

Systems Alliance, Inc.
GSA Catalog

Special Item No. 132-33 Perpetual Software Licenses
Special Item No. 132-34 Maintenance of Software
Special Item No. 132-50 Training Courses
Special Item No. 132-51 Information Technology Professional Services

Contract No: GS-35F-0025T

Contract Period: November 1, 2006 through October 31, 2011

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

Special Item No. 132-33 Perpetual Software Licenses

Special Item No. 132-34 Maintenance of Software

Special Item No. 132-50 Training Courses

Special Item No. 132-51 Information Technology Professional Services

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

SIN 132-33 - PERPETUAL SOFTWARE LICENSES

FSC CLASS 7030 - INFORMATION TECHNOLOGY SOFTWARE: Microcomputers - Application Software

NOTE: 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>.

SIN 132-34 - MAINTENANCE OF SOFTWARE

SIN 132-50 - TRAINING COURSES FOR INFORMATION TECHNOLOGY EQUIPMENT AND SOFTWARE (FPDS Code U012)

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

FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services

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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**Contract Administration: Edward C. Coram, Director
E-mail: ecoram@systemsalliance.com**

Contract Number: GS-35F-0025T

Period Covered by Contract: November 1, 2006 through October 31, 2011

General Services Administration
Federal Supply Service

Pricelist current through Modification # _____, dated _____.

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 Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov>.

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INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

1. Geographic Scope of Contract:

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

2. Contractor's Ordering Address and Payment Information:

**Systems Alliance, Inc.
34 Loveton Circle, Ste. 102
Sparks, MD 21152**

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will not 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:

410-584-0595

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: 938679925
Block 30: Type of Contractor - B. Other Small Business
Block 31: Woman-Owned Small Business - No
Block 36: Contractor's Taxpayer Identification Number (TIN): 52-1811163

4a. CAGE Code: 1XLL8

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

5. FOB Destination

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-33	30 Days
132-34, 132-50, 132-51	30 Days

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

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

- a. Government Educational Institutions receive the same discount as all other Government customers.
- b. Volume Discounts:
SIN 132-33: Additional 2% for orders of \$100,001 - \$250,000; Additional 5% for orders of \$250,001 - \$500,000.
- c. Prompt Payment: 2% 15, Net 30

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 applicable

- 10. Small Requirements:** The minimum dollar value of orders to be issued is \$100

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

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

Special Item Number 132-33 - Perpetual Software Licenses
Special Item Number 132-34 - Maintenance of Software
Special Item Number 132-51 - Information Technology (IT) Professional Services

- b. The Maximum Order value for the following Special Item Numbers (SINs) is \$25,000:

Special Item Number 132-50 - Training Courses

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

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

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

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

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

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

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

- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

16. GSA Advantage!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated 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: None

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

23. SECTION 508 COMPLIANCE.

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

www.systemsalliance.com

The EIT standard can be found at: 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
PERPETUAL SOFTWARE LICENSES (SPECIAL ITEM NUMBER 132-33) AND
MAINTENANCE (SPECIAL ITEM NUMBER 132-34) OF GENERAL PURPOSE
COMMERCIAL INFORMATION TECHNOLOGY SOFTWARE**

1. INSPECTION/ACCEPTANCE

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

2. GUARANTEE/WARRANTY

- a. Unless specified otherwise in this contract, the Contractor's standard commercial guarantee/warranty as stated in the contract's commercial pricelist will apply to this contract: 30 day warranty on software and software maintenance services.
- b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.
- c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

3. TECHNICAL SERVICES

The Contractor, without additional charge to the ordering activity, shall provide a hot line technical support number 410-584-0595 Ext. 115 for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available from 8:30 am to 5:30 pm EST.

4. SOFTWARE MAINTENANCE

- a. Software maintenance service shall include the following:

Licensor will provide voice and electronic mail support only during Normal Business Hours to enable Licensee to report problems related the Software and to seek assistance with regard to such problems. Licensee shall be responsible to designate two members of Licensee's technical staff as points of contact to report such problems.
- b. Invoices for maintenance service shall be submitted by the Contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

5. PERIODS OF MAINTENANCE (132-34)

- a. The Contractor shall honor orders for periods for the duration of the contract period or a lesser period of time.
- b. Maintenance may be discontinued by the ordering activity on thirty (30) calendar days written notice to the Contractor.
- c. Annual Funding. When annually appropriated funds are cited on an order for maintenance, the period of the maintenance shall automatically expire on September 30 of the contract period, or at the end of the contract period, whichever occurs first. Renewal of the maintenance orders citing the new appropriation shall be required, if the maintenance is to be continued during any remainder of the contract period.
- d. Cross-Year Funding Within Contract Period. Where an ordering activity's specific appropriation authority provides for funds in excess of a 12 month (fiscal year) period, the ordering activity may place an order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.
- e. Ordering activities should notify the Contractor in writing thirty (30) calendar days prior to the expiration of an order, if the maintenance is to be terminated at that time. Orders for the continuation of maintenance will be required if the maintenance is to be continued during the subsequent period.

8. UTILIZATION LIMITATIONS - (132-33, AND 132-34)

- a. Software acquisition is limited to commercial computer software defined in FAR Part 2.101.
- b. When acquired by the ordering activity, commercial computer software and related documentation so legend shall be subject to the following:
 - (1) Title to and ownership of the software and documentation shall remain with the Contractor, unless otherwise specified.
 - (2) Software licenses are by site and by ordering activity. An ordering activity is defined as a cabinet level or independent ordering activity. The software may be used by any subdivision of the ordering activity (service, bureau, division, command, etc.) that has access to the site the software is placed at, even if the subdivision did not participate in the acquisition of the software. Further, the software may be used on a sharing basis where multiple agencies have joint projects that can be satisfied by the use of the software placed at one ordering activity's site. This would allow other agencies access to one ordering activity's database. For ordering activity public domain databases, user agencies and third parties may use the computer program to enter, retrieve, analyze and present data. The user ordering activity will take appropriate action by instruction, agreement, or otherwise, to protect the Contractor's proprietary property with any third parties that are permitted access to the computer programs and documentation in connection with the user ordering activity's permitted use of the computer programs and documentation. For purposes of this section, all such permitted third parties shall be deemed agents of the user ordering activity.
 - (3) Except as is provided in paragraph 8.b(2) above, the ordering activity shall not provide or otherwise make available the software or documentation, or any portion thereof, in any form, to any third party without the prior written approval of the Contractor. Third parties do not include prime Contractors, subcontractors and agents of the ordering activity who have the ordering activity's permission to use the licensed software and documentation at the facility, and who have agreed to use the licensed software and documentation only in accordance with these restrictions. This provision does not limit the right of the ordering activity to use software, documentation, or information therein, which the ordering activity may already have or obtains without restrictions.
 - (4) The ordering activity shall have the right to use the computer software and documentation with the computer for which it is acquired at any other facility to which that computer may be transferred, or in cases of disaster recovery, the ordering activity has the right to transfer the software to another site if the ordering activity site for which it is acquired is deemed to be unsafe for ordering activity personnel; to use the computer software and documentation with a backup computer when the primary computer is inoperative; to copy computer programs for safekeeping (archives) or backup purposes; to transfer a copy of the software to another site for purposes of benchmarking new hardware and/or software; and to modify the software and documentation or combine it with other software, provided that the unmodified portions shall remain subject to these restrictions.

- (5) "Commercial Computer Software" may be marked with the Contractor's standard commercial restricted rights legend, but the schedule contract and schedule pricelist, including this clause, "Utilization Limitations" are the only governing terms and conditions, and shall take precedence and supersede any different or additional terms and conditions included in the standard commercial legend.

9. SOFTWARE CONVERSIONS - (SIN 132-33)

Full monetary credit will be allowed to the ordering activity when conversion from one version of the software to another is made as the result of a change in operating system , or from one computer system to another. Under a perpetual license (132-33), the purchase price of the new software shall be reduced by the amount that was paid to purchase the earlier version.

10. DESCRIPTIONS AND EQUIPMENT COMPATIBILITY

The Contractor shall include, in the schedule pricelist, a complete description of each software product and a list of equipment on which the software can be used. Also, included shall be a brief, introductory explanation of the modules and documentation which are offered.

11. RIGHT-TO-COPY PRICING

Not available.

SIN 132-33 and 132-34 Pricing

SIN	Part Number	Product Description	GSA Price
		SiteExecutive Enterprise Single Server	
132-33	SEESSVRLIC	SiteExecutive Enterprise Single Server LicenseSingle Server Perpetual License includes: 1 Server, 3 URLs, 5 Users, Unlimited Instances, Includes all SE Core Modules	\$23,750.00
132-34	SEESSVRLIC-MAINT	Annual maintenance on SiteExecutive Enterprise Single Server License Includes customer support and bug fixes. First year maintenance is mandatory and is billed at time of purchase. Subsequent years are billed on the anniversary of the purchase.	\$4,750.00
132-33	SEADSVRLIC	Additional Server	\$14,250.00
132-34	SEADSVRLIC-MAINT	Annual maintenance on Additional Server License. Includes customer support and bug fixes. First year maintenance is mandatory and is billed at time of purchase. Subsequent years are billed on the anniversary of the purchase.	\$2,850.00
132-33	SEADURL	Additional URL	\$4,750.00
132-34	SEADURL-MAINT	Annual maintenance on Additional URL. Includes customer support and bug fixes. First year maintenance is mandatory and is billed at time of purchase. Subsequent years are billed on the anniversary of the purchase.	\$950.00
132-33	SEADUSER	Additional User	\$475.00
132-34	SEADURL-MAINT	Annual maintenance on Additional User. Includes customer support and bug fixes. First year maintenance is mandatory and is billed at time of purchase. Subsequent years are billed on the anniversary of the purchase.	\$95.00
		SiteExecutive Enterprise Two Server	
132-33	SESTSVRLIC	SiteExecutive Enterprise Two Server LicenseTwo Server Perpetual License includes: 2 Servers, Unlimited URLs, Unlimited Users, Unlimited Instances, Includes all SE Core Modules	\$46,550.00
132-34	SESTSVRLIC-MAINT	Annual maintenance on SiteExecutive Enterprise Two Server License Includes customer support and bug fixes. First year maintenance is mandatory and is billed at time of purchase. Subsequent years are billed on the anniversary of the purchase.	\$9,310.00
132-33	SEADSVRLIC	Additional Server	\$14,250.00

132-34	SEADSVRLIC-MAINT	Annual maintenance on Additional Server License Includes customer support and bug fixes. First year maintenance is mandatory and is billed at time of purchase. Subsequent years are billed on the anniversary of the purchase.	\$2,850.00
		SiteExecutive Standard Bundle	
132-33	SESTDSVRLIC	SiteExecutive Standard Single Server License Single Server Perpetual License includes: 1 Server, 1 URL, 3 Users, 1 Instance, Includes all SE Core Modules	\$14,250.00
132-34	SESTDSVRLIC-MAINT	Annual maintenance on SiteExecutive Standard Single Server License Includes customer support and bug fixes. First year maintenance is mandatory and is billed at time of purchase. Subsequent years are billed on the anniversary of the purchase.	\$2,850.00
		SiteExecutive Add On Modules	
132-33	SEMODGRP-I	Add On Module Group I Includes Email List Handler, FAQ Module, Custom Form Generator, and Event Calendar Module.	\$7,600.00
132-34	SEMODGRP-I-MAINT	Annual maintenance on Add On Module Group I Includes customer support and bug fixes. First year maintenance is mandatory and is billed at time of purchase. Subsequent years are billed on the anniversary of the purchase.	\$1,520.00
132-33	SEMODGRP-II	Add On Module Group II Includes Current Content Module and Archive Module	\$3,325.00
132-34	SEMODGRP-II-MAINT	Annual maintenance on Add On Module Group II Includes customer support and bug fixes. First year maintenance is mandatory and is billed at time of purchase. Subsequent years are billed on the anniversary of the purchase.	\$665.00
		Individual Add On Modules	
132-33	SEMOD01	Email List Handler	\$2,850.00
132-34	SEMOD01-MAINT	Includes customer support and bug fixes. First year maintenance is mandatory and is billed at time of purchase. Subsequent years are billed on the anniversary of the purchase.	\$570.00
132-33	SEMOD02	FAQ Module	\$2,850.00
132-34	SEMOD02-MAINT	Annual maintenance on FAQ Module Includes customer support and bug fixes. First year maintenance is mandatory and is billed at time of purchase. Subsequent years are billed on the anniversary of the purchase.	\$570.00
132-33	SEMOD03	Custom Form Generator	\$2,850.00

132-34	SEMOD03-MAINT	Annual maintenance on Custom Form Generator Includes customer support and bug fixes. First year maintenance is mandatory and is billed at time of purchase. Subsequent years are billed on the anniversary of the purchase.	\$570.00
132-33	SEMOD04	Event Calendar	\$2,850.00
132-34	SEMOD04-MAINT	Annual maintenance on Event Calendar Includes customer support and bug fixes. First year maintenance is mandatory and is billed at time of purchase. Subsequent years are billed on the anniversary of the purchase.	\$570.00
132-33	SEMOD05	Image Rotator Module	\$2,850.00
132-34	SEMOD05-MAINT	Annual maintenance on Image Rotator Module Includes customer support and bug fixes. First year maintenance is mandatory and is billed at time of purchase. Subsequent years are billed on the anniversary of the purchase.	\$570.00
132-33	SEMOD06	Current Content Module	\$1,900.00
132-34	SEMOD06-MAINT	Annual maintenance on Current Content Module Includes customer support and bug fixes. First year maintenance is mandatory and is billed at time of purchase. Subsequent years are billed on the anniversary of the purchase.	\$380.00
132-33	SEMOD07	Content Archive Module	\$1,900.00
132-34	SEMOD07-MAINT	Annual maintenance on Content Archive Module Includes customer support and bug fixes. First year maintenance is mandatory and is billed at time of purchase. Subsequent years are billed on the anniversary of the purchase.	\$380.00
132-33	SECOMPUTILITY	Compare Utility	\$4,750.00
132-34	SECOMPUTILITY-MAINT	Annual maintenance on Compare Utility Includes customer support and bug fixes. First year maintenance is mandatory and is billed at time of purchase. Subsequent years are billed on the anniversary of the purchase.	\$950.00
132-33	SEMOD08	Syndication Module	\$7,125.00
132-34	SEMOD08-MAINT	Annual maintenance on Syndication Module Includes customer support and bug fixes. First year maintenance is mandatory and is billed at time of purchase. Subsequent years are billed on the anniversary of the purchase.	\$1,425.00
132-33	SEMOD09	Faculty Profile Module	\$9,500.00
132-34	SEMOD09-MAINT	Annual maintenance on Faculty Profile Module Includes customer support and bug fixes. First year maintenance is mandatory and is billed at time of purchase. Subsequent years are billed on the	\$1,900.00

		anniversary of the purchase.	
132-33	SEMOD10	Advanced Forms Module	\$9,500.00
132-34	SEMOD10-MAINT	Annual maintenance on Advanced Forms Module Includes customer support and bug fixes. First year maintenance is mandatory and is billed at time of purchase. Subsequent years are billed on the anniversary of the purchase.	\$1,900.00
132-33	SECIUTILITY	Content Import Utility Content Import Utility is available on a per use basis. The list price includes installation and use on one site.	\$4,750.00
132-34	SECIUTILITY-MAINT	Annual maintenance on Content Import Utility Includes customer support and bug fixes. First year maintenance is mandatory and is billed at time of purchase. Subsequent years are billed on the anniversary of the purchase.	\$950.00

**TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF
TRAINING COURSES FOR GENERAL PURPOSE COMMERCIAL
INFORMATION TECHNOLOGY EQUIPMENT AND SOFTWARE
(SPECIAL ITEM NUMBER 132-50)**

1. SCOPE

- a. The Contractor shall provide training courses normally available to commercial customers, which will permit ordering activity users to make full, efficient use of general purpose commercial IT products. Training is restricted to training courses for those products within the scope of this solicitation.
- b. The Contractor shall provide training at the Contractor's facility and/or at the ordering activity's location, as agreed to by the Contractor and the ordering activity.

2. ORDER

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

3. TIME OF DELIVERY

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

4. CANCELLATION AND RESCHEDULING

- a. The ordering activity will notify the Contractor at least seventy-two (72) hours before the scheduled training date, if a student will be unable to attend. The Contractor will then permit the ordering activity to either cancel the order or reschedule the training at no additional charge. In the event the training class is rescheduled, the ordering activity will modify its original training order to specify the time and date of the rescheduled training class.
- b. In the event the ordering activity fails to cancel or reschedule a training course within the time frame specified in paragraph a, above, the ordering activity will be liable for the contracted dollar amount of the training course. The Contractor agrees to permit the ordering activity to reschedule a student who fails to attend a training class within ninety (90) days from the original course date, at no additional charge.
- c. The ordering activity reserves the right to substitute one student for another up to the first day of class.
- d. In the event the Contractor is unable to conduct training on the date agreed to by the Contractor and the ordering activity, the Contractor must notify the ordering activity at least seventy-two (72) hours before the scheduled training date.

5. FOLLOW-UP SUPPORT

The Contractor agrees to provide each student with unlimited telephone support for a period of one (1) year from the completion of the training course. During this period, the student may contact the Contractor's instructors for refresher assistance and answers to related course curriculum questions.

6. PRICE FOR TRAINING

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

7. INVOICES AND PAYMENT

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

8. FORMAT AND CONTENT OF TRAINING

- a. The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.
- b. For hands-on training courses, there must be a one-to-one assignment of IT equipment to students.
- c. The Contractor shall provide each student with a Certificate of Training at the completion of each training course.
- d. The Contractor shall provide the following information for each training course offered:
 - (1) The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);
 - (2) The length of the course;
 - (3) Mandatory and desirable prerequisites for student enrollment;
 - (4) The minimum and maximum number of students per class;
 - (5) The locations where the course is offered;
 - (6) Class schedules; and
 - (7) Price (per student, per class (if applicable)).
- e. For those courses conducted at the ordering activity's location, instructor travel charges (if applicable), including mileage and daily living expenses (e.g., per diem charges) are governed by Pub. L. 99-234 and FAR Part 31.205-46, and are reimbursable by the ordering activity on orders placed under the Multiple Award Schedule, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA city pair contracts. The Industrial Funding Fee does NOT apply to travel and per diem charges.

9. "NO CHARGE" TRAINING

Not available

SiteExecutive Training Courses

Training Course	Course Description
<p>SEBASICCLASS Basic End User Training (from 1 – 6 students) Prerequisite: None Duration: 1 Day</p>	<p>Intended for content authors who will be responsible for managing content via SiteExecutive (SE). In this course, core SE features are introduced, including the overall concepts and specific features used to build web pages. This course is typically delivered in small group sessions of approximately 6 users.</p> <p>Skills upon completion:</p> <ul style="list-style-type: none"> • Create folders and pages • Upload images and files • Insert links • Insert basic navigational modules • Insert tables • Insert core modules • Use advanced tools
<p>SESTYLESHEETCLASS Style Sheet and Template Training (from 1 – 6 students) Prerequisite: Basic End User Training Duration: ½ Day</p>	<p>Intended for advanced users or graphic designers who will be managing the look and feel of the main page templates, in addition to developing new templates. Helpful (but not required) for this training is a working knowledge of Adobe Photoshop (or other image preparation software) and similar content management applications such as Macromedia’s Dreamweaver. This course is typically delivered in small group sessions of approximately 6 users.</p> <p>Skills upon completion:</p> <ul style="list-style-type: none"> • Use Style Sheets to create styles • Build tables as a foundation for templates • Insert and create dynamic headers and body content • Insert advanced navigational modules and features • Use the Template Import tool
<p>SEADMINCLASS Site Administrator Training (from 1 – 6 students) Prerequisite: Basic End User Training Duration: ½ Day</p>	<p>Intended for site administrators who will be maintaining the application. This course will teach administrators how to establish other users in SE and set access permissions. The course will illustrate and train the use of the workflow/approval process. This course is typically delivered in small group sessions of approximately 6 users.</p> <p>Skills upon completion:</p> <ul style="list-style-type: none"> • Add groups and users for an organization • Set permissions for users • Create approval processes for publishing • Establish meta tag content • Establish site security • Run reports on objects and user’s performance

Training Course
SEMODULESCLASS
SE Add-On Modules
Training
 (from 1 – 6 students)
Prerequisite: Basic End User
Training
Duration: 1 Day

Course Description
Intended for clients who have purchased additional modules and tools provided by SiteExecutive. This course is typically delivered in small group sessions of approximately 6 users.
Skills upon completion:

- **Insert additional modules on pages**
- **Utilize and leverage the Add-On Modules effectively**
- **Modules include: Content Archive, Current Content, Custom Form, FAQ, Email List Handler, Event Calendar, Image Rotator**

SEAPICLASS
SE Extensibility and
Application Programming
Interface (API) Training
 (from 1 – 6 students)
Prerequisite: Basic End User
Training
Duration: 1 Day

Intended for developers with skill in Cold Fusion, ASP, or comparable programming languages. SiteExecutive's Application Programming Interface will allow the client to extend the application using the module concept. Users will learn how to use current SE features to extend the use of SiteExecutive and how to customize their organization's modules in SE. This course is only delivered at our company location (Systems Alliance). This course is typically delivered in small group sessions of approximately 6 users.
Skills upon completion:

- **Extend the application using current modules and features**
- **Identify the need for custom modules for an organization**
- **Create desired custom modules**
- **Use the Custom Security Framework**

SEREFRESHCLASS
SE Refresh Seminar
 (from 1 – 6 students)
Prerequisite: Basic End User
Training
Duration: ½ Day

Intended for users who are upgrading to later versions of SiteExecutive. This course will introduce the latest and greatest changes to the SiteExecutive application.
Skills upon completion:

- **Use style sheets effectively**
- **Use the template import capabilities**
- **Use the HTTP Pass-through module**
- **Use the Replace Content tool**
- **Use the Help feature**
- **Use the multi-language dictionary**
- **Use the Process Monitor**
- **Use the Link Validation tool**
- **Utilize all new and improved SE features effectively**

Training Course
**SETRAIN-THE-
TRAINERCLASS
SE Instructor Training
(from 1 – 6 students)
Prerequisite: Basic End User
Training
Duration: 2 Days**

Course Description
Intended for an organization's instructor(s) who will be teaching internal staff how to use SiteExecutive. This training course includes lessons from the Basic End User Training, Basic Template Training, Site Administrator Training, and Add-On Modules Training. The course will provide in-depth explanations and easy to follow documentation.

Skills upon completion:

- **Teach other users the basic and advanced SE functions**

Soft copies of the following documents will be provided:

- **SiteExecutive User Guides– for student distribution**
- **Quick Reference Guide– Creating and Maintaining Pages**
- **Quick Reference Guide– Creating and Maintaining Styles and Templates**
- **Quick Reference Guide–Managing Your Site**

Hard copies of the following documents will be provided:

- **Instructor Version of SiteExecutive User Guides– includes**
- **instructor notes to facilitate teaching**
- **Instructor Setup, Agenda and Exercises– Handout which reviews what is needed for training, an agenda and exercises that can be used during training**

Current SiteExecutive Course Schedule

Course Title	Course Duration	Month	Date - Time
September			
Extensibility and Application Programming Interface (API) Training	1 Day		09/06/2006 9:00 AM - 4:00 PM
Refresh Seminar	1/2 Day		09/07/2006 9:00 AM -12:00 PM
			09/20/2006 9:00 AM -12:00 PM
End User Training	1 Day		09/26/2006 9:00 AM - 4:00 PM
Style Sheet and Template Training	1/2 Day		09/27/2006 9:00 AM -12:00 PM
Site Administrator Training	1/2 Day		09/27/2006 1:00 PM - 5:00 PM
Add-On Modules Training	1 Day		09/28/2006 9:00 AM - 2:00 PM
October			
Extensibility and Application Programming Interface (API) Training	1 Day		10/05/2006 9:00 AM - 4:00 PM
End User Training	1 Day		10/10/2006 9:00 AM - 4:00 PM
Style Sheet and Template Training	1/2 Day		10/11/2006 9:00 AM - 12:00 PM
Site Administrator Training	1/2 Day		10/11/2006 1:00 PM - 5:00 PM
Add-On Modules Training	1 Day		10/12/2006 9:00 AM - 2:00 PM
Refresh Seminar	1/2 Day		10/18/2006 9:00 AM - 12:00 PM

Course Title	Course Duration	Month	Date - Time
November			
Instructor (Train-the-Trainer) Training	2 Days		11/07/2006 9:00 AM - 5:00 PM
End User Training	1 Day		11/14/2006 9:00 AM - 4:00 PM
Style Sheet and Template Training	1/2 Day		11/15/2006 9:00 AM - 12:00 PM
Site Administrator Training	1/2 Day		11/15/2006 1:00 PM - 5:00 PM
Add-On Modules Training	1 Day		11/16/2006 9:00 AM - 2:00 PM
Refresh Seminar	1/2 Day		11/22/2006 9:00 AM - 12:00 PM
December			
End User Training	1 Day		12/12/2006 9:00 AM - 4:00 PM
Style Sheet and Template Training	1/2 Day		12/13/2006 9:00 AM - 12:00 PM
Site Administrator Training	1/2 Day		12/13/2006 1:00 PM - 5:00 PM
Add-On Modules Training	1 Day		12/14/2006 9:00 AM - 2:00 PM

Notes

(1) All courses are offered at the Site Executive Training Center at 34 Loveton Circle, Sparks, Md 21152.

(2) Courses May be Available at Customer (Government) Location. Contact Systems Alliance for details.

SIN 132-50 Pricing

Part Number	Course	1-3 Price	4-6 Price
SEBASICCLASS	Basic End User Training (per student)	\$442	427.50
SEBASICCLASS-6	Basic End User Training for 6 Students	\$1,860	1,800.00
SESTYLESHEETCLASS	Style Sheet and Template Training (per student)	\$442	427.50
SESTYLESHEETCLASS-6	Style Sheet and Template Training for 6 Students	\$1,860	1,800.00
SEADMINCLASS	Site Administrator Training (per student)	\$442	427.50
SEADMINCLASS-6	Site Administrator Training for 6 Students	\$1,860	1,800.00
SEMODULES CLASS	SE Add-On Modules Training (per student)	\$442	427.50
SEMODULESCLASS-6	SE Add-On Modules Training for 6 Students	\$1,860	1,800.00
SEAPICLASS	SE Extensibility and Accessibility Programming Interface (API) Training (per student)	\$698	675.00
SEBESTPRACTICECLASS	Best Practices Seminar (per student)	\$442	427.50
SEBESTPRACTICECLASS-6	Best Practices Seminar for 6 Students	\$1,860	1,800.00
SEREFRESH CLASS	SE Refresh Seminar (per student)	\$442	427.50
SEREFRESH CLASS-6	SE Refresh Seminar for 6 Students	\$1,860	1,800.00
SETRAIN-THE-TRAINERCLASS	SE Instructor Training (per student)	\$3,720	3,600.00

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 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 ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES

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

3. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (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 – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT SERVICES AND PRICING

- a. The Contractor shall furnish necessary to provide Information Technology Services which include systems and software analysis and development; document analysis; development of systems design documents; computer programming; computer center operations; configuration management; software maintenance; testing and troubleshooting; computer security; technical writing; training; data entry; network administration; network maintenance; etc. The contractor shall provide the required services as per the labor category described below.
- b. Pricing for all IT Services shall be in accordance with the pricing Table below (FSS IT Schedule Price-List).

1) Program Manager

Functional Responsibility: The Program Manager serves as the central point of contact with the Contracting Officer, Contracting Officers Representative and Task Managers. Serves as the senior manager responsible for coordinating the management of all work performed, including subcontractors, program and project team members, and vendors. Manages all members of the project team and ensures timely delivery of contract deliverables. Ensures that the administration of the contract is conducted in compliance with client regulations, policies, and practices. Serves as the primary interface with the client to understand and ensure all contract requirements are met on schedule and within budget. Reports contract status to client regularly and oversees technical tasks to ensure task completion and prompt resolution of all technical problems. Demonstrates excellent written and oral communications skills.

Education: Bachelor's Degree from an accredited college or university in Engineering, Computer Science, Information Systems or Business.

General Experience: At least twelve (12) years of experience in program or large project management.

Specialized Experience: At least eight (8) years of experience in supervision or oversight of IT related programs or projects.

2) Project Manager

Functional Responsibility: The Project Manager has the responsibility for managing a specific project. Performs day-to-day management of the project, identifies issues and risks and recommends possible issue and risk mitigation strategies associated with the project. Is responsible for ensuring that work performed is within scope, consistent with requirements, and delivered on time and on budget. Identifies critical paths, tasks, dates, testing, and acceptance criteria. Provides solutions to improve efficiency (e.g., reduce costs while maintaining or improving performance levels). Monitors issues and provides resolutions for up-to-date status reports. Demonstrates excellent written and oral communications skills.

Education: Bachelor's Degree from an accredited college or university in Engineering, Computer Science, Information Systems, or Business.

General Experience: At least eight (8) years of experience in project management.

Specialized Experience: At least five (5) years of experience in managing IT related projects and must demonstrate a leadership role in at least three successful projects that were delivered on time and on budget.

3) Business Analyst

Functional Responsibility: The Business Analyst is responsible for working with users and customers to document and strategize improvements to current business processes (business process reengineering). Responsible for providing market research on conditions that impact the overall operational efficiency of an organization and identifying symptoms for process improvement. The Business Analyst is responsible for process improvement on the As-Is environment and deriving strategies on the To-Be environment. Also responsible for deriving metrics for process improvement.

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, or Business.

General Experience: At least eight (8) years of relevant industry experience is required.

Specialized Experience: At least five (5) years of experience in the analysis of business processes, activities, and events.

4) Senior Systems Analyst

Functional Responsibility: The Senior Systems Analyst is responsible for planning, designing, developing, testing, and documenting application programs and systems. Works closely with project managers to evaluate user requirements. Consults with users to identify operating procedures and clarify program objectives. Responsible for all aspects of the system supervisory life cycles. Supervises less experienced analysts.

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, or Business.

General Experience: Six (6) years of experience performing system analysis, planning development, and implementation of significant application efforts in support of mission critical applications.

Specialized Experience: Experience must include such areas as: process reengineering, development of application prototypes, structured system walk-throughs, interface problem resolution, and performing studies for proprietary software capabilities and limitations. At least two (2) years of experience as a programmer working with a Relational Database Management System.

5) Systems Analyst

Functional Responsibility: The Systems Analyst analyzes and evaluates user requirements by coordinating with the user to define the problem, data availability, technical and functional requirements, and system design challenges. Defines system objectives and prepares systems design specifications to meet user requirements and satisfy interface challenges. Defines data relationships and sources, prepares specifications, including file organization. Defines controls, conversion procedures, and system implementation plans, including user training and orientation.

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, or Business.

General Experience: Must have three (3) years of systems analysis experience.

6) Senior Programmer Developer

Functional Responsibility: The Senior Programmer Developer evaluates user requests for new or modified programs to determine feasibility, cost, and time requirements, and compatibility with existing systems and computer capabilities. Determines specifications, then plans, designs, and develops the most complex and business critical software solutions, utilizing appropriate software engineering processes – either individually or in concert with a project team. Assists in the most difficult support problems. Researches and maintains knowledge in emerging technologies and possible application to the business. Acts as an internal consultant, advocate, mentor and change agent.

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, or Business.

General Experience: At least five (5) years of programming and software engineering experience.

Specialized Experience: At least three (3) years as a technical expert in an IT organization. Has in-depth knowledge of state-of-the-art programming languages and object-oriented approaches to designing, coding, testing and debugging programs. Understands and consistently applies the attributes and processes of current application development methodologies.

7) Programmer/Developer

Functional Responsibility: The Programmer/Developer analyzes functional business applications and design specifications for functional areas such as finance, accounting, personnel, manpower, logistics, and contracts. Develops block diagrams and logic flowcharts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency.

Education: A Bachelor's Degree in Computer Science or Information Systems or equivalent work experience.

General Experience: At least three (3) years of experience in IT systems analysis and programming.

Specialized Experience: Knowledge of computer equipment, and ability to develop complex software to satisfy design objectives.

8) Senior Quality Assurance/Software Test Analyst

Functional Responsibility: The Senior Quality Assurance/Software Test Analyst must be able to determine the resources required for quality control. Must be able to maintain the level of quality throughout the software life cycle. Develops software quality assurance plans. Must be capable of maintaining and establishing a process for evaluating software and associated documentation. Participates in formal and informal reviews at predetermined points throughout the development life cycle to determine quality. Examines and evaluates the software quality assurance (SQA) process and recommends enhancements and modifications. Develops quality standards. Develops and implements life cycle and QA methodologies and metrics.

Education: A Bachelor's Degree from an accredited college or university in Engineering, Computer Science, or Information Systems.

General Experience: At least five (5) years information systems quality assurance experience.

Specialized Experience: At least three (3) years experience working with statistical methods and quality standards. Must have good QA/process knowledge and possess superior written and verbal communication skills. Must have three (3) years of experience in verification and validation, software testing and integration, software metrics, and their application to software quality assessment, and a demonstrated knowledge of system and project life cycles.

9) Quality Assurance/Software Test Analyst

Functional Responsibility: The Quality Assurance/Software Test Analyst must be able to prepare test scripts and all required test documentation. Must be able to design and prepare all needed test data. Reviews test results and evaluates for conformance to design.

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, or Business.

General Experience: Must have 4 years of experience in computer software development.

Specialized Experience: At least 2 years of software testing experience (integration and acceptance).

10) Technical Support Specialist

Functional Responsibility: The Technical Support Specialist identifies and resolves customer support problems involving a variety of software and hardware. Performs software installations, updates, and troubleshooting on standardized software.

Education: An Associates Degree from an accredited college or university.

General Experience: At least 4 years of experience as a help desk or Technical Support specialist.

11) Technical Architect

Functional Responsibility: The Technical Architect provides expertise in the most current principles and practices of technical architecture and system design in the information management arena. Provides expertise in modeling and organizing information to facilitate support of projects or information architectures. Provides guidance on how and what to data and process model. Supports transition planning from legacy to modern systems by concentrating on information flows, data exchange, and data translation standardization services.

Education: A Bachelor's Degree from an accredited college or university with a major in Engineering, Computer Science, or Mathematics.

General Experience: At least eight (8) years experience planning, designing, building, and implementing IT systems.

Specialized Experience: At least five (5) years experience in the direct supervision and management of major projects that involve providing professional support services and/or the integration, implementation and transition of large complex system and subsystem architectures. Must have led or been chief architect in major IT implementation efforts.

12) Technical Writer/Editor

Functional Responsibility: The Technical Writer/Editor assists in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user manuals, special reports, and other required customer deliverables and documents. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. Must demonstrate the ability to work independently or under only general direction.

Education: An Associate's Degree from an accredited college or university.

General Experience: A minimum of five (5) years of experience in technical writing and documentation.

Specialized Experience: At least two (2) years of experience in preparing and editing documents, including technical documents. Also includes researching for applicable standards.

13) Senior Graphics Designer

Functional Responsibility: The Senior Graphics Designer designs and develops complex graphics and illustrations for use in web applications, CDs and marketing materials. Operates industry accepted software to design and prepare, graphics, prints, illustrations, graphs, video clips and photos. Formulates concept and renders illustration and detail from models, sketches, memory, written or oral instructions, and imagination. Selects type, draws lettering, lays out material, and performs related duties. Determines style, technique, and medium best suited to produce desired effects and conform with reproduction requirements, or follows specific instructions regarding these variables. Provides leadership for lower-level designers.

Education: A Bachelor's Degree from an accredited college or university.

General Experience: At least five (5) years related graphic design/illustration experience.

Specialized Experience: At least two (2) of the five years in a leadership position.

14) Graphics Designer

Functional Responsibility: The Graphics Designer designs and develops graphics and illustrations for use in web applications, CDs and marketing materials. Operates industry accepted software to design and prepare, graphics, prints, illustrations, graphs, video clips and photos. Determines style, technique, and medium best suited to produce desired effects and conform with reproduction requirements, or follows specific instructions regarding these variables.

Education: An Associate's Degree from an accredited college or university.

General Experience: At least two (2) years related graphic design/illustration experience.

15) Senior Network Engineer

Functional Responsibility: The Senior Network Engineer is responsible for the design and implementation of large data communications or telecommunications networks. Plans and monitors the installation of communications circuits. Manages and monitors local area networks and associated equipment (e.g., bridges, routers, modem pools, and gateways). Conducts short and long-term planning to meet communications requirements. Responsible for the design and implementation of LANs and WANs using hub switching and router technology. Performs hardware/software analyses to provide comparative data on performance characteristics and suitability within the existing systems environment. Prepares tradeoff studies and evaluations for vendor equipment. Generates network monitoring/performance reports for LAN/WAN utilization studies. Recommends network design changes/enhancements for improved system availability and performance.

Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, or Engineering. Shall be certified as a network engineer for state of the art network operating system(s).

General Experience: Eight (8) years experience in a computer-related field.

Specialized Experience: Five years of progressive experience in planning, designing, implementing and analyzing data or telecommunications networks. Must have experience with network analysis/management tools and techniques and be familiar with Personal Computers (PCs) in a networked environment. Must be familiar with IT technology and long distance and local carrier management.

Approved IT Services Price List

Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
Program Manager	\$ 130.95	\$ 134.88	\$ 138.92	\$ 143.09	\$ 147.39
Project Manager	\$ 121.25	\$ 124.89	\$ 128.63	\$ 132.49	\$ 136.47
Business Analyst	\$ 121.25	\$ 124.89	\$ 128.63	\$ 132.49	\$ 136.47
Sr. Systems Analyst	\$ 106.70	\$ 109.90	\$ 113.20	\$ 116.59	\$ 120.09
Systems Analyst	\$ 106.70	\$ 109.90	\$ 113.20	\$ 116.59	\$ 120.09
Sr. Programmer/Developer	\$ 101.85	\$ 104.91	\$ 108.05	\$ 111.29	\$ 114.63
Programmer/Developer	\$ 97.00	\$ 99.91	\$ 102.91	\$ 105.99	\$ 109.17
Sr. QA/Software Test Analyst	\$ 97.00	\$ 99.91	\$ 102.91	\$ 105.99	\$ 109.17
QA/Software Test Analyst	\$ 77.60	\$ 79.93	\$ 82.33	\$ 84.80	\$ 87.34
Technical Support Specialist	\$ 111.55	\$ 114.90	\$ 118.34	\$ 121.89	\$ 125.55
Technical Architect	\$ 121.25	\$ 124.89	\$ 128.63	\$ 132.49	\$ 136.47
Technical Writer/Editor	\$ 72.75	\$ 74.93	\$ 77.18	\$ 79.50	\$ 81.88
Sr. Graphics Designer	\$ 121.25	\$ 124.89	\$ 128.63	\$ 132.49	\$ 136.47
Graphics Designer	\$ 97.00	\$ 99.91	\$ 102.91	\$ 105.99	\$ 109.17
Sr. Network Engineer	\$ 114.46	\$ 117.89	\$ 121.43	\$ 125.07	\$ 128.83

Year 1 November 1, 2006 to October 31, 2007

Year 2 November 1, 2007 to October 31, 2008

Year 3 November 1, 2008 to October 31, 2009

Year 4 November 1, 2009 to October 31, 2010

Year 5 November 1, 2010 to October 31, 2011

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact **Ed Coram at 410-584-0595 x238**.

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

Ordering Activity Date

Contractor Date

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.

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.

About Systems Alliance

SystemsAlliance™ serves a broad spectrum of clients in the commercial, healthcare, education and government sectors. Leveraging a combination of technical, industry and process skills, SystemsAlliance™ identifies specific market opportunities and designs and deploys solutions to meet client needs and requirements.

Our location in central Maryland allows us to take full advantage of the impressive pool of talented technology and business professionals based in the Mid-Atlantic region. Leveraging a powerful combination of global expertise, comprehensive technical skills and market vision, SystemsAlliance™ employs more than seventy permanent staff and maintains extensive relationships with pivotal industry partners and a recruiting database of more than 6,000 staff in the Mid-Atlantic region.

Systems Alliance, Inc. is a Maryland chartered corporation, founded in 1993, with its headquarters in Sparks, Maryland. The company is carefully managed by a conservative leadership team and is financially stable. Audited financial records for the most recent tax year have been certified and are available upon request.

Our Sparks, Maryland headquarters facility is located twelve miles north of Baltimore and includes our package software development group, training center, sales and marketing executives, professional services staff and our customer support group. Professional Services business development activities are focused on the Mid-Atlantic region and across North America for our Package Software business unit.

Data center infrastructure is located in Sparks. Partner activities are managed through our Alliance and Channel Partner programs with a primary focus in the continental US.

We are committed to:

- Offering a unique point of view in how we approach business and technology.
- Bringing experienced leadership, disciplined delivery and straightforward partner alliances to every relationship.
- Guiding our clients toward their specific objectives with measurable benefits and achievable performance metrics.
- Determining the appropriate level of effort and expense necessary to drive value on every project.
- Transferring knowledge so our clients can continue to meet their goals and grow their businesses as effectively as possible well into the future.

Thank you for inviting us to work with your organization. You should expect nothing less than our total commitment as your business partner.

About SiteExecutive

SiteExecutive is a comprehensive web site development and content management software application that allows content managers to directly create, update and manage a web site in an efficient and timely manner, while reducing dependency on webmasters for routine content migration and updates. SiteExecutive excels at allowing non-technical users in decentralized organizations contribute to a common body of knowledge presented through one or more web properties.

With user and group permissions and corresponding approval workflows, browser based access, template driven pages, a through the web WYSIWYG editor and an intuitive interface, thousands of end-users have been empowered to publish information online in real time with SiteExecutive.

More than a tool, SiteExecutive is an integrated website management system. By removing steps in the process between content creation and online publishing, it enables organizations to develop and maintain more dynamic, up-to-date websites, while shifting the roles of key IT personnel from simple page updates to higher level technical and analytical activities.