model Number	Product Name	Description	GSA Price	SIN
AINS29-PS-AAA-10	Maintenance-Technical Support Service	10 incidents/Next day response via telephone, email and/or text	$1,000	132-34
AINS29-PS-AAA-PC	Maintenance-Technical Support Service	Technical support, per call	$151	132-34
AINS29-PS-AAA-HR	Maintenance-Technical Support Service	Hourly technical Support	$166	132-34
AINS05-EC-AAA-24	eCase Product	eCase Product, 1-24 users (Price per user)	$2,962	132-33
AINS05-EC-AAA-99	eCase Product	eCase Product, 25-99 users (Price per user)	$2,539	132-33
AINS05-EC-AAA-499	eCase Product	eCase Product, 100-499 users (Price per user)	$2,055	132-33
AINS05-EC-AAA-999	eCase Product	eCase Product, 500-999 users (Price per user)	$1,542	132-33
AINS05-EC-AAA-1000+	eCase Product	eCase Product, 1000+users (Price per user)	$1,028	132-33
AINS05-EC-AMS-24	eCase Annual Maintenance Subscription	eCASE Annual Maintenance Subscription, 1-24 users (Price per user)	$533	132-33
AINS05-EC-AMS-99	eCase Annual Maintenance Subscription	eCASE Annual Maintenance Subscription, 25-99 users (Price per user)	$457	132-33
AINS05-EC-AMS-499	eCase Annual Maintenance Subscription	eCASE Annual Maintenance Subscription, 100-499 users (Price per user)	$370	132-33
AINS05-EC-AMS-999	eCase Annual Maintenance Subscription	eCASE Annual Maintenance Subscription, 500-999 users (Price per user)	$277	132-33
AINS05-EC-AMS-1000+	eCase Annual Maintenance Subscription	eCASE Annual Maintenance Subscription, 1000+ users (Price per user)	$185	132-33
AINS24-SF-AAA-1	Strike Force	Strike Force Level 1 - 200 hours; Rapid deployment of configuration, problem resolution, installation, and data migration for COTS Products.	$25,000	132-33
AINS08-DV-AAA-5	DocViewer Product	DocViewer Product, 1-5 users (Price per user)	$1,995	132-33
AINS08-DV-AAA-24	DocViewer Product	DocViewer Product, 6-24 users (Price per user)	$1,695	132-33
AINS08-DV-AAA-99	DocViewer Product	DocViewer Product, 25-99 users (Price per user)	$1,295	132-33
AINS08-DV-AAA-100+	DocViewer Product	DocViewer Product, 100+ users (Price per user)	$995	132-33
AINS08-DV-AMS-5	DocViewer Annual Maintenance Subscription	DocViewer Annual Maintenance Subscription, 1-5 users (Price per user)	$359	132-33
AINS08-DV-AMS-24	DocViewer Annual Maintenance Subscription	DocViewer Annual Maintenance Subscription, 6-24 users (Price per user)	$305	132-33
AINS08-DV-AMS-99	DocViewer Annual Maintenance Subscription	DocViewer Annual Maintenance Subscription, 25-99 users (Price per user)	$233	132-33
AINS08-DV-AMS-100+	DocViewer Annual Maintenance Subscription	DocViewer Annual Maintenance Subscription, 100+ users (Price per user)	$179	132-33
AINS23-ES-AAA-4	FOIAXpress Electronic Signature	Electronic Signature Module 1-4 users	$1,511	132-33
AINS23-ES-AMS-4	Electronic Signature Annual Subscription Service	Electronic Signature Module Annual Maintenance Subscription 1-4 users	$272	132-34
AINS23-ES-AAA-24	FOIAXpress Electronic Signature	Electronic Signature Module 5-24 users	$1,058	132-33
AINS23-ES-AMS-24	Electronic Signature Annual Subscription Service	Electronic Signature Module Annual Maintenance Subscription 5-24 users	$190	132-34
AINS23-ES-AAA-49	FOIAXpress Electronic Signature	Electronic Signature Module 25-49 users	$907	132-33
AINS23-ES-AMS-49	Electronic Signature Annual Subscription Service	Electronic Signature Module Annual Maintenance Subscription 25-49 users	$163	132-34
AINS23-ES-AAA-99	FOIAXpress Electronic Signature	Electronic Signature Module 50-99 users	$756	132-33
AINS23-ES-AMS-99	Electronic Signature Annual Subscription Service	Electronic Signature Module Annual Maintenance Subscription 50-99 users	$136	132-34

Note: Purchase of Annual Subscription Service Required for First Year of Product Use.

Model Number	Product Name	Description	GSA Price	SIN
AINS23-ES-AAA-199	FOIAXpress Electronic Signature	Electronic Signature Module 100-199 users	$453	132-33
AINS23-ES-AMS-199	Electronic Signature Annual Subscription Service	Electronic Signature Module Annual Maintenance Subscription 100-199 users	$82	132-34
AINS23-ES-AAA-200+	FOIAXpress Electronic Signature	Electronic Signature Module 200+ users	$302	132-33
AINS23-ES-AMS-200+	Electronic Signature Annual Subscription Service	Electronic Signature Module Annual Maintenance Subscription 200+ users	$54	132-34
AINS22-PG-AAA	Pay.Gov Connector	Pay.Gov Connector	$15,000	132-33
AINS22-PG-AMS	Pay.Gov Connector Annual Maintenance Subscription	Pay.Gov Connector Annual Maintenance Subscription	$2,700	132-33
AINS21-RM-AAA	Records Management Connector	Records management connector	$27,204	132-33
AINS21-RM-AMS	Records Management Connector Annual Maintenance Subscription	Records management connector. Annual Maintenance Subscription	$4,897	132-33
AINS20-DM-CONN	DM Connector Module	Document Management Connector Module	$27,204	132-33
AINS20-DM-CONN-AMS	DM Connector Module Annual Maintenance Subscription	Document Management Connector Module Annual Maintenance Subscription	$4,897	132-33
AINS-FXFT-1MASS	Annual Software Maintenance Subscription Service	Annual Maintenance Subscription Service - New Releases, Bug Fixes, Standard Phone Support (up to 5 unique IT calls). GSA prices of software x 0.18. (Price is annual fee per user GSA license price)		132-34
AINS29-PS-AAA-UID	Maintenance-Gold Technical Support Service	Gold Support: Unlimited incidents, next business day on-site response. Price per user, minimum 10 users. Price = GSA price of Software x 0.30. See labor table for on-site billable rate for applicable subject matter expert.		132-34
AINS29-PS-AAA-UI4	Maintenance-Platinum Technical Support Service	Platinum Support: Unlimited incidents, 4 hour response, next business day On-Site response. Price per user, minimum 10 users. Price = GSA price of Software x 0.38. See labor table for on-site billable rate for applicable subject matter expert		132-34
AINS29-PS-AAA-5	AINS Technical Support Services	5 incidents, next day response via telephone, email and/or text	$500	132-34
AINS29-PS-AAA-20	AINS Technical Support Services	20 incidents, next day response via telephone, email and/or text	$1,500	132-34
AINS04-PA-AAA-5	Public Access Link (PAL)	Public Access Link (PAL), 1-5 users	$5,000	132-33
AINS04-PA-AAA-10	Public Access Link (PAL)	Public Access Link (PAL), 6-10 users	$10,000	132-33
AINS04-PA-AAA-15	Public Access Link (PAL)	Public Access Link (PAL), 11-15 users	$15,000	132-33
AINS04-PA-AAA-20	Public Access Link (PAL)	Public Access Link (PAL), 16-20 users	$20,000	132-33
AINS04-PA-AAA-20+	Public Access Link (PAL)	Public Access Link (PAL), 21+ users	$25,000	132-33
AINS04-PA-AMS-5	Public Access Link (PAL) Annual Maintenance Subscription	Public Access Link (PAL) Annual Maintenance Subscription, 1-5 users	$900	132-33
AINS04-PA-AMS-10	Public Access Link (PAL) Annual Maintenance Subscription	Public Access Link (PAL) Annual Maintenance Subscription, 6-10 users	$1,800	132-33
AINS04-PA-AMS-15	Public Access Link (PAL) Annual Maintenance Subscription	Public Access Link (PAL) Annual Maintenance Subscription, 11-15 users	$2,700	132-33

Note: Purchase of Annual Subscription Service Required for First Year of Product Use.

Model Number	Product Name	Description	GSA Price	SIN
AINS04-PA-AMS-20	Public Access Link (PAL) Annual Maintenance Subscription	Public Access Link (PAL) Annual Maintenance Subscription, 16-20 users	$3,600	132-33
AINS04-PA-AMS-20+	Public Access Link (PAL) Annual Maintenance Subscription	Public Access Link (PAL) Annual Maintenance Subscription, 21+ users	$4,500	132-33
AINS01-FX-AAA-4	FOIAXpress Perpetual	FOIAXpress Web Based 1-4 users, per user	$8,910	132-33
AINS01-FX-AMS-4	FOIAXpress Annual Maintenance Subscription Service	FOIAXpress Web Based Annual Maintenance Subscription 1-4 users, per user	$1,604	132-34
AINS01-FX-AAA-24	FOIAXpress - Perpetual	FOIAXpress Web Based 5-24 users, per user	$7,930	132-33
AINS01-FX-AMS-24	FOIAXpress Annual Maintenance Subscription Service	FOIAXpress Web Based Annual Maintenance Subscription 5-24 users, per user	$1,427	132-34
AINS01-FX-AAA-49	FOIAXpress - Perpetual	FOIAXpress Web Based 25-49 users, per user	$6,950	132-33
AINS01-FX-AMS-49	FOIAXpress Annual Maintenance Subscription Service	FOIAXpress Web Based Annual Maintenance Subscription 25-49 users, per user	$1,251	132-34
AINS01-FX-AAA-99	FOIAXpress - Perpetual	FOIAXpress Web Based 50-99 users, per user	$4,371	132-33
AINS01-FX-AMS-99	FOIAXpress Annual Maintenance Subscription Service	FOIAXpress Web Based Annual Maintenance Subscription 50-99 users, per user	$787	132-34
AINS01-FX-AAA-199	FOIAXpress - Perpetual	FOIAXpress Web Based 100-199 users, per user	$3,263	132-33
AINS01-FX-AMS-199	FOIAXpress Annual Maintenance Subscription Service	FOIAXpress Web Based Annual Maintenance Subscription 100-199 users, per user	$588	132-34
AINS01-FX-AAA-200+	FOIAXpress - Perpetual	FOIAXpress Web Based 200+ users, per user	$2,262	132-33
AINS01-FX-AMS-200+	FOIAXpress Annual Maintenance Subscription Service	FOIAXpress Web Based Annual Maintenance Subscription 200+ users, per user	$407	132-34
AINS03-RX-AAA-24	REDACTXpress Remote Client (Twain)	REDACTXpress 1-24 users (price is per user)	$550	132-33
AINS03-RX-AMS-24	REDACTXpress Annual Maintenance Subscription Service (Twain)	REDACTXpress Annual Maintenance Subscription 1-24 users (Price is per user)	$99	132-34
AINS03-RX-AAA-99	REDACTXpress Remote Client (Twain)	REDACTXpress 25-99 users (price is per user)	$505	132-33
AINS03-RX-AMS-99	REDACTXpress Annual Maintenance Subscription Service (Twain)	REDACTXpress Annual Maintenance Subscription 25-99 users (Price is per user)	$91	132-34
AINS03-RX-AAA-499	REDACTXpress Remote Client (Twain)	REDACTXpress 100-499 users (price is per user)	$453	132-33
AINS03-RX-AMS-499	REDACTXpress Annual Maintenance Subscription Service (Twain)	REDACTXpress Annual Maintenance Subscription 100-499 users (Price is per user)	$82	132-34
AINS03-RX-AAA-999	REDACTXpress Remote Client (Twain)	REDACTXpress 500-999 users (price is per user)	$378	132-33
AINS03-RX-AMS-999	REDACTXpress Annual Maintenance Subscription Service (Twain)	REDACTXpress Annual Maintenance Subscription 500-999 users (Price is per user)	$68	132-34
AINS03-RX-AAA-1000+	REDACTXpress Remote Client (Twain)	REDACTXpress 1000+ users (price is per user)	$275	132-33
AINS03-RX-AMS-1000+	REDACTXpress Annual Maintenance Subscription Service (Twain)	REDACTXpress Annual Maintenance Subscription 1000+ users (Price is per user)	$50	132-34

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Note: Purchase of Annual Subscription Service Required for First Year of Product Use.

Model Number	Product Name	Description	GSA Price	SIN
AINS03-RXS-AAA-24	REDACTxpress Remote Client (Isis + Twain)	REDACTXpress (Isis + Twain) 1-24 users (Price is per user)	$665	132-33
AINS03-RXS-AMS-24	REDACTXpress Annual Maintenance Subscription Service	REDACTXpress (Isis + Twain) Annual Maintenance Subscription 1-24 users (Price is per user)	$120	132-34
AINS03-RXS-AAA-99	REDACTxpress Remote Client (Isis + Twain)	REDACTXpress (Isis + Twain) 25-99 users (Price is per user)	$605	132-33
AINS03-RXS-AMS-99	REDACTXpress Annual Maintenance Subscription Service	REDACTXpress (Isis + Twain) Annual Maintenance Subscription 25-99 users (Price is per user)	$109	132-34
AINS03-RXS-AAA-499	REDACTxpress Remote Client (Isis + Twain)	REDACTXpress (Isis + Twain) 100-499 users (Price is per user)	$544	132-33
AINS03-RXS-AMS-499	REDACTXpress Annual Maintenance Subscription Service	REDACTXpress (Isis + Twain) Annual Maintenance Subscription 100-499 users (Price is per user)	$98	132-34
AINS03-RXS-AAA-999	REDACTxpress Remote Client (Isis + Twain)	REDACTXpress (Isis + Twain) 500-999 users (Price is per user)	$469	132-33
AINS03-RXS-AMS-999	REDACTXpress Annual Maintenance Subscription Service	REDACTXpress (Isis + Twain) Annual Maintenance Subscription 500-999 users (Price is per user)	$85	132-34
AINS03-RXS-AAA-1000+	REDACTxpress Remote Client (Isis + Twain)	REDACTXpress (Isis + Twain) 1000+ users (Price is per user)	$378	132-33
AINS03-RXS-AMS-1000+	REDACTXpress Annual Maintenance Subscription Service	REDACTXpress (Isis + Twain) Annual Maintenance Subscription 1000+ users (Price is per user)	$68	132-34
AINS03-RXS-AO-24	REDACTxpress Remote Client (for Adobe ONLY)	REDACTXpress (for Adobe ONLY) 1-1,000+ users (Price is per user)	$150	132-33
AINS03-RXS-AOS-24	REDACTXpress (for Adobe ONLY) Annual Maintenance Subscription Service	REDACTXpress (for Adobe ONLY) Annual Maintenance Subscription 1-1,000+ users (Price is per user)	$27	132-34
AINS09-SY-AAA-A-5	System 311 Asset	System 311 Product, Asset, 1-5 users (Price is per user)	$2,267	132-33
AINS09-SY-AAA-A-10	System 311 Asset	System 311 Product, Asset, 6-10 users (Price is per user)	$1,889	132-33
AINS09-SY-AAA-A-25	System 311 Asset	System 311 Product, Asset, 11-25 users (Price is per user)	$1,511	132-33
AINS09-SY-AAA-A-25+	System 311 Asset	System 311 Product, Asset, 25+ users (Price is per user)	$1,247	132-33
AINS09-SY-AAA-C-5	System 311 Complaint	System 311 Product, Complaint, 1-5 users (Price is per user)	$2,267	132-33
AINS09-SY-AAA-C-10	System 311 Complaint	System 311 Product, Complaint, 6-10 users (Price is per user)	$1,889	132-33
AINS09-SY-AAA-C-25	System 311 Complaint	System 311 Product, Complaint, 11-25 users (Price is per user)	$1,511	132-33
AINS09-SY-AAA-C-25+	System 311 Complaint	System 311 Product, Complaint, 25+ users (Price is per user)	$1,247	132-33
AINS09-SY-AAA-WC-10	System 311 Wireless	System 311 Wireless Connector, 10 devices	$4,534	132-33
AINS09-SY-AAA-WO-5	System 311 Work Order	System 311 Work Order, 1-5 users (Price is per user)	$2,267	132-33
AINS09-SY-AAA-WO-10	System 311 Work Order	System 311 Work Order, 6-10 users (Price is per user)	$1,889	132-33
AINS09-SY-AAA-WO-25	System 311 Work Order	System 311 Work Order, 11-24 users (Price is per user)	$1,511	132-33

Note: Purchase of Annual Subscription Service Required for First Year of Product Use.

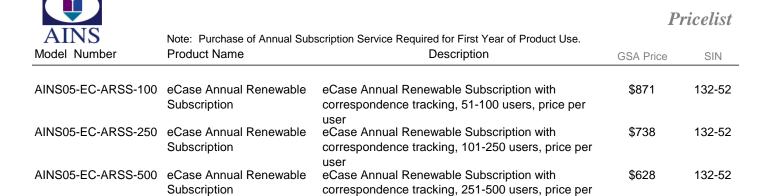| Model Number	Product Name	Description	GSA Price	SIN
AINS09-SY-AAA-WO-25+	System 311 Work Order	System 311 Work Order, 25+ users (Price is per user)	$1,247	132-33
AINS09-SY-AMS-A-5	311 Product, Asset Annual Maintenance Subscription	311 Product, Asset Annual Maintenance Subscription, 1-5 users, Asset (Price per user)	$408	132-33
AINS09-SY-AMS-A-10	311 Product, Asset Annual Maintenance Subscription	311 Product, Asset Annual Maintenance Subscription, 6-10 users, Asset (Price per user)	$340	132-33
AINS09-SY-AMS-A-25	311 Product, Asset Annual Maintenance Subscription	311 Product, Asset Annual Maintenance Subscription, 11-25 users, Asset (Price per user)	$272	132-33
AINS09-SY-AMS-A-25+	311 Product, Asset Annual Maintenance Subscription	311 Product, Asset Annual Maintenance Subscription, 25+ users, Asset (Price per user)	$224	132-33
AINS09-SY-AMS-C-5	311 Product, Complaint Annual Maintenance Subscription	311 Product, Complaint Annual Maintenance Subscription, 1-5 users, Complaint (Price per user)	$408	132-33
AINS09-SY-AMS-C-10	311 Product, Complaint Annual Maintenance Subscription	311 Product, Complaint Annual Maintenance Subscription, 6-10 uses, Complaint (Price per user)	$340	132-33
AINS09-SY-AMS-C-24	311 Product, Complaint Annual Maintenance Subscription	311 Product, Complaint Annual Maintenance Subscription, 11-24 users, Complaint (Price per user)	$272	132-33
AINS09-SY-AMS-C-25+	311 Product, Complaint Annual Maintenance Subscription	311 Product, Complaint Annual Maintenance Subscription, 25+ users, Complaint (Price per user)	$224	132-33
AINS09-SY-GISC	System 311 GIS (ESRI) Connector	System 311 GIS (ESRI) Connector (Price is per user)	$15,416	132-33
AINS09-SY-GISC-AMS	311 GIS (ESRI) Connector Annual Maintenance Subscription	311 GIS (ESRI) Connector	$2,775	132-33
AINS09-SY-WC-AMS	311 Wireless connector Annual Maintenance Subscription	System 311 Wireless conn., 10 devices	$907	132-33
AINS09-SY-AMS-WO-5	311 Work Order Annual Maintenance Subscription	311 Work Order Annual Maintenance Subscription, 1-5 users, Work Order (Price per user)	$525	132-33
AINS09-SY-AMS-WO-10	311 Work Order Annual Maintenance Subscription	311 Work Order Annual Maintenance Subscription, 6-10 users, Work Order (Price per user)	$378	132-33
AINS09-SY-AMS-WO-25	311 Work Order Annual Maintenance Subscription	311 Work Order Annual Maintenance Subscription, 11-24 users, Work Order (Price per user)	$302	132-33
AINS09-SY-AMS-WO-25+	311 Work Order Annual Maintenance Subscription	311 Work Order Annual Maintenance Subscription, 25+ users, Work Order (Price per user)	$249	132-33
AINS07-SX-AAA	SCANXpress Scanning Module	SCANXpress Scanning Module	$5,743	132-33
AINS07-SX-AMS	SCANXpress Annual Maintenance Subscription Service	SCANXpress Annual Maintenance Subscription	$1,034	132-34
AINS10-AX-AAA	AXRLib Product	Report writing library to connect to various data sources.	$19,995	132-33
AINS10-AX-AMS	AXRLib Annual Maintenance Subscription	Report writing library to connect to various data sources. Annual Maintenance Subscription.	$9,995	132-33
AINS11-PX-AAA	PortalXpress Product	Dashboard for organizing and presenting data in a graphical manner	$7,995	132-33

Note: Purchase of Annual Subscription Service Required for First Year of Product Use.

Model Number	Product Name	Description	GSA Price	SIN
AINS11-PX-AMS	PortalXpress Annual Maintenance Subscription	Dashboard for organizing and presenting data in a graphical manner. Annual Maintenance Subscription.	$1,439	132-33
AINS12-PL-AAA	PALXLib Product	Library to build easy access to data from outside firewall	$19,995	132-33
AINS12-PL-AMS	PALXLib Annual Maintenance Subscription	Library to build easy access to data from outside firewall. Annual Maintenance Subscription.	$3,599	132-33
AINS30-TG-DAY	Training	Training for 1-10, User Manuals and hands on training at AINS Headquarters or at the client site. If training not at AINS HQ, client will supply training facilities and equipment. Additional fees for travel and expenses outside of Metropolitan Area. Price is per class per day.	$300	132-50
AINS30-TG-HAF	Training	Training for 1-5, User Manuals and hands on training at AINS Headquarters or at the client site. If training not at AINS HQ, client will supply training facilities and equipment. Additional fees for travel and expenses outside of Metropolitan Area. Half Day class. (Price is per person per class per half day)	$133	132-50
AINS30-TG-CUS	Customized Training, AINS Site	Customized training or refresher training. Cost is per day, per person at AINS site. Minimum six (6) students per class.	$300	132-50
CE110	IT Professional Services	Configuration Engineer I	$104.44	132-51
CE120	IT Professional Services	Configuration Engineer II	$138.34	132-51
DB120	IT Professional Services	Database Specialist II	$109.29	132-51
DB130	IT Professional Services	Database Specialist III	$117.70	132-51
DC140	IT Professional Services	Document Conversion Specialist IV	$69.06	132-51
DC150	IT Professional Services	Document Conversion Specialist V	$110.49	132-51
DE130	IT Professional Services	Developer III	$104.09	132-51
DE140	IT Professional Services	Developer IV	$132.75	132-51
DS120	IT Professional Services	Documentation Specialist II	$111.78	132-51
HD110	IT Professional Services	Help Desk Specialist I	$51.70	132-51
NE140	IT Professional Services	Network Engineer IV	$110.49	132-51
NE150	IT Professional Services	Network Engineer V	$117.40	132-51
OA110	IT Professional Services	Office Automation Specialist I	$52.85	132-51
PD110	IT Professional Services	Product Consultant I	$251.11	132-51
PD120	IT Professional Services	Product Consultant II	$329.59	132-51
PE110	IT Professional Services	Principal Network Engineer I	$113.44	132-51
PM110	IT Professional Services	Project Manager I	$105.94	132-51
PM120	IT Professional Services	Project Manager II	$143.37	132-51
PP110	IT Professional Services	Program Manager I	$151.00	132-51
PS110	IT Professional Services	Product Certified Subject Matter Expert I	$121.32	132-51
PS120	IT Professional Services	Product Certified Subject Matter Expert II	$145.69	132-51
QA130	IT Professional Services	Quality Assurance Specialist III	$97.58	132-51
QA150	IT Professional Services	Quality Assurance Specialist V	$173.55	132-51
SA120	IT Professional Services	Systems Analyst II	$110.48	132-51
SM110	IT Professional Services	Subject Matter Expert I	$139.74	132-51
SM120	IT Professional Services	Subject Matter Expert II	$160.70	132-51
SM130	IT Professional Services	Subject Matter Expert III	$175.77	132-51
SM140	IT Professional Services	Subject Matter Expert IV	$272.74	132-51
TS120	IT Professional Services	Technology Specialist II	$111.78	132-51
TS130	IT Professional Services	Technology Specialist III	$122.97	132-51
TS140	IT Professional Services	Technology Specialist IV	$135.56	132-51

Note: Purchase of Annual Subscription Service Required for First Year of Product Use.

Model Number	Product Name	Description	GSA Price	SIN
SPM I	HSPD-12 Services	Security Program Manager I	$141.33	132-62
STS II	HSPD-12 Services	Security Technology Specialist II	$106.55	132-62
SDC IV	HSPD-12 Services	Security Document Conversion Specialist IV	$61.46	132-62

Note: This is an Annual Subscription Price per **Read Only** user.

Model Number	Product Name	Description	GSA Price	SIN
AINS02-FL-HST-50	FOIAXpress Read Only Hosted Service Subscription Fee	FOIAXpress Read Only Hosted Service Subscription Fee, 1-50 users (Price is per user per year)	$1,260	132-52
AINS02-FL-HST-100	FOIAXpress Read Only Hosted Service Subscription Fee	FOIAXpress Read Only Hosted Service Subscription Fee, 51-100 users (Price is per user per year)	$945	132-52
AINS02-FL-HST-250	FOIAXpress Read Only Hosted Service Subscription Fee	FOIAXpress Read Only Hosted Service Subscription Fee, 101-250 users (Price is per user per year)	$831	132-52
AINS02-FL-HST-500	FOIAXpress Read Only Hosted Service Subscription Fee	FOIAXpress Read Only Hosted Service Subscription Fee, 251-500 users (Price is per user per year)	$756	132-52

Note: This is an Annual Subscription Price per **Full Function** user.

Model Number	Product Name	Description	GSA Price	SIN
AINS01-FX-HST-50	FOIAXpress Full Function Hosted Service Subscription Fee	FOIAXpress Full Function Hosted Service Subscription Fee, 1-50 users (Price is per user per year)	$2,569	132-52
AINS01-FX-HST-100	FOIAXpress Full Function Hosted Service Subscription Fee	FOIAXpress Full Function Hosted Service Subscription Fee, 51-100 users (Price is per user per year)	$1,890	132-52
AINS01-FX-HST-250	FOIAXpress Full Function Hosted Service Subscription Fee	FOIAXpress Full Function Hosted Service Subscription Fee, 101-250 users (Price is per user per year)	$1,662	132-52
AINS01-FX-HST-500	FOIAXpress Full Function Hosted Service Subscription Fee	FOIAXpress Full Function Hosted Service Subscription Fee, 251-500 users (Price is per user per year)	$1,512	132-52
AINS01-FX-HST-PAL-50	Public Access Link Hosted Service Annual Subscription Fee Hosted Service Annual Subscription Fee	AINS Hosted Public Access Link	$10,000	132-52
AINS05-EC-HST-50	eCase Hosted Subscription Service	eCase Hosted Subscription Service with correspondence tracking, 1-50 users, price per user	$996	132-52
AINS05-EC-HST-100	eCase Hosted Subscription Service	eCase Hosted Subscription Service with correspondence tracking, 51-100 users, price per user	$830	132-52
AINS05-EC-HST-250	eCase Hosted Subscription Service	eCase Hosted Subscription Service with correspondence tracking, 101-250 users, price per user	$608	132-52
AINS05-EC-HST-500	eCase Hosted Subscription Service	eCase Hosted Subscription Service with correspondence tracking, 251-500 users, price per user	$387	132-52
AINS05-EC-ARSS-50	eCase Annual Renewable Subscription	eCase Annual Renewable Subscription with correspondence tracking, 1-50 users, price per user	$1,107	132-52

Note: Purchase of Annual Subscription Service Required for First Year of Product Use.

Model Number	Product Name	Description	GSA Price	SIN
AINS05-EC-ARSS-100	eCase Annual Renewable Subscription	eCase Annual Renewable Subscription with correspondence tracking, 51-100 users, price per user	$871	132-52
AINS05-EC-ARSS-250	eCase Annual Renewable Subscription	eCase Annual Renewable Subscription with correspondence tracking, 101-250 users, price per user	$738	132-52
AINS05-EC-ARSS-500	eCase Annual Renewable Subscription	eCase Annual Renewable Subscription with correspondence tracking, 251-500 users, price per user	$628	132-52

AINS Software Hosting Services include:
A minimum 5 year Hosting Period requirement
Monthly Tape Back-up
Secure TS Cleared Facility
IncludesRack Mounted FOIAXpress, PAL, Database and OCR Servers
1.5MB High Speed Internet Connection