



9009 Goshen Valley Drive
Gaithersburg, Maryland 20882
202-558-0209 (Office), 301-987-0471 (Fax)
www.SERDI-LLC.com

Contract Number: GS-00F-0006
Contract Period: July 10, 2007 through July 09, 2012

AUTHORIZED FEDERAL SUPPLY SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION
TECHNOLOGY SERVICES

SPECIAL ITEM 132 - 51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

SPECIAL ITEM NO. C D302 -- IT SYSTEMS DEVELOPMENT SERVICES

SPECIAL ITEM NO. C D306 -- IT SYSTEMS ANALYSIS SERVICES

Pricelist current through July 09, 2012

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performed by the publisher or manufacturer or one of their authorized agents.



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INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals. For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage![™] on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage![™] and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

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

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



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1. CONTRACTOR ORDERING ADDRESS AND PAYMENT INFORMATION

Ordering Information:

Ordering and Payment Address:
SERDI-LLC
9009 Goshen Valley Drive
Gaithersburg, Maryland 20882

For Facsimile Orders:

(301) 987 - 0471
Attn: Director of Contracts

Contractors are required to accept credit cards for payments equal to or less than the micro - purchase threshold for oral or written delivery orders. Credit cards will not be acceptable for payment above the micro - purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

1.1. TECHNICAL DELIVERY AND ORDERING ASSISTANCE

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

Director of Contracts
(202) 558-0209

1.2. TRADE AGREEMENT 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.

1.3. DELIVERY SCHEDULE



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b) TIME OF DELIVERY

The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO) in the case of F.O.B. Destination prices; or to place of shipment in transit in the case of F.O.B. Origin prices, as set forth below. Offerors shall insert in the "Time of Delivery (days ARO)" column in the schedule of Items a definite number of calendar days within which delivery will be made. In no case shall the offered delivery time exceed the Contractor's normal commercial practice. The ordering activity requires the Contractor's normal commercial delivery time, as long as it is less than the "stated" delivery time(s) shown below. If the Offeror does not insert a delivery time in the schedule of items, the Offeror will be deemed to offer delivery in accordance with the ordering activity's stated delivery time, as stated below

c) 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.

1.4. FOB: DESTINATION



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2. 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.

2.1. 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.

2.2. STATICAL 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: 117735378
Block 30: Type of Contractor: Small Disadvantaged Woman
Block 31: Woman - Owned Small Business: Yes
Block 36: Contractor's Taxpayer Identification Number (TIN): 03-039-6694



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2.3. CAGE CODE: 3DNK4

2.4. REGISTRATION WITH CCR

SERDI-LLC is registered with the Central Contractor Registration Database

3. 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--



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- 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:

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);

- 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 Agreement (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



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- 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.

4. 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.

4.1. 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



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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.

4.2. 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.

4.3. 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.

4.4. 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.)



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4.5. GSA ADVANTAGE!

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

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

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

4.6. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, non-ontract items, non-Schedule items, and items not on a Federal Supply Schedule contract

4.7. 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.

4.8. 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,



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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.

4.9. 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.

4.10. 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.

4.11. 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:



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www.Section508.gov/

4.12. 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.

5. TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES AND ELECTRONIC COMMERCE (EC) SERVICES

5.1. SCOPE

- a. The prices, terms and conditions stated under Special Item Numbers for Information Technology Professional Services and Special Item Numbers for Electronic Commerce Services apply exclusively to IT/EC 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.

5.2. PERFORMANCE INCENTIVES (I-FCI-60) (MAY 2003)

- a. Performance 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 where performance is critical to the ordering



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activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

NOTE: Include paragraph 3 BELOW only if hourly rates for IT Professional Services are offered. If the IT Professional Services are firm-fixed price solutions for a specifically defined service or task, use FAR 8.404 ordering procedures. FAR 8.404 is provided under item 12, Information for Ordering Activities Section of the pricelist.

5.3. ORDER

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

5.4. PERFORMANCE OF SERVICES

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

5.5. 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-



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Hour (JAN 1986) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

5.6. 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.

5.7. 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/EC Services.

5.8. INDEPENDENT CONTRACTOR

All IT/EC 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.

5.9. 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.

b. 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.

c. 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



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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.

5.10. INVOICES

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

5.11. 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 apply 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.

5.12. RESUMES

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

5.13. 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.

5.14. 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.

6. DESCRIPTION OF IT/EC SERVICES AND PRICING



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Job Title: Senior IT Manager

Minimum/General Experience: This position requires a minimum of fifteen years IT experience including responsibilities in Information Systems Management, development of Strategic Programs at the Department level, Technical Architectures, Acquisition Planning, and Organizational Design.

Functional Responsibilities: Provides enterprise-level technical guidance and direction to technical teams. Has the industry perspective to identify technology trends and determines ways to apply them to customer problems. Approximately 50% of time is devoted to developing technical solutions. Serves as the overall manager and administrator for enterprise-wide strategic programs. Serves as the primary interface and point of contact with senior government program authorities and representatives on critical issues. Manages acquisition and employment of strategic program resources. Manages and controls financial and administrative aspects of the program with respect to contract requirements.

Minimum Education: A Master's Degree in Computer Science, Information Systems, Mathematics, Engineering, Statistics, or Business Administration from an accredited college or university. A Bachelor's Degree in Computer Science, Information Systems, Mathematics, Engineering, Statistics, or Business Administration from an accredited college or university and nineteen years of experience

Job Title: IT Manager

Minimum/General Experience: This position requires a minimum of twelve years IT experience including increasing responsibilities in Information Systems design and management.

Functional Responsibilities: Provides department-level technical guidance and direction to technical teams. Has the industry perspective to identify technology trends and determines ways to apply them to customer problems. Approximately 50% of time is devoted to developing technical solutions. Serves as the overall manager and administrator for department-level program efforts. Serves as the primary interface and point of contact with government program authorities and representatives on program issues. Supervises program operations by implementing procedures for planning and directing the execution of the technical, programming, maintenance, and administrative support efforts and monitoring and reporting progress. Manages acquisition and employment of program/project resources. Manages and controls financial and administrative aspects of the program/project with respect to contract requirements. May be supervised by a Senior IT Manager.

Minimum Education: A Master's Degree in Computer Science, Information Systems, Mathematics, Engineering, Statistics, or Business Administration from an accredited college. A Bachelor's Degree in Computer Science, Information Systems, Mathematics, Engineering,



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Statistics, or Business Administration from an accredited college and fourteen years of experience.

Job Title: Technical Manager

Minimum/General Experience: This position requires a minimum of twelve years experience including experience with the logical and physical functional, operational, and technical architecture of large and complex information systems.

Functional Responsibilities: Provides technical direction and review of enterprise wide development tasks, including the review of work products for correctness, adherence to the design concept and to user standards. Approximately 85% of time is devoted to developing technical solutions. Coordinates with appropriate levels to ensure problem solution and user satisfaction. Make recommendations, if needed, for approval of major systems installations. Prepares presentations on the system concept to colleagues, subordinates, and end user representatives. Acts as the technical lead for the contract effort. Serves as the technical interface and point of contact with Government program authorities and representatives on technical issues. Provides support on program/project operations by reviewing procedures, planning, and execution of the technical, programming, and maintenance effort and monitoring and reporting progress.

Minimum Education: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Mathematics, or Business Administration.

Job Title: Associate Technical Manager

Minimum/General Experience: This position requires a minimum of six years experience with the logical and physical functional, operational, and technical architecture of large and complex information technology systems.

Functional Responsibilities: Provides technical support and assistance with enterprise wide development tasks, including the review of work products to assure correctness, and adherence to design concept and user standards. Approximately 90% of time is devoted to developing technical solutions. Implements recommendations as approved. Prepares presentations on the system concept to colleagues, subordinates, and end user representatives.

Minimum Education: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Mathematics, or Business Administration or An Associates Degree or Technical



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Certificate in Computer Science, Information Systems, Engineering, Mathematics, or Business Administration and 10 years general experience.

Job Title: Program Manager

Minimum/General Experience: This position requires a minimum of ten years IT experience including increasing responsibilities in Information Systems design and management.

Functional Responsibilities: Provides program-level technical guidance and direction to technical teams. Monitors technology trends and determines ways to apply them to customer problems. Approximately 75% of time is devoted to developing technical solutions. Serves as the primary interface and point of contact with Government program authorities and representatives on delivery/task order issues. Supervises operations by developing procedures, planning, and directing execution of the technical, programming, maintenance and administrative support effort and monitoring and reporting progress. Manages acquisition and employment of resources. Manages and controls financial and administrative aspects with respect to delivery/task order requirements.

Minimum Education: A Bachelor’s Degree in Computer Science, Information Systems, Mathematics, Engineering, Statistics, or Business Administration from an accredited college or university.

Job Title: Project Manager

Minimum/General Experience: This position requires a minimum of twelve years experience dealing with modern information technology systems. Experience includes increasing responsibilities in the support of Information Systems design and management.

Functional Responsibilities: Provides project-level technical guidance and direction to technical teams. Monitors technology trends and determines ways to apply them to customer problems. Approximately 75% of time is devoted to developing technical solutions. Assists in supervising and directing the technical, maintenance, administrative and programming support functions of information technology systems. Monitors and reports systems progress. Make recommendations on the acquisition and employment of resources. Assists in the management and documentation of all financial and administrative aspects with respect to delivery/task order requirements.



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Minimum Education: A Bachelors Degree in Computer Science, Information Systems, Mathematics, Engineering, Statistics, or Business Administration from an accredited college or university.

Job Title: Senior Project Administrator

Minimum/General Experience: This position requires a minimum of six years experience in general accounting or management activities of IT projects. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibilities: Directs all financial management and administrative activities, such as budgeting, manpower, and resource planning and financial reporting in support of IT Projects. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, which would require a report and recommend solutions. Develops work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff. All work performed in support of IT Projects.

Minimum Education: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Accounting, Mathematics, or Business Administration. With nine years of general experience, a degree is not required.

Job Title: Project Management Specialist

Minimum/General Experience: This position requires a minimum of two years project experience, at least one in a government contracting environment. Basic knowledge of MS Project. Works with limited supervision and direction. Required to use judgment and initiative in problem solving.

Functional Responsibilities: Assists in the preparation of management plans and reports in support of IT projects. Coordinates schedules to facilitate completion of contract deliverables, task order review, briefings/presentations, and In Process Review (IPR) preparation. Performs analysis, development, and review of program administrative operating procedures. All work performed in support of IT projects. Ability to research issues and provide recommendations.

Minimum Education: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Accounting, Mathematics, or Business Administration. An Associate's Degree in Computer Science, Information Systems, Engineering, Accounting, Mathematics, or Business Administration and five years of experience.



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Job Title: Technical Director

Minimum/General Experience: This position requires a minimum of seven years experience with the logical and physical functional, operational, and technical architecture of large and complex information systems.

Functional Responsibilities: The overall technical lead for the contract effort. Serves as the primary technical interface and point of contact with Government program authorities and representatives on technical issues. Establishes system information requirements in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross- functional requirements and interfaces.

Minimum Education: A Master's Degree in Computer Science, Information Systems, Engineering, Mathematics, or Business Administration. A Bachelors Degree in Computer Science, Information Systems, Engineering, Mathematics, or Business Administration and nine years of general experience is required.

Job Title: Senior Subject Matter Consultant

Minimum/General Experience: This position requires a minimum of twenty years professional experience in the subject matter being addressed and a minimum of five years of experience applying current information technology to the subject matter. This individual should be highly regarded by the professional community in which he/she practices, with possible university and/or research institute affiliation.

Functional Responsibilities: Provide expert analysis of complex information technology related problems and, when applicable, the application of modern data collection, storage, manipulation and reporting techniques to solving those problems. Prepare technical reports identifying results of technical studies and makes recommendations on appropriate actions to take.

Minimum Education: Ph.D. in Physics, Engineering, Computer Science, Information Systems, Mathematics, or Business Administration. A Masters Degree in Engineering, Computer Science, Information Systems, Mathematics, or Business Administration plus twenty-five years experience.

Job Title: Senior Technical Consultant

Minimum/General Experience: This position requires a minimum of fifteen years professional experience in the subject matter being addressed and a minimum of three years of experience



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applying current information technology to the subject matter. Demonstrated ability to work under only general direction.

Functional Responsibilities: Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

Minimum Education: A Masters Degree in Engineering, Computer Science, Information Systems, Mathematics, or Business Administration or a Bachelor’s Degree in Computer Science, Information Systems, Engineering, Mathematics, or Business Administration plus twenty years experience.

Job Title: Technical Consultant

Minimum/General Experience: This position requires a minimum of ten years professional experience in the subject matter being addressed and a minimum of one year of experience applying current information technology to the subject matter.

Functional Responsibilities: Technical Consultants provide specialized knowledge of system requirements and programming specifications. They design solutions based on customer needs and technical considerations. They analyze job tasks, organizational structure and user requirements to provide system-wide solutions. They apply analytical expertise to assist in defining, analyzing, validating, and documenting complex operating environments, states of technology, and current processes.

Minimum Education: Bachelor Degree in Electrical Engineering, Computer Science, Information Systems, Mathematics, or Business Administration or with fifteen years experience a degree is not required.

Job Title: Senior Systems Engineer

Minimum/General Experience: This position requires a minimum of eight years of directly related information technology experience.

Functional Responsibilities: Works directly with management and senior staff. Directs the work of project teams and lower-level engineers. Provides project-level direction in designing



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systems and subsystems. Ensures adherence with standards and industry best practices to assure compliance with project requirements.

Minimum Education: A Masters Degree in Engineering, Computer Science, Information Systems, or Mathematics or a Bachelor’s Degree in Computer Science, Information Systems, Engineering, or Mathematics plus twelve years experience.

Job Title: Systems Engineer

Minimum/General Experience: This position requires a minimum of two years of directly related information technology experience.

Functional Responsibilities: Provides support to senior staff. Work as part of a project team. Performs engineering analysis and design tasks as they relate to information technology systems. Prepares specifications and designs, and implements solutions. May design subsystems; assists in developing standards. Performs complex engineering analysis.

Minimum Education: A Bachelors Degree in Engineering or Information Systems, or An Associate Degree in Engineering Information Systems and six years of experience.

Job Title: Senior Programmer/Analyst

Minimum/General Experience: This position requires a minimum of seven years programming experience including two years experience in the programming language being used.

Functional Responsibilities: Applies logical analyses for test and evaluation on all programs within a system wide scope. Performs comprehensive analyses of hardware/software concepts, designs and test requirements. Reviews, analyzes, integrates and conducts test and evaluation of government and/or contractor generated source data and develops interim documentation. Performs system wide concept formulation, system design analysis and subsystems design analysis. Responsible for assisting in the development of project plans, guidelines and controls.

Minimum Education: Bachelor Degree in Electrical Engineering, Computer Science, Information Systems, Mathematics, or Business Administration. With eleven year’s general experience, a degree is not required.

Job Title: Programmer/Analyst



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Minimum/General Experience: This position requires a minimum of five years programming experience.

Functional Responsibilities: Applies logical analyses for test and evaluation on all programs within functional module scope. Performs comprehensive analyses of hardware/software concepts, designs and test requirements. Reviews, analyzes, integrates and conducts test and evaluation of government and/or contractor generated source data and develops interim documentation. Performs module concept formulation, module design and analysis. Responsible for modules, segments or phases of broader, more complex projects.

Minimum Education: A Bachelor's Degree in Computer Science, Information Systems, Engineering, or Business Management Sciences. With seven year's general experience, a degree is not required.

Job Title: Senior Scientist

Minimum/General Experience: A minimum of seven years of experience in fundamental or applied research in a scientific discipline, and a minimum of two years experience in the application of current information technology to the individual's specialty.

Functional Responsibilities: The overall scientific lead for the contract effort. Serves as the primary scientific interface and point of contact with Government program authorities and representatives on scientific issues and the application of available resources to solve problem related issues. Interacts with technical personnel to assure appropriate and beneficial application of automated information technology to scientific projects. Establishes requirements for scientific research. Ensures that contract effort benefits from a broad range of scientific disciplines.

Minimum Education: A Master's Degree in Computer Science, Information Systems, Engineering, Mathematics, or Business Administration. A Bachelors Degree in Computer Science, Information Systems, Engineering, Mathematics, or Business Administration and nine years of general experience is required.

Job Title: Senior Data Architect

Minimum/General Experience: A minimum of twelve years of experience, and a minimum of two years experience in the application of current information technology to the individual's specialty.

Functional Responsibilities: Performs data architecture design and implementation for enterprise wide information systems in conformance with enterprise wide data policy,



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procedures, standards and guidelines. Conducts impact assessments on enterprise wide information systems to determine application integration potential and compatibility with the enterprise architecture. Provides technical assistance related to data administration. Participates in the conceptual design/redesign of data base systems and logical models for use in business systems reengineering. Provides technical guidance on corporate repository and modeling techniques in support of enterprise wide information systems development and maintenance.

Minimum Education: A Master's Degree in Computer Science, Information Systems, Engineering, Mathematics, or Business Administration. A Bachelors Degree and fourteen years general experience.

6.1. INFORMATION TECHNOLOGY SCHEDULE PRICELIST

Labor Category	Hourly Rate
Senior IT Manager	\$207.15
IT Manager	\$179.39
Technical Manager	\$131.12
Associate Technical Manager	\$88.33
Program Manager	\$112.64
Project Manager	\$100.44
Senior Project Administrator	\$61.51
Project Management Specialist	\$66.87
Technical Director	\$149.49
Senior Subject Matter Consultant	\$216.79
Sr. Technical Consultant	\$106.56
Technical Consultant	\$80.40
Senior Systems Engineer	\$100.80
Systems Engineer	\$63.84
Senior Programmer / Analyst	\$75.45
Programmer / Analyst	\$56.42
Senior Scientist	\$118.28
Senior Data Architect	\$95.56

Note: Add \$35 per hour to all jobs that require a DoD or other agency security clearance.

7. BLANKET PURCHASE AGREEMENT

BPA NUMBER _____



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(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.



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- (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.

8. 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.



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