



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

Special Item No. 132-51 Information Technology Professional Services

Note: 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.

**SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES**

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

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

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

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

**DDL OMNI ENGINEERING LLC  
8260 GREENSBORO DRIVE, SUITE 600  
MCLEAN, VA 22102  
Telephone: (703) 903-9777  
Website: [www.ddlomni.com](http://www.ddlomni.com)**

Contract Number: GS-35F-0132W  
Period Covered by Contract: December 4, 2009 through December 3, 2014

Pricelist current through Modification # A095 dated June 25, 2010

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsadvantage.gov>).

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

### **SPECIAL NOTICE TO AGENCIES: Small Business Participation**

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

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

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

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

### **1. GEOGRAPHIC SCOPE OF CONTRACT:**

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

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

Offerors are requested to check one of the following boxes:

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

### **2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:**

**DDL OMNI Engineering LLC**  
**8260 Greensboro Drive, Suite 600**  
**McLean, Virginia 22102**  
**Attn: Nancy L. Doolin**  
**Corporate Contracting Officer**  
[nancy.doolin@ddlomni.com](mailto:nancy.doolin@ddlomni.com)  
**phone (703) 918-4335**  
**fax (703) 903-9745**



Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

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

Technical and/or ordering Assistance: (703) 918-4335, (703) 918-4336, (703) 918-4324

**3. LIABILITY FOR INJURY OR DAMAGE**

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

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

- Block 9: G. Order/Modification Under Federal Schedule
- Block 16: Data Universal Numbering System (DUNS) Number: 081093775
- Block 30: Type of Contractor: C. Large Business
- Block 31: Woman-Owned Small Business : **No**
- Block 36: Contractor's Taxpayer Identification Number (TIN): 54-1825099

- 4a. CAGE Code: 078S2
- 4b. Contractor has registered with the Central Contractor Registration Database.

**5. FOB DESTINATION**

**6. DELIVERY SCHEDULE**

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	Services only

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

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

- a. Prompt Payment: 0% - \_\_\_ days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: None

- c. Dollar Volume: None
- d. Government Educational Institutions: N/A

**8. TRADE AGREEMENTS ACT OF 1979, as amended:**

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

**9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:**

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

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

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:  
Special Item Number 132-51 - Information Technology Professional Services

**12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

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

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

**13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS: N/A**

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

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

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

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

**16. GSA ADVANTAGE!**

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

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

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

**17. PURCHASE OF OPEN MARKET ITEMS**

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

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

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

## **18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

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

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

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

## **19. OVERSEAS ACTIVITIES**

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

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

## **20. BLANKET PURCHASE AGREEMENTS (BPAs)**

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

## **21. CONTRACTOR TEAM ARRANGEMENTS**

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

## 22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

## 23. SECTION 508 COMPLIANCE.

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: [www.ddlomni.com](http://www.ddlomni.com).

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

## 24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

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

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

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
  - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
  - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

## 26. SOFTWARE INTEROPERABILITY.

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

**27. ADVANCE PAYMENTS**

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

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

**1. SCOPE**

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

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

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

**3. ORDER**

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

**4. PERFORMANCE OF SERVICES**

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

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

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

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

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

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

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

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

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

## **6. INSPECTION OF SERVICES**

The Inspection of Services-Fixed Price (AUG 1996) (Deviation 1 – 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 1 – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

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

## **8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

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

## **9. INDEPENDENT CONTRACTOR**

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

## **10. ORGANIZATIONAL CONFLICTS OF INTEREST**

### **a. Definitions.**

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

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

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

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

## **11. INVOICES**

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

## **12. PAYMENTS**

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

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

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

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

### 13. RESUMES

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

### 14. INCIDENTAL SUPPORT COSTS

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

### 15. APPROVAL OF SUBCONTRACTS

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

### 16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

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

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

#### **Program Manager**

Minimum General Experience

**6 years of experience. Directs the performance of a variety of related projects, which may be organized by technology, program, or client. Oversees the technology development and/or application, marketing, and resource allocation.**

Functional Responsibility

**Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of all contractual items. Operates within client guidance, contractual limitations, and company business and policy directives. Serves as focal point of contact with client regarding program activities. Ensures that all required resources are available for program implementation. Manages program consisting of multiple projects including project identification, design, development, and delivery.**

Educational Requirements

**Bachelor's Degree or equivalent and 10 years of general experience. 6 years of general experience is equivalent to a Bachelor's Degree. With a Master's Degree, 8 years of general experience is acceptable. With a PhD, 6 years of general experience is required.**

## Creative Director

### Minimum General Experience

**8 years of experience. Requires specialized training and experience in development of organizational and product branding and design products for a broad range of media. Strong communications skills for client interactions and management of design team. Solid working knowledge of the latest software, production tools, and technologies to create designs, including: logos and identity, website design, marketing materials, multi media presentations, trade show exhibits, conference materials, posters and various print media.**

### Functional Responsibility

**Conceptualizes creative solutions that achieve client objectives. Creates specific branding and publicity materials from general requirements. Employs state of the art software tools to produce materials. Manages and supervises design and graphics projects and graphics personnel.**

### Educational Requirements

**Requires a Bachelor's degree in Art, Creative Design, Advertising, Mass Communications, or Public Relations and at least 8 years of experience. Equivalent experience of 6 years can be substituted for the BA.**

## Systems Analyst

### Minimum General Experience

**1 year of experience. Under general supervision, performs systems analysis of computer and communications/network systems. Performs systems installation of computer operating systems, network, and applications software, and computer/network hardware. Has ability to adapt to new situations and environments.**

### Functional Responsibility

**Performs systems analysis of computer and networking systems. Provides overall integration of all systems peripherals so that they operate correctly within a predefined environment. Develops technical documentation detailing the installation procedures.**

### Educational Requirements

**Bachelor's Degree or equivalent and 5 years of general experience. 6 years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, 3 years of general experience is acceptable. With a PhD, 1 year of general experience is acceptable.**

## Systems Engineer

### Minimum General Experience

**1 year experience. Defines and executes systems engineering activities within a project. Activities may consist of systems planning, information security planning, performance management, capacity planning, testing and validation, risk assessment, benchmarking, information engineering, and development and staffing of a systems engineering or security management plan.**

### Functional Responsibility

**Integrates electronic processes and methodologies to resolve system problems.**

### Educational Requirements

Bachelor's Degree or equivalent and 5 years of general experience. 6 years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, 3 years of general experience is acceptable. With a PhD, 1 year of general experience is acceptable.

## **Program Analyst I**

Minimum General Experience

**3 years experience. Analyzes user requirements, procedures, and problems to automate manual processing or to improve existing computer systems. Performs routine assignments that normally require conferring with end users to analyze current methods and operating procedures, identify problems, and document specific input and output requirements, such as forms of data input, how data is to be manipulated and summarized, and how reports are to be formatted.**

Functional Responsibility

**Writes detailed descriptions of user needs, program functions, and steps required to develop or modify computer programs. Works with users to implement new and revised systems. Performs post-implementation analyses.**

Educational Requirements

**High School Diploma and 5 years of experience or BS/BA in an associated technical discipline and 3 years of experience.**

## **Program Analyst II**

Minimum General Experience

**5 years of experience. Performs all systems analysis functions. Reviews computer system capabilities, work flow, and scheduling limitations to determine effectiveness of processing systems and develops new systems to improve production or work flow as required.**

Functional Responsibility

**Prepares work flow charts and diagrams to specify in detail operations to be performed by equipment and computer programs and operations to be performed by personnel working within the system. Plans and prepares technical reports and instructional manuals and assists in the documentation of program development.**

Educational Requirements

**BS/BA in an associated technical discipline and 5 years of experience.**

## **Data Warehouse Specialist I**

Minimum General Experience

**1 year of experience. Performs as a data warehouse developer on large-scale database management systems. Requires knowledge of computer equipment, and ability to develop complex software to satisfy design objectives.**

Functional Responsibility

**Analyzes user interfaces, maintains hardware and software performance tuning, analyzes workload and computer usage, maintains interfaces with outside systems, analyzes proposed system modifications, upgrades and new COTS.**

Educational Requirements

Bachelor's degree or equivalent and 5 years of general experience. 6 years of general experience is equivalent to a Bachelor's degree. With a Master's degree, 3 years of general experience is acceptable. With a PhD, 1 year of general experience is acceptable.

## Data Warehouse Specialist II

### Minimum General Experience

**3 years of experience. Performs as a data warehouse developer on large-scale database management systems. Requires knowledge of computer equipment, and ability to develop complex software to satisfy design objectives. Possesses ability to assume increasing responsibilities in information system design and management including Spatial data modeling, GIS data management and GIS workflow modeling.**

### Functional Responsibility

**Analyzes user interfaces, maintains hardware and software performance tuning, analyzes workload and computer usage, maintains interfaces with outside systems, analyzes proposed system modifications, upgrades and new COTS.**

### Educational Requirements

**Bachelor's degree or equivalent and 7 years of general experience. 6 years of general experience is equivalent to a Bachelor's degree. With a Master's degree, 5 years of general experience is required. With a PhD, 3 years of general experience is required.**

## Data Warehouse Specialist III

### Minimum General Experience

**5 years of experience. Performs as a data warehouse developer on large-scale database management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Possesses ability to assume increasing responsibilities in enterprise data warehouse project information system design and management including spatial data modeling, enterprise GIS data management, enterprise GIS design, and enterprise spatial data integration.**

### Functional Responsibility

**Applies an enterprise-wide set of data warehouse disciplines for the planning, analysis, data refinement, design and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise-wide strategic systems planning and business information planning.**

### Educational Requirements

**Bachelor's degree or equivalent and 9 years of general experience. 6 years of general experience is equivalent to a Bachelor's degree. With a Master's degree, 7 years of general experience is acceptable. With a PhD, 5 years of general experience is acceptable.**

## Enterprise Resource Consultant I

### Minimum General Experience

**0 years of experience. Performs evaluation and implementation tasks for Enterprise Resource Planning (ERP) and ERP-related software products by applying product knowledge, industry experience, and project methodology.**

### Functional Responsibility

**Provides knowledge of specific software product modules or technical tools with hands-on experience and has the ability to transfer knowledge and skill. Develops or executes basic functional and technical specifications and testing for system configuration, mapping, and reporting.**

Educational Requirements

**Bachelor's Degree or equivalent and 1 year of general business experience. 6 years of general experience is equivalent to a Bachelor's Degree. With a Master's Degree, no experience is acceptable.**

## **Enterprise Resource Consultant II**

Minimum General Experience

**0 years of experience. Performs evaluation and implementation tasks for Enterprise Resource Planning (ERP) and ERP-related software products using broad industry experience including industry best practices, and extensive product knowledge. Adapts project methodology as needed.**

Functional Responsibility

**Provides knowledge of an entire functional area or other area of expertise with hands-on experience in multiple modules and has the ability to transfer knowledge and skill. Applies industry best practices and product knowledge in developing tools to lead requirements gathering sessions for individual modules and makes specific business process recommendations. Develops or executes functional and technical specifications and testing for advanced system configuration, interfaces, installations, and modifications.**

Educational Requirements

**Bachelor's Degree or equivalent and 2 years of general business experience. 6 years of general experience is equivalent to a Bachelor's Degree. With a Master's Degree, 1 year of general experience is acceptable. With a PhD, no experience is acceptable.**

## **Enterprise Resource Consultant III**

Minimum General Experience

**0 years of experience. Performs evaluation and implementation tasks for Enterprise Resource Planning (ERP) and ERP-related software products using broad industry experience, including industry best practices and extensive product knowledge. Leads parts of the project and creates project methodology as needed.**

Functional Responsibility

**Provides knowledge of multiple functional areas or other areas of expertise with hands-on experience in multiple modules or vendors and has the ability to transfer knowledge and skill. Accomplished at several professional level roles and knowledgeable about applying technology to business operations in multiple industries. Develops or executes functional and technical specifications and testing for complex interfaces, module integration, system extensions, and reporting systems.**

Educational Requirements

**Bachelor's Degree or equivalent and 3 years of ERP implementation experience or 4 years of general business experience. Six years of general experience is equivalent to a Bachelor's Degree. With a Master's Degree, 2 years of general business experience is acceptable. With a PhD, no experience is acceptable.**

## **Graphics Specialist**

Minimum General Experience

**2 years of experience. Solid working knowledge of the latest software, production tools, and technologies to create designs including logos and identity, website design, marketing materials, multi media presentations, trade show exhibits, conference materials, posters and various print media.**

Functional Responsibility

**Implements creative solutions that achieve client objectives. Creates specific branding and publicity materials from general requirements. Employs state of the art software tools to produce materials.**

Educational Requirements

**Requires a Bachelor's degree in Art, Creative Design, Advertising, Mass Communications, Computer Graphics, or Public Relations and at least 2 years of experience. Equivalent experience of 6 years can be substituted for the BA.**

### **Internet/Intranet Specialist I**

Minimum General Experience

**0 years of experience. Performs system analysis and designs techniques for Internet or Intranet development.**

Functional Responsibility

**Analyzes and develops Internet/Intranet application software processing wide range of capabilities, including numerous engineering, business, and network traffic management functions.**

Educational Requirements

**Bachelor's degree or equivalent and 1 year of general experience. 6 years of general experience is considered equivalent to a Bachelor's degree. With a Master's degree, no experience is acceptable.**

### **Internet/Intranet Specialist II**

Minimum General Experience

**0 years of experience. Performs system analysis and design techniques for Internet or Intranet development and distribution to remote sites using various technologies.**

Functional Responsibility

**Develops and applies organization-wide information models for use in designing and building integrated, shared software, and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives.**

Educational Requirements

**Bachelor's degree or equivalent and 3 years of general experience. 6 years of general experience is considered equivalent to a Bachelor's degree. With a Master's degree, 1 year of general experience is acceptable. With a PhD, no experience is acceptable.**

### **Internet/Intranet Specialist III**

Minimum General Experience

**1 year of experience. Performs an enterprise-wide set of disciplines for planning, analysis, design, and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions.**

Functional Responsibility

**Establishes system information requirements, using analysis of the information exchange technologies, in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and**

future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures.

#### Educational Requirements

**Bachelor's degree or equivalent and 5 years of general experience. 6 years of general experience is equivalent to a Bachelor's degree. With a Master's degree, 3 years of general experience is acceptable. With a PhD, 1 year of general experience is acceptable.**

### **Technical Illustrator I**

#### Minimum General Experience

**3 years of experience. Creates illustrations for use by various media to explain or adorn printed or spoken word. Studies layouts, sketches of proposed illustrations, and related materials to become familiar with assignment. Determines style, technique, and medium best suited to produce desired effects and conform with reproduction requirements, or receives specific instructions regarding these variables. Formulates concept and renders illustration and detail from models, sketches, memory, and imagination. Discusses illustration at various stages of completion and makes changes as necessary.**

#### Functional Responsibility

**May select type, draw lettering, lay out material, or perform related duties. May be identified according to specific style, technique, medium, subject material or combination of variables. May draw or paint graphic material and lettering to be used for title, background, screen advertising, commercial logo, and other visual layouts.**

#### Educational Requirements

**High School Diploma and 5 years of experience or BS/BA in an associated technical discipline and 3 years of experience.**

### **Technical Illustrator II**

#### Minimum General Experience

**5 years of experience. Creates illustrations for use by various media to explain or adorn printed or spoken word: Studies layouts, sketches of proposed illustrations, and related materials to become familiar with assignment. Determines style, technique, and medium best suited to produce desired effects and conform with reproduction requirements, or receives specific instructions regarding these variables. Formulates concept and renders illustration and detail from models, sketches, memory, and imagination. Discusses illustration at various stages of completion and makes changes as necessary.**

#### Functional Responsibility

**May select type, draw lettering, lay out material, or perform related duties. May be identified according to specific style, technique, medium, subject material or combination of variables. May draw or paint graphic material and lettering to be used for title, background, screen advertising, commercial logo, and other visual layouts.**

#### Educational Requirements

**High School Diploma and 7 years of experience or BS/BA in an associated technical discipline and 5 years of experience.**

### **Technical Analyst I**

#### Minimum General Experience

**3 years of experience. Accountable for ensuring continuity of computer services for computer users by providing the planning, technical leadership, and project coordination necessary to implement computer software products and resolve technical problems.**

Functional Responsibility

**Provides coordination necessary to ensure continuity of computer services. Captures, monitors, and analyzes computer usage data and recommends and implements policies to provide maximum resource utilization. Contributes to enhanced user productivity through the implementation of new software technology where applicable and implement policies to more effectively utilize resources.**

Educational Requirements

**High School Diploma and 5 years of experience or BS/BA in an associated technical discipline and 3 years of experience.**

## **Technical Analyst II**

Minimum General Experience

**5 years of experience. Accountable for ensuring continuity of computer services for computer users by providing the planning, technical leadership, and project coordination necessary to implement computer software products and resolve technical problems.**

Functional Responsibility

**Provides coordination necessary to ensure continuity of computer services. Captures, monitors, and analyzes computer usage data and recommends and implements policies to provide maximum resource utilization. Contributes to enhanced user productivity through the implementation of new software technology where applicable and implement policies to more effectively utilize resources.**

Educational Requirements

**BS/BA in an associated technical discipline and 5 years of experience.**

## **Technical Analyst III**

Minimum General Experience

**7 years of experience. Accountable for ensuring continuity of computer services for computer users by providing the planning, technical leadership, and project coordination necessary to implement computer software products and resolve technical problems.**

Functional Responsibility

**Provides leadership and coordination necessary to ensure continuity of computer services. Captures, monitors, and analyzes computer usage data and recommends and implements policies to provide maximum resource utilization. Contributes to enhanced user productivity through the implementation of new software technology where applicable and implement policies to more effectively utilize resources.**

Educational Requirements

**BS/BA in an associated technical discipline and 7 years of experience.**

## **Technical Writer**

Minimum General Experience

**0 years of experience. Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, and other reports and deliverables.**

Functional Responsibility

**Edits system specifications, user's manuals, special reports, or any other customer deliverables and documents or information security related documents.**

Educational Requirements

**Bachelor's Degree or equivalent. Six years of general experience is equivalent to a Bachelor's Degree.**

### **Administrative Assistant**

Minimum General Experience

**0 years of experience. Specializes in administrative functions. Requires thorough knowledge of company policies and procedures.**

Functional Responsibility

**Provides administrative type support to technical and management level personnel. This includes documentation planning and support and project administration.**

Educational Requirements

**High School Diploma or GED or other equivalent degree program.**

**PRICING BY LABOR CATEGORY**

LC Title	12/4/09 – 12/3/10	12/4/10- 12/3/11	12/4/11- 12/3/12	12/4/12- 12/3/13	12/4/13- 12/3/14
Program Manager	\$151.20	\$155.74	\$160.41	\$165.22	\$170.18
Creative Director	\$115.00	\$118.45	\$122.00	\$125.66	\$129.43
Systems Analyst	\$70.75	\$72.87	\$75.06	\$77.31	\$79.63
Systems Engineer	\$109.00	\$112.27	\$115.64	\$119.11	\$122.68
Program Analyst I	\$62.75	\$64.63	\$66.57	\$68.57	\$70.63
Program Analyst II	\$91.20	\$93.94	\$96.76	\$99.66	\$102.65
Data Warehouse Specialist I	\$95.00	\$97.85	\$100.79	\$103.81	\$106.92
Data Warehouse Specialist II	\$105.00	\$108.15	\$111.39	\$114.73	\$118.17
Data Warehouse Specialist III	\$130.00	\$133.90	\$137.92	\$142.06	\$146.32
Enterprise Consultant I	\$80.00	\$82.40	\$84.87	\$87.42	\$90.04
Enterprise Consultant II	\$124.00	\$127.72	\$131.55	\$135.50	\$139.57
Enterprise Consultant III	\$155.00	\$159.65	\$164.44	\$169.37	\$174.45
Graphics Specialist	\$67.50	\$69.53	\$71.62	\$73.77	\$75.98
Internet/Intranet Specialist I	\$90.00	\$92.70	\$95.48	\$98.34	\$101.29
Internet/Intranet Specialist II	\$100.00	\$103.00	\$106.09	\$109.27	\$112.55
Internet/Intranet Specialist III	\$130.00	\$133.90	\$137.92	\$142.06	\$146.32
Technical Illustrator I	\$60.00	\$61.80	\$63.65	\$65.56	\$67.53
Technical Illustrator II	\$98.00	\$100.94	\$103.97	\$107.09	\$110.30
Technical Analyst I	\$65.00	\$66.95	\$68.96	\$71.03	\$73.16
Technical Analyst II	\$86.25	\$88.84	\$91.51	\$94.26	\$97.09
Technical Analyst III	\$105.00	\$108.15	\$111.39	\$114.73	\$118.17
Technical Writer	\$91.75	\$94.50	\$97.34	\$100.26	\$103.27
Administrative Assistant	\$61.00	\$62.83	\$64.71	\$66.65	\$68.65

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

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Nancy L. Doolin, Corporate Contracting Officer, phone (703) 918-4335, email [nancy.doolin@ddlomni.com](mailto:nancy.doolin@ddlomni.com).