

AUTHORIZED FEDERAL ACQUISITION SERVICE  
INFORMATION TECHNOLOGY SCHEDULE PRICE LIST

**GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY  
EQUIPMENT, SOFTWARE AND SERVICES**

General Description:

Design, Development, Testing and Integration of Developmental Hardware and Software  
Information Technology Systems, Sustainment of Legacy Systems, and Independent  
Verification and Validation (IV&V) Services

Special Item Numbers: **132-51, 132-51RC and 132-51STLOC**

**INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES**

FPDS Code D301 IT Facility Operation and Maintenance  
FPDS Code D302 IT Systems Development Services  
FPDS Code D306 IT Systems Analysis Services  
FPDS Code D307 Automated Information Systems Design and Integration Services  
FPDS Code D308 Programming Services  
FPDS Code D310 IT Backup and Security Services  
FPDS Code D311 IT Data Conversion Services  
FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services  
FPDS Code D316 IT Network Management Services  
FPDS Code D317 Automated News Services, Data Services, or Other Information 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.

**Management Technology Associates (MTA), Incorporated**

*(A Service-Disabled, Veteran-Owned Small Company)*

688 Discovery Drive  
Huntsville, AL 35806  
Telephone: (256) 922-1110  
Web Site: [www.mta-inc.com](http://www.mta-inc.com)

Contract Number: **GS-35F-0266M**  
Period Covered by Contract: **Feb 11, 2002 – Feb 10, 2012**  
**3 Option Periods of 5 Years Each**

General Services Administration  
Federal Acquisition Service

Price list current through Modification PO-0010, approved 6 March 2009

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

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## ***OVERVIEW***

**Management Technology Associates (MTA), Incorporated** is a **Service-Disabled, Veteran-Owned Small Disadvantaged Business**, incorporated in the state of Alabama in 1984. Partnering with MTA will grant you access to their extensive experience in Software Design, Development, Testing and Integration of Developmental Hardware Systems, Sustainment of Legacy Systems, and Independent Verification and Validation (IV&V) Services.

MTA has provided software development, testing, integration, IV&V, and/or software repository services in support of U.S. Army field artillery and mortar command and control/fire direction control for the U.S. Army Armaments Research, Development and Engineering Center (ARDEC), Picatinny Arsenal, NJ since 1990. Similar services have been provided in support of U.S. Army PATRIOT missile for the U.S. Army Aviation and Missile Research, Development and Engineering Center (AMRDEC), Redstone Arsenal, AL since 1994. Information Technology Services are also being provided to the U.S. Army Engineering and Support Center, Huntsville in conducting training workshops in the use of web based software packages in support of Military Construction Army program and the development of web based tutorials. Award of repeated follow-on contracts by these customers is a living testimony to their satisfaction and MTA's expertise in providing Professional Information Technology Services.

### **Why partner with MTA, Incorporated?**

- Recognized **Small Business** Community leader in providing **Information Technology Professional Services**.
- **Full-service** contractor.
- **Cost-effective** support within budget and schedule.
- **Proven record** of performance.
- **Experienced and responsive** staff.
- **Worldwide customer service**.
- Documented **customer satisfaction**.
- **Easy access** to MTA services.

## ***INFORMATION FOR ORDERING OFFICES***

### **SPECIAL NOTE TO AGENCIES:**

#### **Small Business Participation**

The Small Business Administration (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/price lists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!<sup>TM</sup> on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/price lists, GSA Advantage!<sup>TM</sup> and the Federal Acquisition Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business concerns.

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

MTA, Inc. provides delivery to:

- 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. MTA's ORDERING ADDRESS AND PAYMENT INFORMATION**

#### **Ordering Address**

MTA, Incorporated  
ATTN: Gary L. Sims  
688 Discovery Drive  
Huntsville, AL 35806  
Tel: (256) 922-1110, ext 12  
FAX: (256) 922-1888  
E-mail [gsa-sales@mta-inc.com](mailto:gsa-sales@mta-inc.com)  
Web [www.mta-inc.com](http://www.mta-inc.com)

#### **Payment Address**

MTA, Incorporated  
ATTN: Accounting  
688 Discovery Drive  
Huntsville, AL 35806

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

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

Gary L. Sims Phone: (256) 922-1110 x12 fax: (256) 922-1888  
Roger Rhodes Phone: (256) 922-1110 x18 fax: (256) 922-1888

### **3. LIABILITY FOR INJURY OR DAMAGE**

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

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

Block 9: G. Order/Modification Under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS) Number: 118041268  
Block 30: Type of Contractor – A. Small Disadvantaged Business  
Block 31: Woman-Owned Small Business – No  
Block 36: Contractor's Taxpayer Identification Number (TIN) 63-086-4757

**4a. CAGE CODE: 3U460**

**4b. Contractor has registered with the Central Contractor Registration Database.**

### **5. FOB: Destination**

### **6. DELIVERY SCHEDULE**

#### **6a. Time of Delivery**

To be negotiated between MTA and the ordering agency.

#### **6b. Urgent Requirements**

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

**7. DISCOUNTS:**

Prices shown are NET Prices; Basic Discounts have been deducted.

- 7a. **Prompt Payment:** NONE
- 7b. **Quantity:** NONE
- 7c. **Dollar Volume:** NONE
- 7d. **Government Educational Institutions:** NONE
- 7e. **Discount for use of Government Commercial Credit Card:** NONE
- 7f. **Other:** NONE

**8. TRADE AGREEMENTS ACT OF 1979, AS AMENDED**

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

**9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING – NOT OFFERED**

**10. SMALL REQUIREMENTS**

The minimum dollar value of orders to be issued for services is \$100.00.

**11. MAXIMUM ORDER**

Maximum Order: (All dollar amounts are exclusive of any discount for prompt payment.)  
Special Item Number (SIN) 132-51 – Information Technology Professional Services:  
The maximum dollar value per order for SIN 132-51 will be \$500,000.00.

**12. USE OF FEDERAL ACQUISITION SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS. In accordance with FAR 8.404:**

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering activities need to seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the ordering activities' needs.

- a. **Orders placed at or below the micro-purchase threshold.** Ordering activities can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- b. **Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.** Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering activities should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/price lists of at least three Schedule

Contractors and selecting the delivery and other options available under the schedule that meets the ordering activities needs. In selecting the supply or service representing the best value, the ordering activities may consider-

- (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
- (2) Trade-in considerations;
- (3) Probable life of the item selected as compared with that of a comparable item;
- (4) Warranty considerations;
- (5) Maintenance availability;
- (6) Past performance; and
- (7) Environmental and energy efficiency considerations.

- c. **Orders exceeding the maximum order threshold.** Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering activity to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering activities shall-

Review additional Schedule Contractors’:

- (1) Catalogs/price lists or uses the “GSA Advantage!” on-line shopping service;
- (2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
- (3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

**Note:** For orders exceeding the maximum order threshold, the Contractor may:

- (1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
- (2) Offer the lowest price available under the contract; or
- (3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

- d. **Blanket purchase agreements (BPAs).** The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering activities may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

- e. **Price reductions.** In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering activities will find it advantageous to request a

price reduction. For example; when the ordering activity finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering activity the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order.

- f. **Small business.** For orders exceeding the micro-purchase threshold, ordering activities should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.
- g. **Documentation.** Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an ordering activity requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering activity shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the ordering activity's need.

### **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 TELECOMMUNICATIONS STANDARDS (FED-STDS).**

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

Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301) 975-2833.

#### **14. CONTRACTOR TASKS/SPECIAL REQUIREMENTS (C-FSS-370) (Nov 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.
- 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 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 (1) Termination for the Government'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:

- k. Manufacturer;
- l. Manufacturer's Part Number; and
- m. 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.gsa.gov/>.

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

NOTE: Open Market Items are also known as incidental items, non-contract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Cost) are not part of this contract and should be treated as 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-**

- a. 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));
- b. The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- c. The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- d. All clauses applicable to items not on the Federal Supply Schedule are included in the order.

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

- e. 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.
- f. 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 information technology services in areas listed in the price list outside the 48 contiguous states and the District of Columbia, except as indicated below:

*Only in support of ordering agencies within the 48 contiguous states and the District of Columbia on a temporary duty (TDY) 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).**

Federal Acquisition Regulation (FAR) 13.201(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.202(c) (3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Price List, for customers to consider when using this purchasing tool.

## **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 apply.

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, de-installation, 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). The EIT standard can be found at: [http: 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.

**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 exclusive 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. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements, under this contract in accordance with this clause.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the Contractor to specific targets. To the maximum extent practicable, ordering activity 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. ORDERING PROCEDURES FOR SERVICES (REQUIRING A  
STATEMENT OF WORK) (G-FCI-920) (MAR 2003)**

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b) (2) through (b) (3).

When ordering services over \$100,000, Department of Defense (DOD) ordering offices and non-DOD agencies placing orders on behalf of the DOD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 – Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence. GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering activity using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

- a. When ordering services, ordering activities shall—
  - (1) Prepare a Request (Request for Quote or other communication tool):
    - (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable

standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

(ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering activity makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

(iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.

(iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

Based upon an initial evaluation of catalogs and price lists, the ordering activity should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate) and transmit the request as follows:

NOTE: When buying IT professional services under SIN 132—51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINS as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

(i) The request should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.

(ii) For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the ordering activity's needs.

- (iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.
      - (iv) Ordering activities should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.
    - (3) Evaluate Responses and Select the Contractor to Receive the Order:  
After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)
  - b. The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering activity the opportunity to secure volume discounts. When establishing BPAs, ordering activities shall—
    - (1) Inform contractors in the request (based on the ordering activity's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.
      - (i) SINGLE BPA: Generally, a single BPA should be established when the ordering activity can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)
      - (ii) MULTIPLE BPAs: When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing the BPAs, the procedures in (a) (2) above must be followed. The procedures at (a) (2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the Schedule contractor that represents the best value.
    - (2) Review BPAs Periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)
  - c. The ordering activity should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
  - d. When the ordering activity's requirement involves both products as well as executive, administrative and/or professional, services, the ordering activity should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)
  - e. The ordering activity, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and

the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For ordering activity requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

#### **4. ORDER**

- a. Ordering activities may use written orders, Electronic Data Interchange (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 52232-19, 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.

#### **5. 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.

#### **6. INSPECTION OF SERVICES**

The Inspection of Services-Fixed Price (AUG 1996) 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) 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 Rights in Data – General may apply.

## **8. RESPONSIBILITY 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 agency 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 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 activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates objectivity in performing contract work.

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

## **11. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT Services. Progress payments may be authorized by the ordering office 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 I (APR 1984) 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 (DEC 2002) 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.

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

- a. The Contractor shall provide a description of each type of IT Services offered under Special Item Number 132-51. IT Services should be presented in the same manner as the Contractor markets to its ordering activity. If the Contractor is proposing hourly rates, a description of all corresponding Government job titles (labor categories) for those individuals who will perform the service should be provided.
- b. Pricing for all IT Services shall be in accordance with the Contractor's customary business practices: e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

### **17. 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 order covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of the contract.
- b. If a stop-work order is 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.

*A. SMALL BUSINESS PARTICIPATION*

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

PREAMBLE

Management Technology Associates, Incorporated, a Veteran-owned Small Disadvantaged Business 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 demonstrates 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 Gary L. Sims, Senior Programs Manager, Management Technology Associates (MTA), Incorporated. TEL: (256) 922-1110 ext 12, FAX: (256) 922-1888, e-mail [gsa-sales@mta-inc.com](mailto:gsa-sales@mta-inc.com).

**THE FOLLOWING ARE FUNCTIONAL JOB DESCRIPTIONS FOR THE  
IT SERVICES OFFERED UNDER SIN 132-51.**

***B. IT LABOR CATEGORY DESCRIPTIONS***

**1. Commercial Job Title: Program Manager**

Minimum/General Experience: Ten years technical analytical experience of which five years must have been in engineering analysis of data processing or embedded computer systems, including configuration management, quality assurance, and integrated verification and validation for hardware and software. Requires at least five years experience in managing a professional staff.

Functional Responsibilities: Responsible for contract and subcontract administration. Coordinates the preparation of cost and technical proposals in response to requests for quotations and/or requests for proposals. Acts as the primary interface between the company and the Government Contracting Officer, Contracting Specialist, and Contracting Officer's Representative during the process of placing, negotiating, and executing delivery orders. Ensures that adequate resources are made available in executing delivery orders throughout the life cycle of the information technology task(s) as specified within the order. Manages multiple delivery orders and/or projects that may be executed simultaneously at more than one location. Responsible to ensure delivery orders are executed within cost and schedule. Approves the release of all deliverables, prepares management reports, and ensures the timely, accurate submittal of invoices.

Minimum Education: Bachelor of Science in Physical Sciences, Computer Science, Engineering, or Mathematics from an accredited university/college.

Alternate Job Titles: Program Management Liaison| Senior Programs Manager| Program Management Consultant|

**2. Commercial Job Title: Project Leader**

Minimum/General Experience: Ten years of experience in directing large information technology efforts in Government acquisition and sustainment programs.

Functional Responsibilities: Manages the execution of large complex projects. Supervises two or more Task Managers assigned to major tasks in support of the project. Assigns personnel to each Task Manager as required by the execution schedule. Reviews the work of Task Managers to ensure compliance to task specifications and project requirements. Serves as the company's primary interface with the Government Contracting Officer's Technical Representative in resolving technical related issues. Ensures deliverables are prepared within schedule, reviewed for accuracy and completeness prior to seeking the Program Manager's approval to release them to the Government. Primary point of contact between Task Managers and their staffs and the Program Manager.

Minimum Education: Bachelor of Science or Business Administration Degree.

**3. Commercial Job Title: Expert Systems Analyst II**

Minimum/General Experience: Ten years experience following graduate school in the design, development, integration, testing and evaluation of expert and computer based systems. Must have experience in performing knowledge acquisition and elicitation, selection of appropriate knowledge representation schemes and translating them into knowledge representation schemes.

Functional Responsibilities: Source of in-depth and broad technical expertise in analyzing the complexity of expert and computer based systems and recommending state-of-the-art approaches in the design, development, integration, testing and evaluation of the aforementioned systems.

Minimum Education: Bachelor of Science in Physical Sciences, Computer Science, Engineering, or Mathematics from an accredited university/college.

Alternate Job Titles: Functional Analyst II | Functional Analyst, Senior

**4. Commercial Job Title: Expert Systems Analyst I**

Minimum/General Experience: Six years experience following graduate school in the design, development, integration, testing and evaluation of expert and computer based systems. Must have experience in performing knowledge acquisition and elicitation, selection of appropriate knowledge representation schemes and translating them into knowledge representation schemes.

Functional Responsibilities: Source of in-depth and broad technical expertise in analyzing the complexity of expert and computer based systems and recommending state-of-the-art approaches in the design, development, integration, testing and evaluation of the aforementioned systems.

Minimum Education: Bachelor of Science in Physical Science, Computer Science, Engineering, Chemistry, or Mathematics from an accredited university/college.

Alternate Job Titles: Functional Analyst I | Functional Analyst

**5. Commercial Job Title: Senior Engineer**

Minimum/General Experience: Eight to fifteen years experience (depending on educational degree) in task related field of expertise at the program or project level in major computer systems acquisition or sustainment.

Functional Responsibilities: Responsible for the formulation of opinions, decisions, and ultimate performance of the task specified in the Statement of Work contained in the delivery order. Provides expertise and possesses the ability to perform detailed and complex calculations plus knowledge of practices/principles necessary to assess advanced computer systems concepts, assess specifications and perform system integration in support of computer systems design, development, integration, testing and evaluation, and the modification of legacy systems.

Minimum Education: Bachelor Degree in Engineering from an ABET accredited program of study.

Alternate Job Titles: Lead Engineer | Engineer VI | Level VI Engineer| Engineer V | Level V Engineer.

**6. Commercial Job Title: Engineer**

Minimum/General Experience: Six years experience (depending on educational degree) in tasks related to those within the delivery order.

Functional Responsibilities: Supports the design, development, coding, modification, integration, testing, and evaluation of developmental or legacy software packages in support of computer based systems. Assists in the development of software support documentation for system and subsystem requirements, internal and external interface requirements, program design, program test plans, test procedures and test results. Alternative assistance in independent verification and validation of software support documentation to ensure compliance with upper level System Requirements in terms of completeness, consistency, traceability, and testability with all other related software support documents.

Minimum Education: Bachelor of Science degree in Computer Science, Engineering, Mathematics or field related to the delivery order requirements.

Alternate Job Titles: Engineer III |Level III Engineer

**7. Commercial Job Title: Senior Engineer/Analyst**

Minimum/General Experience: Six years experience in the design, development, integration, testing and evaluation of computer based systems.

Functional Responsibilities: Supports the design, development, coding, modification, testing and evaluation of developmental or legacy software packages in support of computer based systems. Assists in the development or independent verification and validation of software documentation to ensure compliance with System Requirements Specification in terms of completeness, consistency, traceability, and testability.

Minimum Education: Bachelor of Science in Physical Sciences, Computer Science, Engineering or Mathematics from an accredited university/college.

**8. Commercial Job Title: Engineer/Analyst**

Minimum/General Experience: Five years of experience in the design, development, integration, testing and evaluation of computer based systems.

Functional Responsibilities: Supports the design, development, coding, modification, integration, testing and evaluation of developmental or legacy software packages in support of computer based systems. Assists in the development or independent verification and validation of software documentation to ensure compliance with the System Requirements Specification in terms of completeness, consistency, traceability and testability.

Minimum Education: Bachelor of Science Degree in Physical Sciences, Computer Science, Engineering or Mathematics from an accredited university/college.

**9. Commercial Job Title: Engineering Technician III**

Minimum/General Experience: Five years experience in computer based environment.

Functional Responsibilities: Responsible for the installation, maintenance, replacement, updating, and relocation of major computer systems and peripheral equipment. Performs trouble shooting in isolating and correcting system failures.

Minimum Education: High school graduate.

**10. Economist/Business Analyst (Real Property, Audit, Administration)**

Minimum/General Experience: At least four years of experience.

Functional Responsibilities: Reviews, analyzes, and evaluates business systems and user needs. Formulates systems requirements to parallel overall business strategies. Writes detailed description of user needs, program functions, and steps required to develop or modify computer programs. Reviews financial records to verify tracking and procedures. Provides consultation on complex projects and is expected to be a contributor/specialist.

Education: Bachelors in Business Administration or Accounting.

**11. Commercial Job Title: Senior Analyst**

Minimum/General Experience: College graduate and eight years of task related experience or high school graduate and eleven years of related experience in analyzing information processes in determining design requirements or resolving existing system deficiencies. Requires the ability to perform detailed and complex calculations plus knowledge of practices/principles necessary to assess advanced systems concepts, assess specifications and evaluate system integration efforts.

Functional Responsibilities: Conducts hardware/software trade-off analyses based upon system requirements in determining the optimal system design approach. Defines system design requirements based upon system specifications and desired information output versus available information input and source of input information. Provides an assessment as to overall system impacts in evaluating proposed system changes (e.g., Engineering Change Proposals). Evaluates proposed test strategy and test procedures to ensure the testing of the integrated system will adequately demonstrate that system specifications are achieved. Attends hardware/software reviews to assess the progress in fulfilling system design requirements.

Minimum Education: Bachelor of Science or Business Administration Degree, in a delivery order task related discipline, awarded by an accredited university/college. High school graduate or equivalent.

**12. Commercial Job Title: Journeyman Analyst**

Minimum/General Experience: College graduate and three years of task related experience or high school graduate or equivalent and six years of task related experience.

Functional Responsibilities: Will assist Senior Analysts in carrying out their responsibilities after having received guidance from Senior Analysts or other senior management officials.

Minimum Education: Bachelor of Science or Business Administration Degree, in a delivery order task related discipline, awarded by an accredited university/college. High school graduate or equivalent.

**13. Commercial Job Title: Entry Level Analyst**

Minimum/General Experience: College graduate with no experience or high school graduate and three years task related experience.

Functional Responsibilities: Works as a part of a team accomplishing tasks similar in nature to those of the Journeyman Analyst. Receives guidance from Senior Analysts and/or senior level management officials.

Minimum Education: Bachelor of Science of Business Administration Degree, in a delivery order task related discipline, awarded by an accredited university/college. High school graduate or equivalent.

**14. Commercial Job Title: Computer Systems Analyst III**

Minimum/General Experience: Six years computer systems analysis and design experience. May require SQL Database training, experience and working knowledge of data file conversion and manipulation (UNIX, WINDOWS).

Functional Responsibilities: Maintains and modifies complex systems or develops new systems/subsystems. Formulates system requirements; advises on alternatives and on the implications of new or revised information processing systems. Recommends optimum approach and develops system design for approved projects. In addition, may develop SQL Databases, share data between users and Help Desk, and develop and maintain custom applications.

Minimum Education: Bachelor of Science Degree in Physical Science, Computer Science, Engineering or Mathematics disciplines, which relate to delivery order tasks, awarded by an accredited university/college. May require SQL or Database certificates of training.

**15. Commercial Job Title: Computer Systems Analyst II**

Minimum/General Experience: College graduate and three years computer systems analysis and design experience. High school graduate and 10 years computer systems analysis and design experience.

Functional Responsibilities: Maintains and modifies semi-complex systems or develops new systems/subsystems. May develop subsystems of more complex systems. Gathers facts, analyzes data, compares alternatives, and recommends

course of action in system design. Prepares specifications in development of computer programs following approval of recommendations.

Minimum Education: Bachelor of Science Degree in Physical Science, Computer Science, Engineering or Mathematics disciplines, which relate to delivery order tasks, awarded by an accredited university/college.

**16. Commercial Job Title: Computer Systems Analyst I**

Minimum/General Experience: College graduate and one year computer systems analysis and design experience. High school graduate and 8 years computer systems analysis and design experience.

Functional Responsibilities: Assists in the maintenance and modification semi-complex systems or develops new systems/subsystems. May develop subsystems of more complex systems. Gathers facts, analyzes data, compares alternatives, and recommends course of action in system design

Minimum Education: Associate Degree in Computer Science, Engineering or Mathematics disciplines, which relate to delivery order tasks, awarded by an accredited university/college. High school graduate or equivalent.

**17. Commercial Job Title: Computer Programmer IV**

Minimum/General Experience: Eight years task related experience in computer operating systems and computer programming.

Functional Responsibilities: Applies standard programming procedures in developing software programs based upon approved software of requirements and detailed specifications. Translates mathematical notation into processing logic and code. Tests and documents work, and authors' software users' manuals.

Minimum Education: Bachelor of Science Degree in Physical Science, Computer Science, Engineering or Mathematic disciplines, which relate to delivery order tasks, awarded by an accredited university/college.

**18. Commercial Job Title: Computer Programmer III**

Minimum/General Experience: Six years task related experience in computer operating systems and computer programming.

Functional Responsibilities: Applies standard programming procedures in developing software programs based upon approved software of requirements and detailed specifications. Translates mathematical notation into processing logic and code. Tests and documents work, and authors' software users' manuals.

Minimum Education: Bachelor of Science Degree in Physical Science, Computer Science, Engineering or Mathematic disciplines, which relate to delivery order tasks, awarded by an accredited university/college.

**19. Commercial Job Title: Computer Programmer II**

Minimum/General Experience: College graduate with no experience or high school graduate with four years task related experience in computer programming.

Functional Responsibilities: Performs routine programming requiring knowledge of established programming procedures and data processing requirements as skills and experience are developed. Maintains and modifies routine programs by amending program flow charts, developing detailed processing logic, and implementing code changes.

Minimum Education: Bachelor of Science Degree in Physical Science, Computer Science, Engineering or Mathematics disciplines, which relate to delivery order tasks, awarded by an accredited university/college.

**20. Commercial Job Title: Computer Programmer I**

Minimum/General Experience: College graduate with no experience or high school graduate with four years task related experience in computer programming.

Functional Responsibilities: Performs routine programming requiring knowledge of established programming procedures and data processing requirements as skills and experience are developed. Maintains and modifies routine programs by amending program flow charts, developing detailed processing logic, and implementing code changes.

Minimum Education: Associate Degree in Computer Science, Engineering or Mathematics disciplines, which relate to delivery order tasks, awarded by an accredited university/college. High school graduate or equivalent.

**21. Commercial Job Title: Graphic Artist**

Minimum/General Experience: At least one to three years experience in the areas of expertise required by the delivery order.

Functional Responsibilities: Prepares graphic illustrations for various publications. Completes assignments from concept phase through production for specific graphic projects. Coordinates the printing and typesetting of materials, and prepares graphic design illustrations for review and approval. Develops graphics and illustrations for incorporation into web or multimedia presentations.

Minimum Education: Typically has an Associates degree or certificate in graphic design with associated experience.

**Alternate Job Titles:** Graphics Designer | Multimedia Designer | E-Business Designer

**22. Commercial Job Title: Senior Configuration Management Specialist**

Minimum/General Experience: Five years task related configuration management experience.

Functional Responsibilities:

- a. Authors Hardware and/or Software Configuration Management Plans. Establishes baseline configurations in accordance with original hardware/software designs. Maintains configuration control by posting approved design changes to original hardware/software design configuration. Assists in the conduct of Configuration Manage Audits.

- b. Author's standard operating procedures (SOP) for maintaining configuration control over "gold sets" of software and software documentation stored in a library (repository). Ensures procedures within the SOP are followed by library personnel in receiving, posting changes, storage, and issue of current configured software and software documentation.

Minimum Education: Bachelor of Arts or Bachelor of Science Degree, in task related discipline, awarded by an accredited university/college.

**23. Commercial Job Title: Configuration Management Specialist**

Minimum/General Experience: Two years task related configuration management experience.

Functional Responsibilities:

- a. Assists in the establishment of baseline configurations in accordance with original hardware/software design. Assists in posting approved design changes to the baseline in maintaining configuration control. May assist in the conduct of Configuration Management Audits.
- b. Implements standard operating procedures in maintaining configuration control over "gold sets" of software and software documentation stored in a library (repository).

Minimum Education: High school graduate or equivalent.

**24. Commercial Job Title: Quality Assurance Manager**

Minimum/General Experience:

Functional Responsibilities: Manages the execution of quality assurance projects. Supervises two or more Tasks in support of the project. Assigns personnel to each Task as required by the execution schedule. Reviews the work of Task employees to ensure compliance to task specifications and project requirements. Serves as the company's primary interface with the Government Contracting Officer/Specialist, Contract Officer's Representative and the Contracting Officer's Technical Representative in resolving technical related issues. Ensures deliverables are prepared within schedule, reviewed for accuracy and completeness prior to release to the Government.

Experience/Education: Twelve years of experience in directing large professional engineering efforts in support of Government acquisition and sustainment programs. Degrees and experience must be in acquisition, logistics, business, management, engineering, science or the appropriate field of expertise relative to the project and awarded from an accredited university/college.

**25. Commercial Job Title: Sr. Quality Assurance/Reliability Specialist**

Minimum/General Experience:

Functional Responsibilities: Performs duties and responsibilities focused on increasing quality and reliability of processes, products, software or services. May design and conduct tests or monitor processes. Will analyze results of tests or outputs intended for customers. May use mathematical and statistical methods. Will make recommendations based on findings.

Experience/Education: Bachelors degree and 5 years experience

**26. Commercial Job Title: Documentation Specialist**

Minimum/General Experience:

Functional Responsibilities: Data entry and retrieval, electronic filing and retrieval, preparation of spreadsheets, preparation of briefing charts, operation of audio-visual equipment, and other administrative support functions as required.

Experience/Education: Associate Degree in Administration or two years experience in task related requirements.

**C. IT PROFESSIONAL SERVICES SCHEDULE PRICE LIST**

<b>Labor Category</b>		<b>MTA Site</b>	<b>Customer Site</b>
1	Program Manager	\$121.31	\$99.14
2	Project Leader	\$112.09	\$91.61
3	Expert Systems Analyst II	\$167.33	\$136.76
4	Expert Systems Analyst I	\$127.67	\$104.35
5	Senior Engineer (IT)	\$108.42	\$88.61
6	Engineer (IT)	\$91.49	\$74.78
7	Senior Engineer/Analyst	\$100.48	\$82.13
8	Engineer/Analyst	\$83.02	\$68.19
9	Engineering Technician III	\$48.24	\$39.43
10	Economist/Business Analyst	\$81.13	\$66.29
11	Senior Analyst	\$96.62	\$79.35
12	Journeyman Analyst	\$82.16	\$67.17
13	Entry Level Analyst	\$43.45	\$35.49
14	Computer Systems Analyst III	\$89.17	\$72.87
15	Computer Systems Analyst II	\$75.04	\$61.33
16	Computer Systems Analyst I	\$69.80	\$57.06
17	Computer Programmer IV	\$85.93	\$70.22
18	Computer Programmer III	\$69.80	\$57.06
19	Computer Programmer II	\$60.37	\$49.37
20	Computer Programmer I	\$50.36	\$41.17
21	Graphic Artist	\$49.54	\$40.50
22	Sr. Configuration Management Spec	\$53.81	\$44.00
23	Configuration Management Spec	\$52.72	\$43.09
24	Quality Assurance Manager	\$112.09	\$91.61
25	Sr. Quality Assurance/Reliability Specialist	\$87.90	\$71.83
26	Documentation Specialist (Secretary I)	\$39.83	\$32.55

Price list current through Modification PO-0010, approved 6 March 2009!

**BEST VALUE**  
**D. 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

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

(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

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

- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
  - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

***E. 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 customer agency 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.

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**INFORMATION TECHNOLOGY PROFESSIONAL SERVICES**

**GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY  
EQUIPMENT, SOFTWARE, and SERVICES**

FSC GROUP: 70

CONTRACT NUMBER: **GS-35F-0266M**

SPECIAL ITEM No. 132-51: **Information Technology Professional Services**

CONTRACT PERIOD: **Feb 11, 2002 – Feb 10, 2012**

OPTIONS: **3 Option Periods, 5 Years Each**

**MTA, Inc.**

**688 Discovery Drive**

**Huntsville, AL 35806**

*A Service-Disabled, Veteran-Owned Small Disadvantaged Business*

Voice

**(256) 922-1110**

FAX

**(256) 922-1888**

**<http://www.mta-inc.com>**

**[gsa-sales@mta-inc.com](mailto:gsa-sales@mta-inc.com)**