



*Authorized Federal Supply Service  
Information Technology  
Schedule Pricelist*



**PROPOSED FEDERAL SUPPLY SERVICE INFORMATION  
TECHNOLOGY SCHEDULE PRICELIST**

GENERAL PURPOSE COMMERCIAL  
INFORMATION TECHNOLOGY EQUIPMENT,  
SOFTWARE AND SERVICES

**Special Item Numbers (SIN)**

**Products/Services**

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.

**SIN 132-51 Information Technology Professional Services**

FPDS Code D302 .....IT Systems Development Services

FPDS Code D306 .....IT Systems Analysis Services

FPDS Code D307 .....Automated Information Systems Design and Integration Services

FPDS Code D308 .....Programming Services

FPDS Code D311 .....IT Data Conversion 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.

**Note 4:** Prices shown are for Government Site only. Orders for Contractor Site are outside the scope of the contract.

**Contractor:**

IIF Data Solutions, Inc.  
5885 Trinity Parkway, Suite 120  
Centreville, VA 20120  
(703) 531-1180  
www.iifdata.com

**Contract Number:** GS-35F-0066L

**Period Covered By Contract:**

November 8, 2000 through November 7, 2010  
Pricelist current through Modification P0-0025, dated 1/8/09

**General Services Administration  
Federal Supply Service**

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

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**INFORMATION FOR ORDERING 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 Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply 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 ORDERING ADDRESS AND PAYMENT INFORMATION:**

a. ORDERING ADDRESS.

IIF Data Solutions, Inc.  
5885 Trinity Parkway, Suite 120  
Centreville, VA 20120

b. PAYMENT ADDRESS.

IIF Data Solutions, Inc.  
5885 Trinity Parkway, Suite 120  
Centreville, VA 20120

- c. **GOVERNMENT CREDIT CARDS.** Contractors are required to accept Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government credit cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer will be printed on the invoice.
- d. **TECHNICAL AND/OR ORDERING ASSISTANCE.** The following telephone number(s) that can be used by ordering agencies to obtain technical and/or ordering assistance:
  - Technical Assistance .....(703) 531-1180
  - Ordering Assistance .....(703) 531-1180

**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:**

- a. Information for Field Buying Offices to Complete Standard Form 279, Federal Procurement Data System (FPDS) Individual Contract Action Report.
  - Block 9: G (Order/Modification Under Federal Schedule).
  - Block 16: Data Universal Numbering System (DUNS) number is 11-470-6695.
  - Block 30: Type of Contractor is (B) Other Small Business.
  - Block 31: Woman-Owned Small Business (YES).
  - Block 36: Contractor's Taxpayer Identification Number (TIN) is 54-1885520.
- b. CAGE CODE: (1LM30).
- c. Contractor has registered with the Central Contractor Registration Database.

**5. F.O.B. POINT:** 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:

As agreed to by the ordering agency and the Contractor, the Contractor shall deliver Information Technology Professional Services in accordance with the Government's order and accompanying Statement of Work.

SPECIAL ITEM NUMBER

DELIVERY TIME (Days ARO)

132-51

As Negotiated between  
the Ordering Activity and the Contractor

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:**

- a. **PROMPT PAYMENT.** Prompt payment is 0%, Net 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. **QUANTITY.** None.
- c. **DOLLAR VOLUME.** None.
- d. **GOVERNMENT EDUCATIONAL INSTITUTIONS.** Government Educational Institutions are offered the same discounts as all other Government customers.
- e. **OTHER.** None.
- f. **PRICES.** All prices shown herein are net Government prices unless otherwise indicated. Prices shown are for Government-Site only. Orders for Contractor-site are outside the scope of the contract.

**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:**

Not available within the scope of this contract.

**10. SMALL REQUIREMENTS:**

The minimum dollar value of an order for delivery to one destination is \$100.00.

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

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

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

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

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

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

### **13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:**

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

#### **13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):**

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

#### **13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):**

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

### **14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)**

- (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. The Industrial Funding Fee does NOT apply to travel and per diem charges.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

- (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.

## 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 C.1.)

## 16. GSA Advantage!

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

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

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

## 17. PURCHASE OF 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 at open market purchases. Ordering Activities procuring open market items must follow FAR 8.401(d).**

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:

All orders will be accepted by the Contractor on a case-by-case basis.

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

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

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

## **21. CONTRACTOR TEAM ARRANGEMENTS**

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

## **22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic

employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

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

### **23. SECTION 508 COMPLIANCE.**

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

[www.iifdata.com/section508](http://www.iifdata.com/section508)

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 PROFESSIONAL SERVICES  
(SPECIAL ITEM 132-51)***

**1. SCOPE:**

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

**2. PERFORMANCE INCENTIVES:**

- a. When using a performance based statement of work, performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.
- b. The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.
- d. The above procedures do not apply to Time and Material or labor hour orders.

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

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

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

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

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

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

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

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

## **6. INSPECTION OF SERVICES**

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

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

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

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

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

## **9. INDEPENDENT CONTRACTOR**

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

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

### **a. Definitions.**

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

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

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

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

## **11. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT/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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract.

## **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.

### ***INFORMATION TECHNOLOGY SERVICE DESCRIPTIONS***

#### **Program Manager**

Responsible for the administration and complete performance of all phases of a project within the specifications of the contract and in a manner that satisfies the client and fulfills the performance standards of the company. Plans, directs, and supervises all technical, fiscal, and administrative functions of a project, including coordinating the responsibilities and task assignments of key project personnel. Develops budgets, schedules and plans for the various analytical and engineering disciplines involved with the project.

Responsible for gross profit earnings for an assigned project. Maintains management responsibility for all functional activities associated with the execution of the contract. Ensures that job quality, accurate cost control, compliance with schedules, and satisfactory client relations are maintained throughout the project and are strictly within company performance standards. Provides overall supervision of the activities of the Project Manager.

**Minimum Experience:** Ten (10) years experience managing contracts and/or projects.

**Minimum Education:** Bachelor's Degree or four (4) years of directly relevant experience may be substituted.

#### **Project Manager**

Defines technical systems requirements for the solution of difficult business problems, and formulates procedures for their resolution. Develops, implements and maintains major systems. Leads major systems development projects and manages the on-going maintenance of groups of related systems. Represents the company in meetings with the Client in the absence of the Program Manager or at his/her discretion. Provides direct supervision over all project personnel and is responsible for the timely and successful delivery of the project in accordance with the client requirements.

**Minimum Experience:** Ten (10) years experience managing contracts and/or projects.

**Minimum Education:** Bachelor's Degree or four (4) years of directly relevant experience may be substituted.

#### **Subject Matter Expert I**

Performs tasks of a moderate degree of complexity and difficulty with minimal supervision. Knowledgeable about specific tasks, processes, or functions, and performs to the organization's "best practice" standard. Analyzes technical and performance risks and cost impacts of approaches and solutions to client problems. Develops and recommends organizational process changes to include new solutions and new technology. May establish

performance and technical standards. Generates and approves project and testing specifications. Provides technical guidance to other project team members. Results of work are technically authoritative. Very good communication and problem-solving skills. Specific responsibilities will vary according to client needs.

**Minimum Experience:** Ten (10) years experience in functional area in which support will be provided.

**Minimum Education:** Bachelor's degree in functional area in which support will be provided. Six (6) years relevant experience may be substituted for the degree. Advanced degree may be required.

### **Subject Matter Expert II**

Performs tasks with high degree of complexity with minimum supervision. Thoroughly knowledgeable about specific tasks, processes, or functions, and performs to the organization's "best practice" standard. Skilled in developing scenarios for analyzing requirements and solutions. Experienced in utilizing new methodologies for solving problems and ensuring that systems are in compliance with organizational requirements. Provides technical guidance to other project team members. Develops and recommends organizational process changes to include new solutions and new technology. Excellent communication and problem-solving skills. Results of work are technically authoritative. Specific responsibilities will vary according to client needs.

**Minimum Experience:** Twelve (12) years experience in functional area in which support will be provided.

**Minimum Education:** Advanced degree in functional area in which support will be provided. Eight (8) years relevant experience may be substituted for the degree.

### **Subject Matter Expert III**

Performs very complex tasks with minimal supervision. Thoroughly knowledgeable about specific tasks, processes, or functions, and performs to the organization's "best practice" standard. Skilled in developing scenarios for analyzing requirements and solutions. May be required to make recommendations on further project developments or to recommend specific system enhancements. Ensures that organization is maximizing the impacts and potential of new systems/projects. Experienced in utilizing new methodologies for solving problems and ensuring that systems are in compliance with organizational requirements. Provides technical guidance to other project team members. Develops and recommends organizational process changes to include new solutions and new technology. Excellent communication and problem-solving skills. Results of work are technically authoritative. Specific responsibilities will vary according to client needs.

**Minimum Experience:** Fifteen (15) years experience in functional area in which support will be provided.

**Minimum Education:** Advanced degree in functional area in which support will be provided. Eight (8) years relevant experience may be substituted for the degree.

### **Senior Analyst**

Senior technical professional providing the highest level of expertise. Applies advanced and comprehensive knowledge of methodologies, theoretical concepts, principles and practices. Possesses specific professional, scientific or technical disciplines. Conducts and directs complex projects and performs in a professional position requiring in-depth knowledge. Responsible for ensuring compliance with technological standards throughout the project. Operates with considerable latitude for independent actions or decisions. May serve as prime point of contact for clients.

**Minimum Experience:** Ten (10) years experience with four (4) years of supervisory responsibility as a member of a design and development team in a Government or commercial contracting environment. Requires proven ability to work independently on complex problems involving all phases of analysis.

**Minimum Education:** M.S. Degree in Business, Computer Science, Information Systems, or Engineering, or B.S. degree and six (6) years experience as a member of a design and development team in a Government or commercial contracting environment including supervisory experience. Eight years experience with increasing responsibility on projects of varying degree of complexity may be substituted for the education requirement.

### **Analyst I**

Under general supervision, develops plans for project solutions from project inception to conclusion. Exercises analytical techniques when gathering information from users, defining work problems, designing solutions, and developing procedures to resolve problems. Devises and designs computer system requirements for the solution of moderately difficult business problems, or for segments of more complex problems, and formulates procedures for their solutions.

**Minimum Experience:** Zero (0) to two (2) years experience in analysis that results in the design and development of an application, an analysis report, recommendation, or specification in a Government or commercial contracting environment.

**Minimum Education:** B.S. Degree in Computer Science or related field and two years experience. Four years experience as a member of a design and development team may be substituted for the education requirement.

### **Analyst II**

Develops complete specifications and coordinates closely with developers to ensure proper implementation of specification and development of required solutions. Analyzes methods of approach. Independently works on routine assignments or works with only minimal supervision. Plans and directs technical investigations. Performs analysis and devises solutions to complex problems that involve the initiation of research and analysis. Develops new methods to solve advanced problems. Provides assistance in the formulation of the design of a project. Prepares comprehensive technical reports and memorandum containing recommendations that may form the basis for major decisions. Directs the preparation of other major technical reports. Performs technical evaluations and provides technical contributions for proposals. Provides guidance to other technical personnel.

**Minimum Experience:** Four (4) years experience in analysis that results in the design and development of an application, an analysis report, recommendation, or specification in a Government or commercial contracting environment. Increasing responsibility as a member of a design and development team.

**Minimum Education:** Bachelor's degree in Business, Computer Science, Information Systems, Engineering, Education, or related discipline required. Four (4) years of directly relevant experience may be substituted for the degree requirement.

### **Analyst III**

Independently works on routine assignments or works with only minimal supervision. Advises project teams on the design of complex databases (e.g., schema and subschema details). Defines specialized aspects of user's data base administrator documentation. Performs detailed comparisons of various data base systems. Prepares inputs to software functional specifications and implementation schedules for conversion of smaller applications and subsystems to major applications. Monitors existing systems making recommendations for improved performance and service to the application users. Able to gather requirements and develop system reports to accommodate internal functional groups. Skilled at creating test plans, scripts and scenarios for user acceptance, system, unit and integration testing. Experienced at testing system functionality and validating output against expectations. Directs the preparation of major technical reports. Performs technical evaluations and provides technical contributions for proposals. Provides guidance to other technical personnel.

**Minimum Experience:** Six (6) years experience in analysis that resulted in the design and development of a large application, recommendation, or specification in a Government or commercial contracting environment. Leadership responsibility as a member of a design and development team.

**Minimum Education:** Bachelor's degree in Business, Computer Science, Information Systems, Engineering, Education, or related discipline required. Six (6) years of directly relevant experience with increasing responsibility on projects of varying degree of complexity may be substituted for the degree requirement.

### **Principal Analyst**

Leads design of project solutions and manages project. Provides primary point of contact with client and is senior technical advisor. Brings a broad mix of experience and accomplishment to project. Provides technical and administrative supervision of personnel performing design and development tasks, including review of work products for correctness, adherence to design concept and user standards, and progress in accordance with schedules. Provides strategic guidance in areas of formulating requirements, analyzing project proposals, recommending optimum approaches, and developing system designs. Approves recommendations and ensures deliverables meet customer expectations. Formulates specifications for developers to use in producing product deliverables.

**Minimum Experience:** Ten (10) years experience with four (4) years supervisory responsibility as a member of a design and development team in a Government or commercial contracting environment. Requires proven ability to work independently on complex problems involving all phases of analysis.

**Minimum Education:** M.S. degree in Business, Computer Science, Information Systems, or Engineering, or B.S. degree and six (6) years experience as a member of a design and development team in a Government or commercial contracting environment including supervisory experience. Eight years experience with increasing responsibility on projects of varying degree of complexity may be substituted for the education requirement.

### **Principal Engineer**

Possesses extensive knowledge of engineering concepts, procedures and practices. Requires proven ability to apply complex scientific and engineering analysis to solve problems. Develops and refines new engineering techniques to enhance quality and productivity. Establishes performance and technical standards. Generates and approves project and testing specifications. Schedules and allocates work. Provides advice and guidance to project team and resolves problems to meet performance and financial objectives. Is the principal technical expert or team lead for technical and non-technical personnel involved in project solutions. May be the point of contact to the customer. Coordinates with Project or Program Manager to ensure problem solution and user satisfaction.

**Minimum Experience:** Ten (10) years experience in a Government or commercial contracting environment. Four (4) years in a supervisory role. Requires proven ability to work independently on complex problems.

**Minimum Education:** Master's degree in Computer Science, Information Systems, an Engineering discipline, Business, or related discipline. Six (6) years of directly relevant experience may be substituted.

### **Graphics Designer**

Supports the creation of graphics, artwork and layout for all types of documentation, including distance learning systems and Internet/Intranet systems. Demonstrated creativity and resourcefulness as well as a high level of analytic ability to resolve design problems utilizing available software tools.

**Must be sold in conjunction with Professional IT Service Labor Category.**

**Minimum Experience:** Two (2) years of experience in computer generated graphics arts.

**Minimum Education:** Associate's degree or completion of a technical school program in a related area. Two (2) years of directly relevant experience may be substituted.

### **Programmer II**

As expert programmer, provides analysis and process improvement efforts of organization by providing specific technical enterprise in area of computer applications and programming. Analyzes customer needs and develops information solutions. Designs systems to meet analysis objectives. Develops systems and programming specifications, tests and implements programmatic solutions. Plans and carries out a complex programming project to completion. Must be able to understand and prepare written words, statements, drawings, flow charts, etc. required for developing program specifications that explain exact business application requirements for writing computer generated programming code and developing program/system documentation that explains procedures used to develop, instructions for installation, execution, security, and user training for programs/systems. Must be able to communicate technical information to others, expressing facts or ideas clearly, orally or in writing, when answering questions, giving directions, and providing information.

**Minimum Experience:** Zero (0) to four (4) years experience with increasing responsibility as a member of an application or systems design and development team in a Government or commercial contracting environment.

**Minimum Education:** Bachelor's degree in Business, Computer Science, Information Systems or related discipline. Associates Degree or Certification from a Computer Programming Institute plus two (2) years of experience or four (4) years of directly relevant experience may be substituted.

### **Programmer III**

Analyzes and evaluates complex systems, both current and proposed, translating customer information system requirements into detailed system/program requirements. Acts as project leader and provides technical leadership and guidance to Computer Programmer II. Provides alternatives, recommendations, and assistance to managers involved in the development, integration, and installation of computer systems. Works on more complex assignments that require non-standard programming techniques. Evaluates users' requests for new or modified programs to determine feasibility, cost and time requirements, and compatibility with existing systems and computer capabilities. Determines programming specifications. May develop, modify, and maintain complex programs. Participates in system requirement and design walk through sessions with customers. Requires working knowledge of state-of-the-art systems development tools, techniques, concepts, and software. Must be able to coordinate technical activities of others and perform and coordinate technical and project management activities of estimating and scheduling, planning work, advising others, and inspecting and evaluating products in order to produce quality finished projects/tasks in a timely manner.

**Minimum Experience:** Four (4) to six (6) years experience with two (2) years in a supervisory role as part of an application or systems design and development team.

**Minimum Education:** Bachelor's degree in Business, Computer Science, Information Systems or related discipline. Four (4) years of directly relevant experience may be substituted.

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

**PREAMBLE**

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

**COMMITMENT**

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Charlie Patten, Jr., Phone: 703-637-2321, pattencj@iifdata.com, Fax: 703-637-2341.

***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 (ordering activity):

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

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

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

***BASIC GUIDELINES FOR USING  
“CONTRACTOR TEAM ARRANGEMENTS”***

**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 an 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 of the Federal Supply Schedule Contract.

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

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

Here is a general outline on how it works:

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

**UPDATED PRICING 2009**

Updated Pricing for IIF Data Solutions, Inc.  
5885 Trinity Parkway, Suite 120  
Centreville, VA 20120  
Contact: Charlie Patten Jr., Contracts Manager  
(703) 637-2321  
pattencj@iifdata.com

**SIN(s) – 132-51 – Information Technology Professional Services**

**IT Equipment, Software, and Services Schedule**

<b>Part Number</b>	<b>Title</b>	<b>GSA w/IFF Labor Rate</b>
PGM	Program Manager	\$118.39
PJM	Project Manager	\$75.07
SMEI	Subject Matter Expert I	\$100.06
SMEII	Subject Matter Expert II	\$148.21
SMEIII	Subject Matter Expert III	\$227.74
SA	Senior Analyst	\$79.35
ANI	Analyst I	\$38.30
ANII	Analyst II	\$44.26
ANIII	Analyst III	\$56.41
PA	Principal Analyst	\$66.83
PE	Principal Engineer	\$103.41
GD	Graphics Designer	\$54.47
PGRII	Programmer II	\$68.07
PGRIII	Programmer III	\$100.71

Note: Prices shown are for Government Site only. Orders for Contractor Site are outside the scope of contract.