

# GENERAL SERVICES ADMINISTRATION

## Federal Supply Service Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!<sup>™</sup>, a menu-driven database system. The INTERNET address GSA Advantage!<sup>™</sup> is:  
[www.GSAAdvantage.gov](http://www.GSAAdvantage.gov)

### Consolidated Contract C R499 – MOBIS Schedule 874

SIN 874-1: Consulting Services

### Consolidated Contract C R425 – PES Schedule 871

SIN 871-1: Strategic Planning for Technology  
Programs/Activities

SIN 871-4: Test and Evaluation

SIN 871-5: Integrated Logistics Support

SIN 871-3: System Design, Engineering and Integration

SIN 871-6: Acquisition and Life Cycle Management

### Consolidated Contract – IT Schedule 70

	SCHEDULE 70 GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES	CONSOLIDA TED CONTRACT SIN NUMBER	DESCRIPTION
132-8	<b>Purchase of Equipment</b> - SUBJECT TO COOPERATIVE PURCHASING Domestic only.	C 7010  C 7025 C 7035 C 7050	IT Equipment System Configuration  IT Input/Output and Storage Devices IT Support Equipment IT Components
132-51	<b>Information Technology Professional Services</b> - SUBJECT TO COOPERATIVE PURCHASING - Domestic only.	C D301  C D302 C D306 C D307 C D308 C D310 C D311 C D313  C D316 C D399	IT Facility Operation and Maintenance Services  IT Systems Development Services IT Systems Analysis Services IT System Design and Integration Services Programming Services IT Backup and Security Services IT Data Conversion Services Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services Telecommunications Network Management Services Other IT and Telecommunication Services (includes data storage on tapes, compact disks, etc.)

**Contract Number: GS-00F-0007S**  
(Including Modifications: None)

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).  
Period Covered May 15, 2006 through May 14, 2011

### Cornerstone Concilium, Inc.

44 Montgomery St. Ste. 3360  
San Francisco, California 94104-0000  
Attn: Wayne H. Perry  
Telephone : (415)705-7800; Facsimile: (415)705-7801  
[www.cornerstoneconcilium.com](http://www.cornerstoneconcilium.com)

**Business Type: Small, 8(a)**

**DUNS Number: 55-5919091**

## CUSTOMER INFORMATION

### 1a. Table of Awarded special Item numbers

See above.

**1b. Lowest priced model number and lowest unit price:** Not applicable for this contract.

**1c. Commercial job titles, experience, functional responsibility and education:** as attached.

### 2. Maximum order.

IT Schedule:	\$500,000
PES Schedule:	\$750,000
MOBIS Schedule:	\$1,000,000

**3. Minimum order.** \$1,000

**4. Geographic coverage (delivery area).** Domestic and Overseas

**5. Point(s) of production (city, county, and State or foreign country).** Services will be performed at the government site or at Cornerstone office as specified by each task order.

**6. Discount from list prices or statement of net price.** GSA Net Prices as shown

**7. Quantity discounts.** Negotiable for multi-year period of performance, recurring requirements over multiple years and requirements with a value in excess of the maximum order limitation.

**8. Prompt payment terms.** Net 30 Days

**9a. Government purchase cards.** Accepted at or below the micro-purchase threshold.

**9b. Government purchase cards.** Accepted above the micro-purchase threshold.

**10. Foreign items (list items by country of origin).** As indicated in Pricelist.

**11a. Time of delivery.** 30 days ARO for Schedule 70 products, To be negotiated with ordering agency for services.

**11b. Expedited Delivery.** Items available for expedited delivery are noted in this price list.

**11c. Overnight and 2-day delivery.** To be negotiated with ordering agency.

**11d. Urgent Requirements.** To be negotiated with ordering agency.

### 12. F.O.B. point(s).

**FOB DESTINATION.** For Hardware, the FOB point is destination for all locations within the 48 contiguous states and the District of Columbia. (Expedited Delivery is FOB origin).

For overseas locations and Alaska Hawaii and the US territories and commonwealths, the FOB point is destination to the port of embarkation within the continental US or FOB origin if Cornerstone must ship direct to locations Outside the Continental United States (OCONUS).

All CONUS shipments shall be made FOB destination. Delivery for all APO/FPO locations shall be made FOB Destination to the APO/FPO shipping point or a designated CONUS US Government forwarder.

**13a. Ordering address(es).**

*Cornerstone Concilium, Inc.*  
*44 Montgomery St. Ste. 3360*  
*San Francisco CA 94104-0000*

**13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.

**14. Payment address(es).**

*Cornerstone Concilium, Inc.*  
*44 Montgomery St. Ste. 3360*  
*San Francisco CA 94104-0000*

**15. Warranty provision.** Contractor warrants that (i) it has the appropriate knowledge and skill to perform the agreed to services and (ii) it will use commercially reasonable efforts to provide the services on a timely basis and in the manner described. CORNERSTONE AND ITS QUALIFIED STAFFING COMPANIES OR QUALIFIED INDEPENDENT CONTRACTORS MAKE NO OTHER WARRANTIES EXPRESS OR IMPLIED, BY OPERATION OF LAW OR OTHERWISE, CONCERNING THE SERVICES PROVIDED. CORNERSTONE DISCLAIMS THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. With respect to the services furnished and any work product delivered as a result of performing such services, the Contractor's expressed warranties extend solely to ordering office or the end user entity represented by the ordering office. The Contractor will not be liable for any incidental, indirect, special, punitive or consequential damages arising out of Contractor provisions of services under the Contract and Orders against the Contract.

**16. Export packing charges.** Export packing is available at extra cost outside the scope of this contract.

**17. Terms and conditions of Government purchase card.** None

**18. Terms and conditions of rental, maintenance, and repair.** Not applicable to this contract.

**19. Terms and conditions of installation.** See pricelist

**20. Terms and conditions of repair parts.** See pricelist

**20a. Terms and conditions for any other services.** See pricelist

**21. List of service and distribution points (if applicable).** Not applicable to this contract.

**22. List of participating dealers (if applicable).** Not applicable to this contract.

**23. Preventive maintenance (if applicable).** Not applicable to this contract.

**24a. Special attributes such as environmental attributes.** As indicated on Pricelist.

**24b. Section 508 compliance.** As indicated on Pricelist.

**25. Data Universal Number System (DUNS) number.** 55-5919091

**26. Central Contractor Registration (CCR) database.** Cornerstone is registered in CCR.

**27. Uncompensated Overtime:** Yes

**MOBIS PRICING AND LABOR CATEGORIES**

Corporate Contract SIN	Skill Category	Unit of Issue	Commercial Labor Rates (Loaded)	Proposed GSA Discount Off CPL	Price Offered to Govt Labor Rates (Loaded) with .75% IFF
C R499 (874-1)	Principal	per hr	180	18%	148
C R499 (874-1)	Executive Project Manager/Director	per hr	168	18%	138
C R499 (874-1)	Project Manager/Director	per hr	168	18%	138

**Title: Principal**

**SIN: 874-1**

**Education Requirements:** Bachelor's degree from an accredited college or university which provides substantial knowledge of a technical or management sciences related discipline. Project Management Institute (PMI) Certification is preferred or advanced degree or training preferred.

**Experience Requirements:** 12 years of intensive and progressive experience demonstrating the required proficiency levels related to task Education may be substituted with 15 years of intensive and progressive experience demonstrating the required proficiency levels related to task.

**Responsibilities:** Monitors and manages all commercial operations of program or projects, including developing short and long-range goals, objectives and budgets. Coordinates activities with senior project staff and client agency staff to fulfill senior management requirements. Directs and monitors overall budgets and expenditures, and provides commercial commitment to project delivery. Monitors reporting requirements, evaluating program or project service delivery and cost effectiveness. Prepares business correspondence, progress reports, costs, deficiencies, and milestones of ongoing work. Ensures adherence to policies and procedures to resolve commercial project-related issues. Has extensive professional knowledge of industry, market segment, technology and ability to anticipate future customer, industry and business trends.

**Title: Executive Project Manager / Director**

**SIN: 871-1**

**Education Requirements:** Bachelor's degree from an accredited college or university which provides substantial knowledge of a technical or management sciences related discipline. Project Management Institute (PMI) Certification is preferred.

**Experience Requirements:** 9 years of intensive and progressive experience demonstrating the required proficiency levels related to task Education may be substituted with 12 years of intensive and progressive experience demonstrating the required proficiency levels related to task.

**Responsibilities:** Responsible for large complex projects and leads interdisciplinary teams with responsibility for project performance, cost, scope, schedule, quality, and appropriate business measurements according to project requirements. Collaborates with client to identify business requirements, develops the proposal and translates client requirements into formal agreement. Leads the team in initiating, planning, controlling and executing the project objectives. Executes a wide range of process activities beginning with the request for proposal through

development, test, and final delivery. Has a thorough understanding of project objectives and analyzes information and implements actions independently or through management team to ensure project objectives are met. Identifies project related problems and creates innovative solutions for the issues and when appropriate, challenges the validity of given procedures and processes with a goal of improvement and enhancement of overall process. Possesses significant knowledge of project management including Client Relationship Management (CRM), finance, planning and personnel in order to manage team and business processes. Has extensive professional knowledge of industry, market segment, technology and ability to anticipate future customer, industry and business trends.

**Title: Project Manager / Director**

**SIN: 874-1**

**Education Requirements:** Masters degree, or Bachelor's degree in a related field and equivalent professional experience. Project Management Institute (PMI) Certification is preferred.

**Experience Requirements:** 10 years of intensive and progressive experience in managing engineering programs, which includes 5 years experience supervising and managing personnel. Excellent oral and written communication skills.

**Responsibilities:** Responsible for overall management of the contract. Organizes, directs, and coordinates planning and production of all contract support activities. Responsible for the performance of all contract activities and task order requirements. Meets with appropriate Government management personnel, other contractor managers, and client agency representatives. Formulates and reviews strategic plans, marketing plans, subcontracting, and deliverable items, determines contract costs, and ensures conformity with contract terms and conditions.

**PES PRICING LABOR CATEGORIES**

<b>Corporate Contract SIN</b>	<b>Skill Category</b>	<b>Unit of Issue</b>	<b>Commercial Labor Rates (Loaded)</b>	<b>Proposed GSA Discount Off CPL</b>	<b>Price Offered to Govt Labor Rates (Loaded) with .75% IFF</b>
C R425 (871-1)	Executive Project Manager/Director	per hr	168	18%	138
C R425 (871-1 & 871-3)	Resident Professional Engineer	per hr	158	16%	133
C R425 (871-5)	Project Controls Manager	per hr	146	13%	127
C R425 (871-3 & 871-5)	Sr. Scheduler	per hr	138	2%	136
C R425 (871-3 & 871-5)	Cost Estimator	per hr	138	15%	118
C R425 (871-4)	Construction Engineer	per hr	120	2%	118
C R425 (871-1 & 871-3)	Office Engineer	per hr	120	2%	118
C R425 (871-4)	Construction Inspector	per hr	100	2%	98
C R425 (871-4)	MEP and Specialty Inspector	per hr	95	2%	93
C R425 (871-1, 871-3 & 871-4)	CAD Designer/Draftsperson	per hr	90	21%	71
C R425 (871-5 & 871-6)	Project Coordinator / Contract Administrator	per hr	90	2%	88
C R425 (871-3)	Document Control Manager/Specialist	per hr	75	5%	71

**Title: Executive Project Manager / Director**

**SIN: 871-1**

Education Requirements: Bachelor's degree from an accredited college or university which provides substantial knowledge of a technical or management sciences related discipline. Project Management Institute (PMI) Certification is preferred.

Experience Requirements: 9 years of intensive and progressive experience demonstrating the required proficiency levels related to task Education may be substituted with 12 years of intensive and progressive experience demonstrating the required proficiency levels related to task.

Responsibilities: Responsible for large complex projects and leads interdisciplinary teams with responsibility for project performance, cost, scope, schedule, quality, and appropriate business

measurements according to project requirements. Collaborates with client to identify business requirements, develops the proposal and translates client requirements into formal agreement. Leads the team in initiating, planning, controlling and executing the project objectives. Executes a wide range of process activities beginning with the request for proposal through development, test, and final delivery. Has a thorough understanding of project objectives and analyzes information and implements actions independently or through management team to ensure project objectives are met. Identifies project related problems and creates innovative solutions for the issues and when appropriate, challenges the validity of given procedures and processes with a goal of improvement and enhancement of overall process. Possesses significant knowledge of project management including Client Relationship Management (CRM), finance, planning and personnel in order to manage team and business processes. Has extensive professional knowledge of industry, market segment, technology and ability to anticipate future customer, industry and business trends.

**Title: Resident Professional Engineer**

**SIN: 871-1, 871-3**

Education Requirements: Technical Bachelor's degree in engineering and experience directly related to design, construction, and contract administration. Registration as Architect or Engineer is required.

Experience Requirements: 10 years of intensive and progressive experience demonstrating the required proficiency levels related to design and construction, and knowledge of national and local building codes and regulations.

Responsibilities: Conducts advanced and complex engineering and related studies, evaluates alternatives, makes recommendations and writes reports. Supervises professional, technical and support staff on project including, determining workloads and schedules, developing, implementing and interpreting policies and procedures, evaluating and training staff and making hiring and termination recommendations. Prepares and directs the preparation of designs, specifications, plans, estimates and reports. Prepares a variety of written materials, including staff reports, engineering reports. Supervises design and construction, including reviewing plans, specifications, estimates and calculations and giving technical advice on corrective action. Prepares engineering documents, including agreements, maps, legal descriptions, resolutions and ordinances. Monitors conformance to standards, plans, specifications and codes; explains codes, requirements and procedures and evaluates alternatives. Performs project development for complex projects such as capital improvement, including finalizing scope of projects, preparing bid summaries, project budgets cost estimates.

**Title: Project Controls Manager**

**SIN: 871-5**

Education Requirements: Bachelor's degree from an accredited college or university which provides substantial knowledge of a technical or management sciences related discipline. Project Management Institute (PMI) Certification is a plus.

Experience Requirements: Requires 8 years of experience a working knowledge of project controls, previous experience in developing enterprise wide MIS-solutions, and possess excellent communications skills. Expertise in program / project management directly related to the field of cost, schedule, contracts administration.

Responsibilities: Responsible for developing and administering the contract specifications to which control the cost, schedule, and the contract specifications. The Project Controls Manager defines the work plan strategy for contract compliance, subcontracts, procurement/purchasing, budgets and schedules, document control, and the overall administration of the contract. Under

the direction of the project manager, coordinates communication and all correspondence between the client, the consultant, and other team members concerning contractual implications. Develop “front end” specifications for contract documents as they pertain to cost and scheduling requirements. Develop and maintain documentation related to potential claims. Establish an effective filing and document control system.

Establish claims avoidance procedures. Prepare potential claims and change order monitoring system supported by relevant project documentation including correspondence, RFIs, submittals, PCOs, COs, daily/weekly/monthly reports, disputes, etc. Administers contract such that the objectives for project schedule, cost and project quality are met or exceeded.

**Title: Senior Scheduler**

**SIN: 871-3, 871-5**

Education Requirements: Technical Bachelor’s degree and experience directly related to cost, schedule, and contract administration. Certification as CM or PMI, Registration as Architect or Engineer, and/or GC license is preferred.

Experience Requirements: Requires 8 years experience and knowledge of planning methodology and schedule development and sequencing activity of production/construction activity. Working knowledge of project management systems and project management software i.e. Primavera Project Planner, and/or MS Project.

Responsibilities: Responsible for development of critical path project and project schedules (baseline and updated), analysis of schedules and potential change orders. Create logic sequence and resource loading requirements in conjunction with the project controls manager and cost engineer. Develop and/or provide analysis of “fragnets” as needed for potential change orders or delay claims. Develop critical path schedules as needed: Master schedules, milestone schedules, project summary schedules, design schedules, pre-bid schedules, preliminary project schedules, baseline and updated schedules, as-built schedules, etc. Analyze and report on schedules developed by others. Develop or review front-end specifications as they pertain to project’s critical path scheduling requirements. Evaluate efficient construction sequencing, methodology and duration based on knowledge of field operations. Exercise sound independent judgment related to project/activity, project operations, and all schedule/work flow issues.

**Title: Cost Estimator**

**SIN: 871-3, 871-5**

Education Requirements: Technical Bachelor’s degree and experience directly related to cost, schedule, and contract administration. Preferred: Registration as CPE, CCM, Architect or Engineer and previous estimating experience.

Experience Requirements: Requires 6 years experience and knowledge of cost estimating data based on sequencing activity and building methods and materials of production/construction activity. Working knowledge of project management systems and estimating software i.e. Timberline, and/or other industry estimating software.

Responsibilities: Responsible for the preparation of budgets, estimates and supporting project staff with their estimating and estimate review needs. Prepare or assist in the preparation of condition assessment estimates, budget estimates and estimating services from various stages (Conceptual, SD, DD, CD, Bid set) of project documents such as program narrative, sketches, plans, specifications. Prepare constructability review comments from various stages (Conceptual, SD, DD, CD, Bid set) of project documents (plans, specifications). Prepare cost analysis for alternate materials, systems or components. Participate in Value Engineering studies and

sessions. Identify cost reduction ideas for various stages of design documents. Prepare independent change order estimates. Maintain current knowledge of market conditions as they relate to cost of labor, material, equipment, overhead and other expenses · Coordinate and participate in review of bid results and bid analysis.

**Title: Construction Engineer**

**SIN: 871-4**

Education Requirements: High school graduate or equivalent. Preferred: Certification as CM, ICBO or PMI, and/or GC license.

Experience Requirements: 10 years of intensive and progressive experience demonstrating the required proficiency levels related to construction management. Education may be substituted with 12 years of intensive and progressive experience demonstrating the required proficiency levels related to task.

Responsibilities: Directs and performs observation of overall construction, MEP and specialty site activities, maintains field book in accordance with project procedures, and performs measurements of construction work performed and quantity calculations of pay items. Prepares inspectors daily reports and other project documentation. Reports to construction manager on work progress including technical issues, work status and any deficiencies. Monitors compliance with company safety guidelines and reviews plans, specifications and submittals relating to project. Maintains company owned vehicle or other equipment assigned for use on the project.

**Title: Office Engineer**

**SIN: 871-1, 871-3**

Education Requirements: Technical Bachelor's degree and experience directly related to cost, schedule, and contract administration. Certification as CM or PMI, Registration as Architect or Engineer, and/or GC license is preferred.

Experience Requirements: 5 years of intensive and progressive experience demonstrating the required proficiency levels related to construction management. Education may be substituted with 8 years of intensive and progressive experience demonstrating the required proficiency levels related to task.

Responsibilities: Responsible for assisting the Project Manager with the administration of project contract(s). Provides assistance in monitoring and management of the contract and office engineering duties, including all contract communications with contractors and coordination of all the contracting activities of other disciplines.

Assembles PCO/CO package with necessary back up. Assists with schedule preparation & review. Background research for Requests for Information (RFIs). Coordinates final inspection. Coordinates the development and resolution of punch lists. Coordinates the shop drawing/submittal review and approval process. Assist with determining the validity of contractor's requests for change orders. Develops and maintains project progress photographs and required photographs/videos for dispute/claim documentation. Gathering the necessary documentation for all dispute issues and maintaining up-to-date dispute files. Logs & tracks all PCOs/Cos, RFIs, Logs all contractor correspondence and submittals. Maintains a set of contract drawings, with addenda, RFI, change orders, etc., Maintains daily reports. Participates in project start-up and job-site meetings with contractors and develops meeting minutes. Prepares and publishes monthly reports

Process contractor's payment and forwards to owner. Assist the project manager to provide all services such that the objectives for quality of service, project schedule, cost and project quality are met or exceeded. Receives and distributes all necessary Lien Releases and Notices of Completion.

**Title: Construction Inspector****SIN: 871-4**

Education Requirements: High school graduate or equivalent. Preferred: Certification as CM, ICBO or PMI, and/or GC license.

Experience Requirements: 6 years of intensive and progressive experience demonstrating the required proficiency levels related to construction management. Education may be substituted with 10 years of intensive and progressive experience demonstrating the required proficiency levels related to task.

Responsibilities: Performs observation of construction site activities, maintains field book in accordance with project procedures, and performs measurements of construction work performed and quantity calculations of pay items. Prepares inspectors daily reports and other project documentation. Reports to construction manager on work progress including technical issues, work status and any deficiencies. Monitors compliance with company safety guidelines and reviews plans, specifications and submittals relating to project. Maintains company owned vehicle or other equipment assigned for use on the project.

**Title: MEP and Specialty Inspector****SIN: 871-4**

Education Requirements: High school graduate or equivalent. Preferred: Certification as CM, ICBO or PMI, and/or GC license.

Experience Requirements: 5 years of intensive and progressive experience demonstrating the required proficiency levels related to construction management. Education may be substituted with 6 years of intensive and progressive experience demonstrating the required proficiency levels related to task.

Responsibilities: Performs observation of MEP and specialty construction site activities, maintains field book in accordance with project procedures, and performs measurements of construction work performed and quantity calculations of pay items. Prepares inspectors daily reports and other project documentation. Reports to construction manager on work progress including technical issues, work status and any deficiencies. Monitors compliance with company safety guidelines and reviews plans, specifications and submittals relating to project. Maintains company owned vehicle or other equipment assigned for use on the project.

**Title: CADD Designer/Draftsman****SIN: 871-1, 871-3, 871-4**

Education Requirements: High school diploma. Certification in technical AutoCad, Microstation or equivalent software training is preferred.

Experience Requirements: High school diploma, with 3 years of related (i.e., architectural, mechanical, electrical, civil engineering) CADD experience. Equivalent post-secondary education (e.g., Associates of Applied Science or Applied Technology with an emphasis in CADD drafting) may be substituted for 2 years of the required experience.

Responsibilities: This position is responsible for creating detailed renovation drawings from existing architectural and engineering drawings by using a computer aided design and drafting (CADD) computer system. Performs a combination, but not necessarily all, of the following duties. Performs field survey to document existing conditions; performs topographical surveys on construction sites; updates master plan CADD files showing as-built conditions; prepares renovation drawings showing architectural, mechanical and electrical modifications. Meets with project representatives to resolve design issues; verifies and computes measurements of existing and new facilities utilizing, survey equipment, and CADD system. Prepares details required to

delineate the extent of work on new construction and renovation projects; capable of board drafting for making minor revisions to paper drawings; performs design and engineering support; and provides other related duties as required.

**Title: Project Coordinator / Contract Administrator**

**SIN: 871-5, 871-6**

Education Requirements: Bachelor's degree from an accredited college or university which provides substantial knowledge of a technical or management sciences related discipline. Project Management Institute (PMI) Certification is a plus.

Experience Requirements: 4 years of professional related experience in project management related to assigned functional area. Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities. Knowledge of the laws, rules and regulations controlling budgetary, fiscal, and contract procedures. Skills in interfacing with various levels of personnel, Ability to work independently communicate verbally and in writing and reading, comprehending and interpreting technical specifications, laws and codes.

Responsibilities: Under the direction of the Project Manager or Project Controls Manager, administers contractual relationships to ensure compliance with required specifications and budgets. Coordinates the preparation and review of specifications for new and existing contracts. Monitors and facilitates the progress of projects through the bid process, contract review, and all phases of contract completion. Provides follow-up and detailed monitoring to ensure orderly and effective project implementation including, development of forms for policies and procedures. Establishes and maintains a complete specifications and resource library, and monitors and informs users of current contract standards. Coordinates the review and inspection of contractual specifications for compliance with Federal and State requirements. Coordinates the completion of assigned tasks with other outside contractors and consultants, and representatives of government. Investigates and defines contract problem areas, conducts studies and prepares reports recommending solutions or courses of action related to contract administration and/or projects. Monitors project budgets; contract modifications, amendments, subcontracts, and provides projections of financial requirements to provide timely and accurate project funding. Supervises clerical employees engaged in supporting administrative functions. Prepares clear and comprehensive contract status reports, recommendations and proposals, verbally and in writing.

**Title: Document Control Manager / Specialist**

**SIN: 871-3**

Education Requirements: High school graduate or equivalent.

Experience Requirements: Requires 3 years experience and a working knowledge of document management protocols, previous experience in assisting in the development of project-wide MIS-solutions, and possess excellent communications skills. Expertise in program / project management directly related to the archival systems for tracking project correspondence is required.

Responsibilities: Responsible for preparing and/or maintaining systems, programming and operations documentation, procedures and methods, contract documents. Maintains a current project-wide documentation system for tracking project contract documents. Provides or coordinates documentation filing and retrieval services as required. Ensures accuracy of technical documentation. Composes and finalizes documentation for potential contract changes, including specifications in the style and format required by the task.

**ADDITIONAL IT SCHEDULE 70 TERMS AND CONDITIONS**

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

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

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

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

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

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

**1. Contractor's Ordering Address and Payment Information:**

**Cornerstone Concilium, Inc.**  
**44 Montgomery St. Ste. 3360**  
**San Francisco CA 94104-0000**

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 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:

(415)705-7800

**2. 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.

**3. 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)
<u>132-8</u>	<u>30</u> 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.

4. FOB Destination:

**For Hardware, the FOB point is destination for all locations within the 48 contiguous states and the District of Columbia. (Expedited Delivery is FOB origin).**

**For overseas locations and Alaska Hawaii and the US territories and commonwealths, the FOB point is destination to the port of embarkation within the continental US or FOB origin if Cornerstone must ship direct to locations Outside the Continental United States (OCONUS).**

**All CONUS shipments shall be made FOB destination. Delivery for all APO/FPO locations shall be made FOB Destination to the APO/FPO shipping point or a designated CONUS US Government forwarder.**

5. 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.

6. 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.

7.. 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: 55-5919091

Block 30: Type of Contractor - A

- A. Small Disadvantaged Business
- B. Other Small Business
- C. Large Business
- G. Other Nonprofit Organization
- L. Foreign Contractor

Block 31: Woman-Owned Small Business - No **\*\*Yes or No\*\***

Block 36: Contractor's Taxpayer Identification Number (TIN): 94-312-4523

CAGE Code: 1L5P4

Contractor has registered with the Central Contractor Registration Database.

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

**[NOTE: Special ordering procedures have been established for Special Item Numbers (SINs) 132-51 IT Professional Services and 132-52 EC Services; refer to the terms and conditions for those SINs.]**

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 not 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 activity 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 activity's 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/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the ordering activity's needs. In selecting the supply or service representing the best value, the ordering activity 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/pricelists or use 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 activity 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 needs.

## **9. 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.

**9.1 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.

**9.2 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.

**10. SECURITY REQUIREMENTS.** In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual ordering activity policy; however, the burden of administering the security requirements shall be with the

ordering activity. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is less.

**11. 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.)

**12. 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.gsaadvantage.gov> .

**13. 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.

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.

**14. 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:

---

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.

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

Federal Acquisition Regulation (FAR) 13.303-1(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 13.303-2(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 Pricelist, for customers to consider when using this purchasing tool.

## **16. 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, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

## **17. 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.

## **18. 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.cornerstonconcilium.com](http://www.cornerstonconcilium.com)

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

**19. 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.

**TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF  
GENERAL PURPOSE COMMERCIAL  
INFORMATION TECHNOLOGY EQUIPMENT**

**1. MATERIAL AND WORKMANSHIP**

All equipment furnished hereunder must satisfactorily perform the function for which it is intended.

**2. ORDER**

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPA) agreements shall be the basis for purchase in accordance with the provisions of this contract. If time of delivery extends beyond the expiration date of the contract, the Contractor will be obligated to meet the delivery and installation date specified in the original order.

For credit card orders and BPAs, telephone orders are permissible.

**3. TRANSPORTATION OF EQUIPMENT**

**FOB DESTINATION.** For Hardware, the FOB point is destination for all locations within the 48 continuous states and the District of Columbia. (Expedited Delivery is FOB origin).

For overseas locations and Alaska Hawaii and the US territories and commonwealths, the FOB point is destination to the port of embarkation within the continental US or FOB origin if Cornerstone must ship direct to locations Outside the Continental United States (OCONUS).

All CONUS shipments shall be made FOB destination. Delivery for all APO/FPO locations shall be made FOB Destination to the APO/FPO shipping point or a designated CONUS US Government forwarder.

**4. INSTALLATION AND TECHNICAL SERVICES**

a. **INSTALLATION.** When the equipment provided under this contract is not normally self-installable, the Contractor's technical personnel shall be available to the ordering activity, at the ordering activity's location, to install the equipment and to train ordering activity personnel in the use and maintenance of the equipment. The charges, if any, for such services are listed below, or in the price schedule:

**Installation/Deinstallation/Reinstallation may be available as a purchasable option at the time of original purchase as indicated in the attached Product and Price List.**

---

---

b. **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.

c. OPERATING AND MAINTENANCE MANUALS. The Contractor shall furnish the ordering activity with one (1) copy of all operating and maintenance manuals which are normally provided with the equipment being purchased.

## 5. 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 equipment that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming equipment 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 item, unless the change is due to the defect in the item.

## 6. WARRANTY

a. Unless specified otherwise in this contract, the Contractor's standard commercial warranty as stated in the contract's commercial pricelist will apply to this contract.

**Unless specified otherwise in this contract, the manufacturer's standard commercial warranty as stated in the manufacturer's commercial pricelist will apply to this contract.**

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.

d. If inspection and repair of defective equipment under this warranty will be performed at the Contractor's plant, the address is as follows:

**Cornerstone Concilium, Inc.**  
**44 Montgomery St. Ste. 3360**  
**San Francisco CA 94104-0000**

## 7. PURCHASE PRICE FOR ORDERED EQUIPMENT

The purchase price that the ordering activity will be charged will be the ordering activity purchase price in effect at the time of order placement.

## 8. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City or otherwise) covering work of this character, and shall include all costs, if any, of such compliance in the prices quoted in this offer.

## 9. TRADE-IN OF INFORMATION TECHNOLOGY EQUIPMENT

When an ordering activity determines that Information Technology equipment will be replaced, the ordering activity shall follow the contracting policies and procedures in the Federal Acquisition Regulation (FAR), the policies and procedures regarding disposition of information technology excess personal property in the Federal Property Management Regulations (FPMR) (41 CFR 101-43.6), and the policies and procedures on exchange/sale contained in the FPMR (41 CFR part 101-46).

Cornerstone Concilium: **Products – Dealer/Reseller**  
**Pricelist Effective Date: July 18, 2005**

**Manufacturer and FSC Class/FPDS Code Information**

Special Item Number 132-8 Purchase of  
 Equipment

---

Brother C 7025  
 Viewsonic C 7025

SIN	TD Part #	OEM	OEM Part Number	Description	MSRP	GSA Price w/o IFF	Time of Delivery ARO	COO
						Cost * 1.10		
C 7025	25644A	Viewsonic	PJ862	PJ862 3100 LUMEN MMPROJ LCD 8.8LBS	3,699.00	\$2,636.16	30 days	Japan
C 7025	25674A	Viewsonic	PJ1172	PJ1172 MMPROJ LCD XGA 4500 LUMEN 18LBS	6,999.00	\$4,516.48	30 days	Japan
C 7025	379772	Viewsonic	VTA700	17IN LCD DISP 12X10 12MS 300NIT 500:1 W/ BASE GSA	349	\$317.96	30 days	Mexico
C 7025	379773	Viewsonic	VTA900	19IN LCD DISP 12X10 12MS 250NIT 500:1 W/ BASE GSA	469	\$422.21	30 days	Mexico
C 7025	507581	Viewsonic	PJ1165	PJ1165 MMPROJ 3500LUMEN 10X7 275W UHB	5,399.00	\$3,763.50	30 days	Japan
C 7025	653363	Viewsonic	VPW4255	VPW4255 42IN PLASMA 10X10 1000:1 BLK	5,499.00	\$3,116.15	30 days	Japan
C 7025	653366	Viewsonic	VPW5500	VPW5500 55IN PLASMA 13X7 BLK	9,999.00	\$6,007.76	30 days	Japan
C 7025	133460	Brother	PT-PC	PTOUCH LBLPR	449.95	\$232.49	30 days	JAPAN
C 7025	133594	Brother	PT-8000	PT8000 PTOUCH LBLPR	699.95	\$318.33	30 days	JAPAN
C 7025	496217	Brother	HL-2700CN	HL-2700CN COL LASERPR 8/31PPM ETH PAR	849.99	\$540.13	30 days	JAPAN
C 7025	602971	Brother	PT-15	PT-15 PTOUCH LBLPR W/ TC TAPE	199.95	\$114.61	30 days	JAPAN
C 7025	603386	Brother	HL-4200CN	HL4200CN COL LASERPR 24 PPM 1200X1200 ETH USB PAR	2899.99	\$2,071.41	365 days	Japan

\*\*\*\*\*

## **TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES**

### **1. SCOPE**

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

### **2. PERFORMANCE INCENTIVES(I-FCI-60) (MAY 2003)**

- a. Performance incentives incentives may be agreed upon between the Contractor and the ordering activity on individual 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 were 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)**

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 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 prices 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.

(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:

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

#### 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. 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 (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 2002) (Alternate II (FEB 2002)) at FAR 52.232-7 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**

**IT PRICING LABOR CATEGORIES**

<b>Corporate Contract SIN</b>	<b>Skill Category</b>	<b>Unit of Issue</b>	<b>Commercial Labor Rates (Loaded)</b>	<b>Proposed GSA Discount Off CPL</b>	<b>Price Offered to Govt (Labor Rates Loaded with .75% IFF )</b>
C D301, C D302, C D306, C D307, C D308, C D310, C D311, C D313, C D316, C D399 (132-51)	Principal	per hr	180	18%	148
C D301, C D302, C D306, C D307, C D308, C D310, C D311, C D313, C D316, C D399 (132-51)	Executive Project Manager/Director	per hr	168	18%	138
C D301, C D302, C D306, C D307, C D308, C D310, C D311, C D313, C D316, C D399 (132-51)	Project Manager/Director	per hr	168	18%	138
C D301, C D302, C D306, C D307, C D308, C D310, C D311, C D313, C D316, C D399 (132-51)	Document Control Manager/Specialist	per hr	75	5%	71
C D301, C D302, C D306, C D307, C D308, C D310, C D311, C D313, C D316, C D399 (132-51)	Systems Analyst	per hr	130	2%	128
C D301, C D302, C D306, C D307, C D308, C D310, C D311, C D313, C D316, C D399 (132-51)	Sr. Systems Integrator	per hr	125	12%	110
C D301, C D302, C D306, C D307, C D308, C D310, C D311, C D313, C D316, C D399 (132-51)	Sr. Database Administrator / Database Analyst / Programmer	per hr	118.1	2%	116
C D301, C D302, C D306, C D307, C D308, C D310, C D311, C D313, C D316, C D399 (132-51)	Sr. Systems Engineer	per hr	118.1	4%	114

C D301, C D302, C D306, C D307, C D308, C D310, C D311, C D313, C D316, C D399 (132-51)	Network Engineer & Systems Administrator	per hr	99	3%	96
C D301, C D302, C D306, C D307, C D308, C D310, C D311, C D313, C D316, C D399 (132-51)	Systems Engineer	per hr	99	21%	78
C D301, C D302, C D306, C D307, C D308, C D310, C D311, C D313, C D316, C D399 (132-51)	Network/Hardware Support Technician	per hr	96	2%	94
C D301, C D302, C D306, C D307, C D308, C D310, C D311, C D313, C D316, C D399 (132-51)	Network Operations Manager	per hr	96	2%	94
C D301, C D302, C D306, C D307, C D308, C D310, C D311, C D313, C D316, C D399 (132-51)	Database Administrator / Database Analyst / Programmer	per hr	96	2%	94
C D301, C D302, C D306, C D307, C D308, C D310, C D311, C D313, C D316, C D399 (132-51)	Computer & Client/Server Operations/Maintenance/Support Technician	per hr	72	2%	71
C D301, C D302, C D306, C D307, C D308, C D310, C D311, C D313, C D316, C D399 (132-51)	IT Field Technician/ Applications Installer / Support Technician	per hr	72	12%	63
C D301, C D302, C D306, C D307, C D308, C D310, C D311, C D313, C D316, C D399 (132-51)	Help Desk Support Services / Management	per hr	63	22%	49

**Title: Principal**

**SIN: 132-51**

<p>Education Requirements: Bachelor's degree from an accredited college or university which provides substantial knowledge of a technical or management sciences related discipline. Project Management Institute (PMI) Certification is preferred or advanced degree or training preferred.</p>
<p>Experience Requirements: 12 years of intensive and progressive experience demonstrating the required proficiency levels related to task Education may be substituted with 15 years of intensive and progressive experience demonstrating the required proficiency levels related to task.</p>
<p>Responsibilities: Monitors and manages all commercial operations of program or projects, including developing short and long-range goals, objectives and budgets. Coordinates activities with senior project staff and client agency staff to fulfill senior management requirements. Directs and monitors overall budgets and expenditures, and provides commercial commitment to project delivery. Monitors reporting requirements, evaluating program or project service delivery and cost effectiveness. Prepares business correspondence, progress reports, costs, deficiencies, and milestones of ongoing work. Ensures adherence to policies and procedures to resolve commercial project-related issues. Has extensive professional knowledge of industry, market segment, technology and ability to anticipate future customer, industry and business trends.</p>

**Title: Executive Project Manager / Director**

**SIN: 132-51**

<p>Education Requirements: Bachelor's degree from an accredited college or university which provides substantial knowledge of a technical or management sciences related discipline. Project</p>
--

Management Institute (PMI) Certification is preferred.
Experience Requirements: 9 years of intensive and progressive experience demonstrating the required proficiency levels related to task Education may be substituted with 12 years of intensive and progressive experience demonstrating the required proficiency levels related to task.
Responsibilities: Responsible for large complex projects and leads interdisciplinary teams with responsibility for project performance, cost, scope, schedule, quality, and appropriate business measurements according to project requirements. Collaborates with client to identify business requirements, develops the proposal and translates client requirements into formal agreement. Leads the team in initiating, planning, controlling and executing the project objectives. Executes a wide range of process activities beginning with the request for proposal through development, test, and final delivery. Has a thorough understanding of project objectives and analyzes information and implements actions independently or through management team to ensure project objectives are met. Identifies project related problems and creates innovative solutions for the issues and when appropriate, challenges the validity of given procedures and processes with a goal of improvement and enhancement of overall process. Possesses significant knowledge of project management including Client Relationship Management (CRM), finance, planning and personnel in order to manage team and business processes. Has extensive professional knowledge of industry, market segment, technology and ability to anticipate future customer, industry and business trends.

**Title: Project Manager / Director**

**SIN: 874-1**

Education Requirements: Masters degree, or Bachelor's degree in a related field and equivalent professional experience. Project Management Institute (PMI) Certification is preferred.
Experience Requirements: 10 years of intensive and progressive experience in managing engineering programs, which includes 5 years experience supervising and managing personnel. Excellent oral and written communication skills.
Responsibilities: Responsible for overall management of the contract. Organizes, directs, and coordinates planning and production of all contract support activities. Responsible for the performance of all contract activities and task order requirements. Meets with appropriate Government management personnel, other contractor managers, and client agency representatives. Formulates and reviews strategic plans, marketing plans, subcontracting, and deliverable items, determines contract costs, and ensures conformity with contract terms and conditions.

**Title: Document Control Manager / Specialist**

**SIN: 132-51**

Education Requirements: High school graduate or equivalent.
Experience Requirements: Requires 3 years experience and a working knowledge of document management protocols, previous experience in assisting in the development of project- wide MIS-solutions, and possess excellent communications skills. Expertise in program / project management directly related to the archival systems for tracking project correspondence is required.
Responsibilities: Responsible for preparing and/or maintaining systems, programming and operations documentation, procedures and methods, contract documents. Maintains a current project-wide documentation system for tracking project contract documents. Provides or

coordinates documentation filing and retrieval services as required. Ensures accuracy of technical documentation. Composes and finalizes documentation for potential contract changes, including specifications in the style and format required by the task.

**Title: Systems Analyst**

**SIN: 132-51**

Education Requirements: Bachelor's degree from an accredited college or university in computer science, information systems, engineering or a mathematics-intensive discipline or major field of study which either provided substantial knowledge useful in managing large complex Automated Information Systems (AIS) projects or is closely related to the work as described and required by the task.

Experience Requirements: Requires 8 years of progressive and intensive experience managing, with at least 2 years of relevant experience in a position with duties commensurate to those defined in the task order requirement. Or 5 years specialized experience in a position with duties commensurate to those defined in the task order requirement.

Responsibilities: Responsible for applications systems analysis and programming activities for a Government site, facility or multiple locations. Identifies changes in computer and systems technology and interprets their meaning to senior management, bringing current and future knowledge of technology and systems as applied to the client's requirements. Provides technical assistance to facilitate planning and directing the design, installation, modification and operation of an information systems capability. Prepares long and short range plans for application selection, systems development, systems maintenance, production activities and for necessary support resources. Also responsible for applications systems analysis and programming activities for a group or section. Responsible for feasibility studies, time and cost estimates, and the establishment and implementation of new and revised applications systems and programs. Assists in projecting software and hardware requirements. Assigns personnel to various projects and directs their activities; reviews and evaluates their work and prepares performance reports. Confers with and advises subordinates on administrative policies and procedures, technical problems, priorities and methods. Consults with personnel in other information systems sections to coordinate activities. Prepares activity and progress reports regarding the activities of the applications systems and programming section. Confers and consults with Government personnel regarding performance and scheduling issues on tasks.

**Title: Sr. Systems Integrator**

**SIN: 132-51**

Education Requirements: Bachelor's in Computer Science degree

Experience Requirements: 5 years comparable professional experience in Networking.

Responsibilities: Assist in the isolation and resolution of all equipment and data communications network problems to ensure service continuity to all Custom users at both central and remote locations. The System Integration Specialist shall be familiar with basic network device access to multiple varieties of systems and must have a basic understanding of network configurations and concepts.

**Title: Sr. Database Administrator / Database Analyst / Programmer**

**SIN: 132-51**

Education Requirements: Bachelor's degree from an accredited college or university with a curriculum or major field of study which provides substantial knowledge useful in managing large, complex AIS projects, is closely related to the work to be automated, and/or in a computer

science, information system, a physical science, engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited training institution

Experience Requirements: Requires 3 years of increasingly complex and progressive experience as database programmer, performing systems analysis, development and implementation of business, mathematical, or scientific settings using a variety of information technology resources. Experience with current technologies and where required emerging technologies.

Responsibilities: Designs, implements and maintains complex databases. Includes maintenance of database dictionaries, overall monitoring of standards and procedures, and integration of systems through database design. Works at the highest level of all phases of database management.

Responsible for designing and developing database tools to support Schedule 70-related projects/programs. Guides database development projects from inception to timely and successful completion, including technical vision throughout all phases of tool development. Develops test plans and provides unit test for all objects developed and verifies that products meet specifications

**Title: Sr. Systems Engineer**

**SIN: 132-51**

Education Requirements: Bachelor's degree from an accredited college or university with a curriculum or major field of study which provides substantial knowledge useful in managing large, complex AIS projects, is closely related to the work to be automated, and/or in a computer science, information system, a physical science, engineering or a mathematics-intensive discipline.

Experience Requirements: Requires 6 years of increasingly complex and progressive experience in performing systems analysis, development, and implementation of business, mathematical, or scientific settings using a variety of information technology resources. Has experience with current technologies and, where required for the task, emerging technologies. Must have managed or had significant involvement with complex or substantive information technology projects including 1 year of experience demonstrating management and supervision capabilities.

Responsibilities: Formulates and defines specifications for operating system applications or modifies and maintains existing applications using engineering releases and utilities from the manufacturer. Responsible for program design, coding, testing, debugging and documentation. Responsible for applications dealing with the overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting and advanced mathematical/scientific software packages. Instructs, directs, and checks the work of other task personnel. Responsible for quality assurance review and the evaluation of existing and new software products.

**Title: Network Engineer & Systems Administrator**

**SIN: 132-51**

Education Requirements: Bachelor's in Computer Science degree from an accredited college or university in computer science, information systems, engineering or a mathematics-intensive discipline or an applicable technical training certificate from an accredited training institution.

Experience Requirements: 6 years of increasingly complex and progressive experience in computer system/network engineering. Includes 2 years of specialized experience related to the task.

If only focus is on LAN/WAN: 3 years of increasingly complex and progressive experience as a

Network Administrator. Microsoft Certification or a Novell Certification highly desirable.

Responsibilities: Provides Analysis, design, implementation, maintenance and management of local and wide area networks. Tests and analyzes all elements of the network facilities including power, software, communications devices, lines, modems and terminals and for the overall integration of the enterprise network. Responsible for the planning, design, installation, maintenance, management and coordination of the network. Monitors and controls the performance and status of the network resources. Utilizes software and hardware tools, identifies and diagnoses complex problems and factors affecting network performance. Maintains technical currency and studies vendor products to determine those that best meet client needs. Provides guidance and direction for less experienced network support technicians. Works with both network access providers and carriers on routing and maintenance issues. Experience inclusive of router configuration and performance management, capacity planning, operations, standards and security. Provide network design and implementation strategies. Optimize systems, protocols, and change management. Responsible for resolution of critical network problems. Progressive experience in addressing problem installations and support of hardware architectures.

Monitors LAN, WAN, and servers. Provides batch monitoring, tape back-up, and restoration. Responsibilities include performing data configuration and installation of routers and firewalls. Administers mail system and implements new database architecture. Monitors and conducts performance evaluation of networks. Supports, installs, maintains, and troubleshoots all local area and wide area networking devices and related software for branch offices and internal and external networks. Provides LAN/WAN management and technical assistance to clients as it pertains to the use of services. Responsible for routine maintenance of LAN/WAN and workstations. Also performs tape back-up and restores as required.

**Title: Systems Engineer**

**SIN: 132-51**

Education Requirements: Bachelor's degree from an accredited college or university with a curriculum or major field of study which provides substantial knowledge useful in managing large, complex AIS projects, is closely related to the work to be automated, and/or in a computer science, information system, a physical science, engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited training institution.

Experience Requirements: Requires 2 years of increasingly complex and progressive experience in performing systems analysis, development, and implementation of business, mathematical, or scientific settings using a variety of information technology resources. Has experience with current technologies and, where required for the task, emerging technologies.

Responsibilities: Works from specifications to develop or modify operating systems applications. Assists with design, coding, benchmark testing, debugging and documentation of programs. Applications generally dealing with utility programs, job control language, macros, subroutines and other control modules. Works on most phases of software systems programming applications, and may require instruction and guidance in other phases.

**Title: Network / Hardware Support Technician**

**SIN: 132-51**

Education Requirements: High school graduate or equivalent.

Experience Requirements: Requires 3 years of increasingly complex and progressive experience in computer system/network engineering. Includes 1 year of specialized experience related to

the task.

Responsibilities: Monitors and responds to hardware, software, and network problems utilizing hardware and software testing tools and techniques. Interfaces with vendor support service groups to ensure appropriate notification during outages or period of degraded system performance. Assists with installation of terminals and associated hardware. Provides LAN server support. Requires strong knowledge of PC/LAN communications hardware and software, in multi-protocol environment, and network management software. In support of microcomputer applications, analyzes requirements; creates, designs and develops requirements in required media; provides program support; tests, debugs and writes documentation as required. May have responsibilities for providing customer assistance support in setting up microcomputers and/or installing software packages. Provides user training for hardware/software products; identifies problems and resolves hardware/software/network malfunctions; performs minor hardware/software/network maintenance such as board replacement, cable switching, communication assistance, hardware (CRTs, printers) installation/replacement; interfaces with mainframe, CAD/CAM, digitizers, LANs, provides analysis support for such requirements.

**Title: Network Operations Manager**

**SIN: 132-51**

Education Requirements: Bachelor's degree from an accredited college or university in computer science or information systems.

Experience Requirements: Requires 5 years of increasingly complex and progressive experience in computer system/network operations. Includes 1 year of specialized experience related to the task.

Responsibilities: Provides first level guidance/direction (either as a full-time supervisory position or on a project management basis) to network operation and maintenance analysts, technicians, and/or engineers. Performs technical analysis of complex software, hardware, and transmission facility using various diagnostic tools in support of efficient network operations. Provides guidance/direction for engineering efforts and test and evaluation programs. Performs on-site engineering when required. Typically requires five years of experience in operations, maintenance, and sustained engineering of LAN to WAN internetworking. Frequently reports to a Regional Manager or Operations Manager.

**Title: Database Administrator / Database Analyst / Programmer**

**SIN: 132-51**

Education Requirements: Bachelor's degree from an accredited college or university with a curriculum or major field of study which provides substantial knowledge useful in managing large, complex AIS projects, is closely related to the work to be automated, and/or in a computer science, information system, a physical science, engineering or a mathematics-intensive discipline or an applicable training certificate from an accredited training institution.

Experience Requirements: Requires 3 years of increasingly complex and progressive experience as a database programmer, performing systems analysis, development, and implementation of business, mathematical, or scientific settings using a variety of information technology resources. Has experience with current technologies and, where required for the task, emerging technologies.

Responsibilities: Designs, implements, and maintains moderately complex databases. Includes maintenance of database dictionaries and integration of systems through database design. Works on most phases of database administration

**Title: Computer & Client/Server Operations/Maintenance/Support Technician SIN: 132-51**

Education Requirements: Bachelor's degree from an accredited college or university in computer science, information systems, engineering

Experience Requirements: Requires 8 years of progressive and intensive experience managing, with at least 2 years of relevant experience in a position with duties commensurate to those defined in the task order requirement. Or 5 years specialized experience in a position with duties commensurate to those defined in the task order requirement.

Responsibilities: Responsible for all activities relating to technical guidance for planning, directing, and monitoring information systems operations. Plans and recommends machine modifications or additional equipment to increase the capacity of the system. Prepares operational cost estimates for current and proposed projects. Evaluates vendor proposals for purchases of hardware. May manage related outsourcing contracts and service levels. Directs compilation of records and reports concerning production, machine malfunctioning, and maintenance. May advise or consult on organizational, procedural, and workflow plans, methods, and procedures analysis. Analyzes the results of workflow plans, monitors the operating system(s) and recommends changes to improve processing and utilization. May have departmental staff responsibility. Frequently reports to an Information Systems Operations Manager or Director of Information Systems Operations.

Provide hardware maintenance to isolate and resolve all equipment and data communications network problems to ensure service continuity to all Customs users at both central and remote locations. Shall be familiar with basic I/O device access to multiple varieties of systems and must have a basic understanding of network configurations and concepts.

Manages personal computer operating systems software and communication system software. Designs, tests, and maintains personal computer systems. Responsible for analyzing and solving personal computer-related problems. Responsible for security, integrity, and reliability of personal computer systems. Tests and integrates new hardware, systems and modifications to existing equipment and systems. Performs research/investigations, analysis, design, testing, and installation of supported hardware and software. Schedules installation of new hardware and software and modifications to existing systems. Monitors performance of hardware and its capacity in all assigned locations. Recommends and implements enhancements to existing hardware and systems.

**Title: IT Field Technician / Applications Installer / Support Technician SIN: 132-51**

Education Requirements: High school graduate or equivalent.

Experience Requirements: Requires 8 years of intensive and progressive experience in functional or IT analysis/programming of subject matter closely related to the work to be automated.

Responsibilities: Provides high level functional and IT analysis, design, development, integration, documentation, and implementation assistance on problems which require a thorough knowledge of the related technical subject matter for effective system deployment. Participates in all phases of systems development. Applies principles and methods of the functional area to difficult problems in technical areas to arrive at automated solutions. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the task order.

**Title: Help Desk Support Services / Management Technician****SIN: 132-51**

Education Requirements: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Experience Requirements: Requires a minimum of 6 years experience, of which at least 5 years must be specialized. Specialized experience includes: management of help desks in a multi-server environment, comprehensive knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and work on help desk. General experience includes information systems development, network and other work in the client/server field, or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

1. With a Master's degree (in the fields described above): 4 years general experience of which at least three years must be specialized experience is required.

2. With a Bachelor's degree (in the fields described above): 5 years general experience of which at least 2 years must be specialized experience is required.

With 8 years general experience of which at least 6 years is specialized, a degree is not required.

Responsibilities: Has overall responsibility for help desk operations associated with the identification, prioritization and resolution of reported problems. Ensures that all phases of help desk support are properly coordinated, monitored, logged, tracked and resolved appropriately. May maintain responsibility for development, maintenance and integrity of help desk software. Provides daily supervision and direction to staff who are responsible for phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed or deployed under contract. Manages personnel who serve as the first point of contact for troubleshooting hardware/software PC and printer problems.

Responsible for ensuring the timely process through which problems are controlled. Includes problem recognition, research, isolation, resolution, and follow-up steps. Requires experience and understanding of MIS environment. Typically involves use of problem management database and help desk system.

Provides second-tier support to end-users for either PC, server, or mainframe applications and hardware. Handles problems that the first-tier of help desk support is unable to resolve. May interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Maintains currency and highest level of technical skill in field of expertise. Provides phone and in-person support to users in problem solving activities using information center tools. May also include support in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this task or predecessors.

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

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact

**Wayne Perry**  
**Cornerstone Concilium, Inc.**  
**44 Montgomery St. Ste. 3360**  
**San Francisco CA 94104-0000**  
**(415)705-7800**  
**Fax: (415)705-7801**  
**[wperry@cornerstoneconcilium.com](mailto:wperry@cornerstoneconcilium.com)**

**BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

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

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

This BPA will 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.