



**General Services Administration  
Federal Supply Service**

**Authorized  
Information Technology Professional Services  
Schedule Price List**

**Contract Number  
GS-35F-0594K  
FSC Group 70**

***Issued by:*** **General Services Administration**  
**Office of IT Schedule Programs**  
**1800 F. Street, NW**  
**Arlington, VA 20405**

***Contractor:*** **Concurrent Technologies Corporation**  
**Richard D. Jones**  
**100 CTC Drive**  
**Johnstown, PA 15904-1935**  
***Tel:* 814-269-6576**  
***Fax:* 814-269-2850**  
***Internet:* [www.ctc.com/Public/Solutions/ContractVehicles.aspx](http://www.ctc.com/Public/Solutions/ContractVehicles.aspx)**  
***Size:* Large, Non-Profit Corporation**

***Payment Address:*** **Concurrent Technologies Corporation**  
**Accounts Receivable**  
**100 CTC Drive**  
**Johnstown, PA 15904-1935**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*, a menu driven database system. The Internet address for GSA *Advantage!* is: <http://www.gsaadvantage.gov/>. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button.

**Contract Period of Performance: August 15, 2000 - August 14, 2020**

**Current Through Refresh 35**

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

Special Item Number: 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 (IT) PROFESSIONAL SERVICES**

- FSC/PSC Class D301 IT Facility Operation and Maintenance
- FSC/PSC Class D302 IT Systems Development Services
- FSC/PSC Class D306 IT Systems Analysis Services
- FSC/PSC Class D307 Automated Information Systems Design and Integration Services
- FSC/PSC Class D308 Programming Services
- FSC/PSC Class D310 IT Backup and Security Services
- FSC/PSC Class D311 IT Data Conversion Services
- FSC/PSC Class D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
- FSC/PSC Class D316 IT Network Management Services
- FSC/PSC Class D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
- FSC/PSC Class 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.

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

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

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

For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA

Advantage!™ and the Federal Supply Service Home Page ([www.fss.gsa.gov](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 micro-purchase 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**

The geographic scope of contract is worldwide.

**2. Contractor's Ordering Address and Payment Information**

**Ordering Address:** Concurrent Technologies Corporation  
100 CTC Drive  
Johnstown, PA 15904-1935  
Attn: Richard D. Jones

**Payment Address:** Concurrent Technologies Corporation  
100 CTC Drive  
Johnstown, PA 15904-1935  
Attn: Accounts Receivable

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 numbers can be used by ordering agencies to obtain technical and/or ordering assistance:

**John C. Bartholomew, Executive Director, Corporate Compliance & Governance (412) 992-5348** or  
**Richard D. Jones, Contracts Administrator, (814) 269-6576**

**3. LIABILITY FOR INJURY OR DAMAGE**

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

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

- Block 9: G. Order/Modification Under Federal Schedule
- Block 16: Data Universal Numbering System (DUNS) Number: **18-973-7810**
- Block 30: Type of Contractor: **Other Nonprofit Organization**
- Block 31: Woman-Owned Small Business: **No**
- Block 36: Contractor's Taxpayer Identification Number (TIN): **25-1556708**
- Block 40: veteran Owned Small Business (VOSB): **No**

- 4a. CAGE Code: **0W151**
- 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)
_____	_____ Days
_____	_____ Days

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

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

- a. Prompt Payment: 0% - days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity
- c. Dollar Volume
- d. Government Educational Institutions
- e. Other: **CTC does not offer discounts.**

**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 **\$100.00.**

**11. Maximum Order**

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

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

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

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

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

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

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

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

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

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

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

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

### **14. 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 OFFICES**

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

## **16. GSA Advantage!**

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

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

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

## **17. PURCHASE OF OPEN MARKET ITEMS**

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

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

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

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

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

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

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

## **19. OVERSEAS ACTIVITIES**

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

For activity that may require overseas performance, CTC's rates will accommodate as follows:

**Differentials/Allowances:**

CTC's rates included herein do not include Danger Pay or Hardship/Hazardous Duty Pay, War Hazards Compensation Act (WHCA) benefits, nor do they include Site Differentials, Cost of Living Allowance, Housing Allowance, or Relocation Costs. These costs shall be negotiated separately on a case-by-case basis with the ordering agencies in accordance with Department of State guidelines. Defense Base Act (DBA) Insurance will also be added and negotiated on a case-by case-basis with the ordering agencies as required by the work to be performed.

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

**20. 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.ctc.com](http://www.ctc.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 (May 2014) 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 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 (DEC 2014) (ALTERNATE I – MAY 2014) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- (b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
  - (1) The offeror;
  - (2) Subcontractors; and/or
  - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

### **13. RESUMES**

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

### **14. INCIDENTAL SUPPORT COSTS**

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

### **15. APPROVAL OF SUBCONTRACTS**

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

### **16. DESCRIPTION OF IT 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, minimum general experience and minimum education.

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

**EXAMPLE:** Commercial Job Title: System Engineer

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

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

**Minimum Education:** Bachelor's Degree in Computer Science

**NOTE:** All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.

## **CTC's COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS**

### **PREAMBLE**

Concurrent Technologies Corporation (CTC) 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 Federal Government contracts. To accelerate potential opportunities please contact: Lynne Hood, Small Business Liaison Officer, telephone: (814) 269-2853, e-mail: hoodl@ctc.com

**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 fater 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

\_\_\_\_\_ Date

\_\_\_\_\_ Date

BPA NUMBER \_\_\_\_\_

(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT

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

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

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

(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.

## APPENDIX I: DESCRIPTION OF IT SERVICES

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

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

#### Information Technology Professional Services

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##### FSC/PSC Class D301

##### ADP Facility Management

- **Facilities Management**– includes operating a data center or network operations encompassing staffing, security, maintenance, and supplies, etc., to maintain the customer’s mission, readiness and continuity of operations; providing facilities management involving uninterruptable power systems, electric power, data, HVAC, and safety and security systems; furnishing products such as program management plans, specifications, and conceptual designs; and reviewing designs for compliance with specifications, tracking implementation, and participating in the acceptance and commissioning of the facilities.
- **Local Area Network (LAN)/Wide Area Network (WAN) and Telephone System Operations and Maintenance Services** – includes services required to operate and maintain an Information Technology (IT) operational facility.
- **Environmental Safety and Health (ES&H) Program Development and Operations**– includes environmental and safety policy and procedures development, environmental and safety site surveys, environmental and safety assessments, hazardous materials assessments, chemical inventory tracking system development, and audit finding tracking databases.
- **Facilities Design**– includes application of computer-based tools to design IT operations facilities such as network control centers, computer-based training and computer repair/refurbishment, command and control data centers, and facilities specialized to customer mission requirements.

- **Help Desk Operations**– includes services designed to meet the customer’s application requirements for networks, PC support, troubleshooting, Commercial Off-the-Shelf (COTS) software support, E-Mail, Voice mail, and other telecommunications services to meet customer requirements.
  - **Software Asset Management**– includes managing the acquisition and life-cycle maintenance for customer-unique software and COTS application software licenses in a cost-effective manner.
  - **Network Management**– includes installing, configuring, maintaining and tracking network assets; monitoring network metrics to detect non-optimal performance; and resolving network problems and projecting future network capabilities and metrics.
- 

## **FSC/PSC Class D302**

### **ADP Systems Development Services**

- **Major Program Acquisition Support**– includes performing or supporting major program acquisitions for IT systems, which encompasses preparing system specifications, acquisition contract documents, contract deliverable (Contract Data Requirements Lists (CDRL)) requirements, and contract SOWs; preparing, managing and maintaining automated tracking systems to monitor contractor compliance with contractual requirements; and providing support for government acceptance testing of delivered systems.
  - **Technology Assessments**– includes performing marketplace assessments of new ITs and their compatibility with mission-specific requirements and recommending performance-based solutions.
  - **Training Curricula**– includes developing training curricula to support required knowledge and skills to operate new IT systems, which encompasses identification, development and production of faulting routines/expert diagnosis systems to support user-specific maintenance skill requirements.
  - **Training Systems**– includes development, design and implementation of training systems using commercial LANs, enhanced graphics, and advanced simulation techniques to support unique military applications.
  - **Training Requirements**– includes conducting analysis of user IT needs and developing training requirements plan; developing user documentation for network and customer applications; and providing customer training and documentation on all custom-developed/customized COTS software applications.
  - **Remote Data Acquisition**– includes designing, developing, assembling and testing specialized electronics and microcomputer-based instrumentation for data acquisition, telemetry, and control systems for use at-sea or in laboratory experiments and developing unique data acquisition and collection systems to provide optimum data collection and storage for wide ranges of test scenarios and mission profiles.
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**FSC/PSC Class D306  
ADP Systems Analysis Services**

- **Communications Analyses**– includes conducting analyses and studies of E-Mail and other computer-based communications methods; performing mission-based analyses of usage; and providing specific recommendations on product and connectivity options to maintain electronic communications with all customers.
- **Strategic Database Design and Programming**-- includes conducting analyses of electronic data storage and manipulation requirements; providing design and implementation recommendations concerning applications, design requirements, inter-application software and hardware requirements; furnishing programming support services to develop new applications and upgrade existing applications; and providing application programming services to support customer organization requirements.
- **Training Analysis**- includes conducting analyses of user needs and developing a training requirements plan; developing user documentation for network and customer applications; and providing customer training and documentation on all custom-developed COTS software applications.
- **Hardware and Software Analyses Versus System Requirements**- includes providing listing of deficiencies and recommended improvements; performing data validation and verification; and developing software models to assist in troubleshooting system deficiencies and analyzing potential improvements.
- **Computer-Based Systems Analysis and Simulation Modeling**– includes providing support and analysis services for Finite Element Analyses and computer simulation modeling for complex systems similar to that required for dynamic response of cable networks; computer control system design modeling using Laplace transforms, 2D and 3D configurations of cables in currents; dynamic responses of higher order mechanical/electrical systems; and the static and hydrodynamic performance of various shapes in air and water.
- **Business Case Analysis**- includes work with end users and IT professionals to develop IT requirements business systems and/or telecommunication systems that are justified in unambiguous terms and are defensible in terms of cost/benefit analyses.
- **End User and Stakeholder IT Systems Design**– includes utilizing a structured approach within which the users and IT development professionals work jointly to define requirements, man-machine interfaces, program navigation and layout, acceptance requirements, and program documentation and training -- a proactive customer involvement process that ensures the business perspective is maintained along with end user and computer system development goals.
- **Assessment and Review of Knowledge-Based Interactive Electronic Technical Documentation**– includes conducting analyses of IT systems that respond to user queries and provide information to allow the user to make complex decisions and performing knowledge-based review of Electronic Technical Manuals for custom and COTS-based customer applications.
- **Manpower, Personnel and Training (MP&T) Analyses**– includes using statistical and empirical data to perform analyses to determine MP&T requirements supporting the introduction of new information

technologies, which may result in various types of documentation, including training System Plans, MP&T Concept Documents, MP&T Resource Requirements Documents, Training Situation Requirements Analysis, Training Device Decision Coordinating Papers, Training Program and Training Project Plans and Training System Characteristics documents.

- **Risk Assessment**– includes developing risk management and assessment tools for IT systems; performing independent risk assessments for IT programs and systems; and developing risk databases to assist in managing program risk.
  - **Integrated Product and Process Team Support**– includes setting up and managing Integrated Product and Process Development (IPPD) programs for IT systems and programs and participating in Integrated Process Team (IPT) approaches to systems analysis and development.
  - **Simulation/Stimulation Models**– includes designing, developing, manufacturing, testing, installing, and operating simulation and stimulation models and systems to proof the operation of IT systems and performing simulation and modeling of IT systems.
  - **Reliability, Maintainability and Availability (RM&A)**– includes conducting RM&A studies for IT systems, which may consist of Probabilistic Risk Assessment (PRA), fault tree analysis, and traditional RM&A mathematical and management approaches, and designing RM&A assessment models and programs.
  - **Sparing**– includes performing integrated logistics and sparing analyses for IT systems and performing all aspects of Integrated Logistics Support (ILS) and logistics engineering for IT systems, including inventory, logistics distribution design, maintenance, spares support, documentation, and failure protection.
  - **Special Projects**– includes performing IT special projects, studies, analysis, and independent assessments and providing experts for forensic studies, investigations, and other special needs.
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## FSC/PSC Class D307

### Automated Information System Services

- **Databases**– includes designing, developing, and maintaining complex databases using COTS software to support customer mission areas, including such programs as nationwide personnel placement, ES&H compliance at customer facilities, and optimized logistics support for modernized systems.
- **Strategic Database Design and Programming**– includes conducting analyses of electronic data storage and manipulation requirements; providing design and implementation recommendations for customer applications using COTS software packages, design requirements, inter-application software and hardware requirements; furnishing programming support services to develop new applications and upgrade existing applications; and providing application programming services to support customer organization requirements.

- **User Training and Support**– includes conducting analyses of user needs and developing training requirements and training plans; furnishing user documentation for network and customer applications; and providing customer training and documentation on all custom-developed software applications.
- **Network Installation**– includes designing and installing networks using commercially available switching and network devices; setting up, installing, configuring and validating servers and network software; integrating INTRANET web servers into the operating environment, encompassing such tasks as setup of UNIX print servers to support UNIX to Netware printing and setup, installation, and management of the networks using software such as Microsoft NT Server.
- **Telecommunications Network Analysis and Design**– includes applying computer-automated tools to capture voice, data; video and other network requirements; modeling network demands and loads; and comparing network design alternatives in terms of cost and performance.
- **COTS Evaluation and Application Selection**– includes applying a structured approach to identify, evaluate and select COTS components for customer mission-driven requirements and performing testing and evaluation of selected alternatives leading to a system or component selection to meet customer requirements, which includes quick prototyping and pilot projects to evaluate and mitigate risk.
- **Information System Design**– includes working with the end users and other stakeholders to define and implement their requirements using a system architecture and system components which meet their performance needs; performing trade-off analyses and prototyping/pilot project activities to mitigate any risk; and assembling the components and performing system installation.
- **Ongoing Programming Services**– includes providing programming services to support LANs and operating systems used in the day-to-day customer's operation; designing and building software programs, using COTS software, which may require unique applications to be developed in C, C++, Visual Basic, stand-alone database applications, and system utilities.
- **Training Systems**– includes development, design and implementation of training systems using commercial LANs, enhanced graphics, and advanced simulation techniques to support unique customer applications.

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### **FSC/PSC Class D308 Programming Services**

Furnish software development of tailored programs and modification and enhancement of existing software programs and applications. Include: design specifications, code generation, interoperability studies, prototype development, migration to match platform requirements, testing, debugging, verification and validation, source code management, user interface design, Internet and multimedia development, firewalls/security, and acquisition support.

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**FSC/PSC Class D310****ADP Backup and Security Services**

- **IT Backup and Security Services**– includes performing system backup on a regularly scheduled basis to allow for disaster recovery should a catastrophic network event occur, which encompasses archiving, cataloging and configuration management of backup media to facilitate recovery efforts should they be needed; monitoring Remote Access Servers (RAS) and implementing security provisions to determine if the system has been infiltrated; performing/activating automated utilities to track suspected breaches in security firewall; implementing a virus detection and eradication program; providing automated tools to detect and eradicate viruses using COTS software; and maintaining current software packages and training personnel in their use.
  - **IT Security Systems**– includes analyzing, designing, developing, manufacturing, testing, installing, and operating IT security systems.
- 

**FSC/PSC Class D311****ADP Data Conversion Services**

- **Data Collection and Conversion**– includes ingesting system and status data from a nationwide or local sensor network; converting the data and analyzing it to determine overall network and individual system availability and reliability; and archiving and distributing data on a real-time basis.
  - **Data Conversion to COTS Applications**– includes accessing national or other data sets/databases; converting data so as to be usable with customer's COTS applications such as Excel, MS Access, etc.; archiving data sets; and publishing and distributing results to user community via E-Mail, Internet, FTP, etc.
  - **Historical Data Conversion**– includes converting historical electronic data, as necessary, into a form which is readable by modern programs. For instance, approximately 10 years ago many word processing programs were driven by a CPM-based system. Today, that data format is not readable by the main COTS applications. Therefore, to read that data it must be converted to an ASCII or other format readable by today's applications. This service analyzes the native file formats, determines a method to read the files and converts them to a format which is readable by COTS applications such as MS Word, and saves and archives the data on a type of media readable by current equipment.
- 

**FSC/PSC Class D313****Computer-Aided Design Services and Computer-Aided Manufacturing Services**

- **Computer-Aided Design/Computer-Aided Manufacturing (CAD/CAM) Services**– includes mechanical and electrical design of devices, structures, test fixtures, towed bodies, ship modifications, machinery and piping system components using off-the-shelf CAD software (AutoCAD, CADKEY, Pro-E, etc.).

- **Computer-Aided Manufacturing**– includes development of CNC machine code programs by direct transmission of computer code to our precision machining facility, which uses Computer Numerically Controlled milling machines and lathes for the production of parts and components in metals, plastics, and composites.
  - **CAD Design Services**– includes development of drawings and design data using COTS CAD programs such as AUTOCAD, PROCAD, CADKEY, etc., developed to ANSI standards or MIL-STD, and stored/produced in electronic files compatible with international standards.
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### **FSC/PSC Class D316**

#### **IT Network Management Services**

- **Network Management**– includes managing network server, which encompasses assignment of accounts to ensure only authorized users have access to sensitive data; providing support including troubleshooting and correcting workstation problems and coordinating with network personnel to resolve workstation/network interface problems; and providing network traffic analysis data to monitor network performance metrics.
  - **Network Installation**– includes implementing the network at all supported locations; coordinating installation activities; performing testing and validation of network operations; providing one-to-one basic training for all users; and furnishing cabling and associated hardware solutions to install networks at end user sites, including connectivity (end-to-end) testing for LANs and WANs, both copper and fiber optics for all media data, voice, video, etc.
  - **System Migration Support**– includes developing software and implementation procedures to ensure a smooth transition from old systems to new, including providing training support, scheduling transition activities to minimize customer disruption, and furnishing temporary or platform network services and bridge solutions to facilitate changeover and integrity of databases and software.
  - **Software Installation**– includes providing software installation services to install COTS applications and other unique programs on the network, encompassing software installation and configuration, database initialization, installation testing, and software maintenance.
  - **Training Support Services**– includes providing training material tailored to customer's mission, functional requirements and level of expertise and providing training solutions to target specific skill level improvement for customer-defined set of COTS applications.
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### **FSC/PSC Class D317**

#### **Automated News Services, Data Services, or Other Services**

- **Automated Information Services**– includes designing, establishing, and operating an automated data information system which allows interested parties to call in and find out program information.

- **Hotline Operation**– includes operating a hotline during normal business hours which allows individuals to call in to obtain detailed information about the customer’s program.
  - **Web Site Services**– includes designing, building and maintaining an INTERNET/INTRANET web site for our customers, allowing access to customer database information from individual queries as well as canned reports, and which can be used to publish a newsletter, act as a technical- or knowledge-based repository, or serve to publicize the customers operation. Links can be established from customer web site to other commercial sites or other customer sites.
- 

**FSC/PSC Class D399****Other Information Technology Services, Not Elsewhere Classified**

- **Help Desk Operations**– includes managing a team of help desk technicians in performing all assigned functions dealing with help calls from users and setting up and managing remote access solution for users to access network remotely.

**APPENDIX II: BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”**

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

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

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

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

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

Here is a general outline on how it works:

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

## **APPENDIX III: DESCRIPTION OF LABOR CATEGORIES**

### **CONCURRENT TECHNOLOGIES CORPORATION**

#### **GSA CONTRACT GS-35F-0594K LABOR DEFINITIONS**

##### **1. INTRODUCTION**

The labor definitions contained in this document will be used as a baseline to define CTC education and experience categories. The following are provided only for the purpose of standardizing participant labor categories to be used on contract tasks and are not intended in any way to limit personnel capability (i.e., skill, experience, or education level) in contract tasks.

##### **2. LABOR CATEGORIES**

###### **2.1. GENERAL REQUIREMENTS FOR ACADEMIC DEGREES**

From a technical, business, management, and training viewpoint, potential customers will expect CTC to provide the best educated and experienced professionals, with current knowledge of their respective professional fields. Where a requirement for an educational degree is identified in the following labor categories, the following requirements for the degree apply:

- The university awarding the degree shall be state certified and have received accreditation from an organization used by the majority of the state certified college institutions in the region.
- Certifications of competence by academic institutions, government agencies, standards organizations, professional associations, product vendors, as well as years of directly related experience may be considered as a substitute for college degrees on a case by case basis.

###### **2.2. PROFESSIONAL MANAGEMENT SERVICES**

###### **2.2.1. Director**

A combination of education in Computer Science, Computer Engineering, or related academic field and directly related experience as follows: Ph.D. plus 6 years or MA/MS plus 8 years or BA/BS plus 12 years. This position combines high level technical and/or business expertise with an established history of successful management of major software development and information technology programs. Extensive experience at the Senior Management level is required to provide management services in the areas of software applications development, systems analysis, information systems, or database development ensuring the delivery of the requisite quality and quantity of results in a timely, cost controlled manner.

###### **2.2.2. Senior Manager**

A combination of education in Computer Science, Computer Engineering, or related academic field and directly related experience as follows: Ph.D. plus 4-6 years or MA/MS plus 6-10 years or BA/BS plus 10-15 years. This position combines considerable technical and/or business expertise with an established history of



successful management of major software development and information technology programs. Management services are provided in the areas of software applications development, systems analysis, information systems, or database development ensuring the delivery of the requisite quality and quantity of results in a timely, cost controlled manner.

### **2.2.3. Manager**

A combination of education in Computer Science, Computer Engineering, or related academic field and directly related experience as follows: MA/MS plus 4-6 years or BA/BS plus 6-10 years. Manages activities of applications systems and software development projects of major software development and information technology programs. Management services are provided in the areas of software applications development, systems analysis, information systems, or database development ensuring the delivery of the requisite quality and quantity of results in a timely, cost controlled manner.

## **2.3. PROFESSIONAL SCIENCE AND ENGINEERING SERVICES**

### **2.3.1. Principal Engineer / Scientist**

A combination of education in Computer Science, Computer Engineering, or related academic field and directly related experience as follows: Ph.D. plus 6 years or MA/MS plus 8 years or BA/BS plus 12 years. An advanced degree in business administration may be combined with an undergraduate or graduate computer science or engineering degree. This position requires indisputable high-level technical expertise and is a top-level technical expert in one or more highly specialized areas of software development, information systems, systems analysis, or programming. An established professional reputation in the respective discipline coupled with direct involvement in related regional, national, and/or global issues is required. Professional services are provided in the areas of devising or modifying procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results; preparing detailed specifications and analysis from which software programs will be written; designing, coding, testing, debugging, and documenting software applications. This position requires full technical knowledge of all phases of software application development and systems analysis.

### **2.3.2. Senior Engineer / Scientist**

A combination of education in Computer Science, Computer Engineering, or related academic field and directly related experience as follows: Ph.D. plus 3 - 4 years or MA/MS plus 4 - 8 years or BA/BS plus 8 - 12 years. An advanced degree in business administration may be combined with an undergraduate or graduate computer science or engineering degree. This position requires in-depth technical expertise in the areas of software development, information systems, systems analysis, or programming. An established professional reputation in the respective discipline coupled with direct involvement in related regional, national, and/or global issues is required. Professional

services are provided in the areas of formulating and defining system scope and objectives; devising or modifying procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results; designing, coding, testing, debugging, and documenting software applications. This position requires full technical knowledge of all phases of software application development and systems analysis.

### **2.3.3. Scientist / Engineer**

A combination of education in Computer Science, Computer Engineering, or related academic field and directly related experience as follows: Ph.D. plus 0 - 2 years or MA/MS plus 2 - 4 years or BA/BS plus 4 - 8 years. This position requires a detailed knowledge of software development, information systems, systems analysis, or programming. A detailed knowledge of the respective discipline coupled with direct involvement in related national and global issues is required. Under general direction, responsible for formulating and defining system scope and objectives; devising or modifying procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results; designing, coding, testing, debugging, and documenting software applications. This position requires competent knowledge to operate at a high technical level in all phases of software application development and systems analysis.

### **2.3.4. Associate Scientist / Engineer**

A combination of education in Computer Science, Computer Engineering, or related academic field and directly related experience as follows: MA/MS plus 0 - 2 years or BA/BS plus 2 - 4 years. This position requires a broad knowledge of software development, information systems, systems analysis, or programming and familiarity with related issues. Under general supervision, responsible for formulating and defining system scope and objectives through research and fact-finding; devising or modifying procedures to solve moderately complex information systems problems; designing, coding, testing, debugging, documenting, and maintaining software applications. This position requires competent knowledge to work on most phases of software application development and systems analysis.

### **2.3.5. Assistant Scientist / Engineer**

A combination of education in Computer Science, Computer Engineering, or related academic field and directly related experience as follows: BA/BS plus 0 - 2 years or AA/AS plus 2 - 4 years. This position requires a general knowledge of software development, information systems, systems analysis, or programming and familiarity with related issues. Under immediate supervision, responsible for assisting in research and fact-finding to develop software applications or information systems; designing, coding, testing, debugging, documenting, and maintaining software applications. This entry-level position requires sufficient educational background or experience to qualify to work on phases of software application development and systems analysis.

## **2.4. PROFESSIONAL SUPPORT SERVICES**

**2.4.1. Senior Support Services Specialist**

A combination of education in Business, the Social Sciences, Liberal Arts, or other related academic field and directly related experience as follows: Ph.D. plus 3-4 years or MA/MS plus 4 - 8 years or BA/BS plus 8 - 12 years. This position requires in-depth expertise in the respective discipline coupled with a comprehensive understanding of related regional, national, and/or global issues. Professional services in support of software development, information systems, systems analysis, or programming projects or activities are provided within defined objectives but with considerable latitude. This position requires independent complex analysis, concept formulation, mastery of standard methods, new method identification, and solution development. Demonstrated competence is required in coordination, directing, and performing large project research and analysis, needs assessment, process development and improvement, product and process implementation, education, and/or training in an integrated enterprise environment.

**2.4.2. Support Services Specialist**

A combination of education in Business, the Social Sciences, Liberal Arts, or other related academic field and directly related experience as follows: Ph.D. plus 0 - 2 years or MA/MS plus 2 - 4 years or BA/BS plus 4 - 8 years. This position requires a detailed knowledge of the respective discipline and an understanding of related regional, national, and/or global, issues. Professional services in support of software development, information systems, systems analysis, or programming projects or activities are provided within general guidelines on broadly defined tasks. This position requires originality, analysis, concept development, proficiency with standard methods and tools, and reviewed solution development. Direct hands-on experience is required in performing and coordinating project research and analysis, needs assessment, process development and improvement, product and process implementation, education, and/or training in an integrated enterprise environment.

**2.4.3. Associate Support Services Specialist**

A combination of education in Business, the Social Sciences, Liberal Arts, or other related academic field and directly related experience as follows: MA/MS plus 0 - 2 years or BA/BS plus 2 - 4 years. This position requires a broad knowledge of the respective discipline and familiarity with related issues. Challenging and varied professional work is provided in support of software development, information systems, systems analysis, or programming projects or activities, requiring some originality and interpretation, contribution to concept and method development, and competence with standard methods and tools. Experience is required contributing to research and analysis, needs assessment, process development and improvement, product and process implementation, education, and/or training in an integrated enterprise environment.

**2.4.4. Assistant Support Services Specialist**

A combination of education in Business, the Social Sciences, Liberal Arts, or other related academic field and directly related experience as follows: BA/BS plus 0 - 2

years or AA/AS plus 2 - 4 years. This position requires a general knowledge of respective discipline and awareness of related issues. Entry level professional work is provided in support of software development, information systems, systems analysis, or programming projects or activities such as routine analysis and application of standard tools and methods. Work is accomplished under close supervision, usually as part of a team, and is reviewed by team leaders. This position provides assistance in research and analysis, needs assessment, process development and improvement, product and process implementation, education, and/or training in an integrated enterprise environment.

## **2.5. TECHNICAL SUPPORT (These are ancillary labor categories and cannot be ordered separately.)**

### **2.5.1. Technician Level III**

High School diploma plus additional formal coursework equivalent to an Associate's degree plus extensive directly related work experience in installing and repairing personal computers, related software, and peripheral equipment. Industry certification in the related information systems trades is considered equivalent to the formal coursework requirement. Works alone or as part of a team to assist professional staff in related areas as required to achieve contractual requirements. Plans, organizes, conducts, and supervises subordinates in area of expertise to accomplish specific project tasks. Requires experience in installing and repairing personal computers, related software, peripheral equipment, and cabling. Performs routine maintenance on PC's, networks, and servers. Holds appropriate technical certifications required to accomplish tasks.

### **2.5.2. Technician Level II**

High School diploma plus additional formal coursework plus considerable directly related technical work experience. Industry certification in the related information systems trades is considered equivalent to the formal coursework requirement. Works alone or as part of a team to assist professional staff in related areas as required to achieve contractual requirements. Participates in planning, organizing, and performing work, in area of expertise, to accomplish specific project tasks. Requires experience in installing and repairing personal computers, related software, peripheral equipment, and cabling. Performs routine maintenance on PC's, networks, and servers. Holds appropriate technical certifications required to perform required work.

### **2.5.3. Technician Level I**

High School diploma plus some additional formal coursework plus some directly related technical work experience. Participation in an Apprenticeship Program in one of the skilled trades is considered equivalent to the formal coursework requirement. Works under supervision or as part of a team to assist professional staff and senior technicians in related areas as required to achieve contractual requirements. Requires familiarity with a variety of standard technical tools, equipment, software, and methods related to area of expertise. Holds appropriate technical certifications required to perform required work.

## **2.6. ADMINISTRATIVE SUPPORT (These are ancillary labor categories and cannot be ordered seperatly.)**

### **2.6.1. Administrative Level III**

High School diploma plus additional formal course work equivalent to either a secretarial science degree or an Associate's degree in business. Requires extensive experience in providing skilled secretarial and administrative services in support of software development, information systems, systems analysis, or programming projects or activities in an automated office environment. Performs a variety of frequently complex administrative duties. Works alone or as part of a team to assist professional staff as required to achieve contractual requirements. Plans, organizes, conducts, and supervises administrative subordinates to accomplish, project objectives. Requires demonstrated mastery of administrative methods, communication tools, personal computers, and various administrative support software packages.

### **2.6.2. Administrative Level II**

High School diploma plus additional formal course work in secretarial science or business. Requires considerable experience in providing skilled secretarial, clerical, and administrative services in support of software development, information systems, systems analysis, or programming projects or activities in an automated business environment, Performs a variety of secretarial and administrative duties. Works alone or as part of a team to assist professional staff as required to achieve contractual requirements. Participates in planning, organizing, and performing administrative work to accomplish project objectives. Requires considerable skill in administrative methods, communication tools, personal computers, and various administrative support software packages.

### **2.6.3. Administrative Level I**

High School diploma plus 1 year experience in providing routine secretarial and administrative support in an automated business environment. Performs a variety of routine secretarial and clerical duties in support of software development, information systems, systems analysis, or programming projects or activities. Works under supervision or as part of a team to assist professional staff as required to achieve contractual requirements. Requires demonstrated skill in administrative methods, communication tools, personal computers, and various administrative support software packages.

## Appendix IV: Hourly Labor Rate Schedule

<b>IT Schedule</b>	
<b>Contract Number: GS-35F-0594K</b>	
<b>Labor Category</b>	<b>8/15/15 – 8/14/2020</b>
DIRECTOR	\$202.56
SENIOR MANAGER	\$170.74
MANAGER	\$149.34
PRINCIPAL ENGINEER/SCIENTIST	\$167.00
SENIOR ENGINEER/SCIENTIST	\$130.43
SCIENTIST/ENGINEER	\$106.71
ASSOCIATE SCIENTIST/ENGINEER	\$82.61
ASSISTANT SCIENTIST/ENGINEER	\$71.14
SENIOR SUPPORT SERVICES SPECIALIST	\$118.57
SUPPORT SERVICES SPECIALIST	\$88.52
ASSOCIATE SUPPORT SERVICES SPECIALIST	\$71.95
ASSISTANT SUPPORT SERVICES SPECIALIST	\$54.97
TECHNICIAN LEVEL III	\$58.98
TECHNICIAN LEVEL II	\$41.59
TECHNICIAN LEVEL I	\$39.03
ADMINISTRATIVE LEVEL III	\$53.43
ADMINISTRATIVE LEVEL II	\$41.52
ADMINISTRATIVE LEVEL I	\$32.22
<p><b>The above rates include a .75% Industrial Funding Fee.</b></p> <p><b>Travel will be proposed and invoiced in accordance with the Joint Travel Regulations.</b></p> <p><b>Differentials/Allowances:</b></p> <p>The rates included herein do not include Danger Pay or Hardship/Hazardous Duty Pay, War Hazards Compensation Act (WHCA) benefits, nor do they include Site Differentials, Cost of Living Allowance, Housing Allowance, or Relocation Costs. These costs shall be negotiated separately on a case-by-case basis with the ordering agencies in accordance with Department of State guidelines. Defense Base Act (DBA) Insurance will also be added and negotiated on a case-by case-basis with the ordering agencies as required by the work to be performed.</p> <p>An on-call allowance shall also be proposed on a case by case basis as required by the work to be performed and in accordance with the then current rates contained in the CTC Compensation Administration Manual.</p> <p>Please note what quantity discounts are offered: <b>None.</b></p>	