

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

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

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Automated News Services, Data Services, or Other Information Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

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

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

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

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Contract Number: GS-35F-0186J

Period Covered by Contract: January 14, 1999 to January 13, 2014

General Services Administration Federal Supply Service

Pricelist Current Through Refresh Number 22, dated 04 December 2008

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

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INFORMATION FOR ORDERING OFFICES

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

1. GEOGRAPHIC SCOPE OF CONTRACT:

The geographic scope of this contract is the 48 contiguous states and the District of Columbia.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Ordering Address: QSMI 7700 Little River Turnpike Suite 302 Annandale, VA 22003-2497	Payment Address: Attn: Accounts Payable QSMI P.O. Box 2789 Springfield, VA 22152
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Government purchase cards will be accepted for payment for oral or written delivery orders. In addition, bank account information for wire transfer payments will be shown on the invoice.

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

- Ordering Information: Carrington V Thomson (703) 658-9700, x102
c.thomson@qsmi.com
- Technical Information: Michael J. Hoagland (703) 658-9700 x101
hoagland@qsmi.com

3. LIABILITY FOR INJURY OR DAMAGE

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

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

- Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: 18-970-6641
Block 30: Type of Contractor - B. Other Small Business
Block 31: Woman-Owned Small Business - No
Block 36: Contractor's Taxpayer Identification Number (TIN) 54-1466948

4a. CAGE Code: 080T3

5. FOB DESTINATION

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
<u>132-51</u>	<u>10 Business Days</u>

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

agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. DISCOUNTS:

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

- a. Prompt Payment: 2% - 20 days net 30.
- b. Quantity: N.A.
- c. Dollar Volume: None.
- d. Government Educational Institutions: Terms are the same as for the Federal Government.
- e. Other: None.

8. TRADE AGREEMENTS ACT OF 1979, AS AMENDED:

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

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

None

10. SMALL REQUIREMENTS:

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

11. MAXIMUM ORDER:

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

- a. Special Item Number 132-51 - Information Technology (IT) Professional Services
The maximum dollar value per order for all IT Professional services will be \$500,000.

12. 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.]

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 offices 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 office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

- a. **Orders placed at or below the micro-purchase threshold.** Ordering offices 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 offices 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 agency's needs. In selecting the supply or service representing the best value, the ordering office 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 office 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 offices shall--
 - (1) Review additional Schedule Contractors' 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 office determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

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

- d. Blanket purchase agreements (BPAs).** The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices 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 offices will find it advantageous to request a price reduction. For example, when the ordering office 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 office 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 agency for a specific order.
- f. Small business.** For orders exceeding the micro-purchase threshold, ordering offices 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 agency 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 office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS

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

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):

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

14. 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 agency policy; however, the burden of administering the security requirements shall be with the ordering agency. 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 lessor.

15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES:

Any ordering office, 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 Government's convenience, and (m) Termination for Cause (See C.1.)

16. GSA Advantage!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

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

For administrative convenience, an ordering office 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 office contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
 - b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

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

Not Applicable

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

20. YEAR 2000 WARRANTY — COMMERCIAL SUPPLY ITEMS

“Year 2000 compliant” as used in this part, means, with respect to information technology, that the information technology accurately processes date/time data, (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000 and leap year calculations, to the extent that other information technology, used in combination with the information technology being acquired, properly, properly exchanges date/time data with it.

The Contractor warrants that each hardware, software, and firmware product delivered under this contract shall be able to accurately process date data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by the Contractor, provided that all listed or unlisted products (e.g. hardware, software, firmware) used in combination with such listed product properly exchange date data with it. If the contract requires that specific listed products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those listed products as a system. The duration of this warranty and the remedies available to the Government for breach of this

warranty shall be as defined in, and subject to, the terms and limitations of the Contractor's standard commercial warranty or warranties contained in this contract, provided that notwithstanding any provision to the contrary in such commercial warranty or warranties, the remedies available to the Government under this warranty shall include repair or replacement of any listed product whose non-compliance is discovered and made known to the Contractor in writing within ninety (90) days after acceptance. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

21. BLANKET PURCHASE AGREEMENTS (BPAs)

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

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

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

22. CONTRACTOR TEAM ARRANGEMENTS

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer agency requirements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. See the additional information regarding Contractor Team Arrangements in this Schedule Pricelist.

QSMI CORPORATE OVERVIEW

The mission of QSMI is to deliver superior value to government and industry at a competitive price and, as a result, be a recognized leader in the Information Technology professional services community. QSMI was incorporated in the Commonwealth of Virginia in May 1988, however, the Company was reorganized and the current management team was installed in April 1997. Our management team has a sum total of over 80 years of experience in the Federal and commercial information systems environments. Additionally, Mr. Hoagland and Mr. Shillingburg are Vietnam-era veterans with a total of 32 years of service.

QSMI is a small Vietnam-era veteran owned business capable of performing the full range of technical services required in the support of clients at many locations. These services include the development, deployment and maintenance of hardware, multimedia systems, client-server applications, networks relational database management systems (RDBMS), groupware products, and Internet/intranet/extranet applications.

Our present customers include Department of Defense organizations including the Office of the Under Secretary of Defense for Acquisition & Technology (OUSD (AT&L)), and the Office of the Assistant Secretary of Defense for Command, Control, Communications and Intelligence (OASD(C3I)), Air Force Materiel Command (AFMC), Defense Technical Information Center (DTIC), the Marine Corps, Department Health and Human Services (DHHS), in addition to Housing and Urban Development (HUD). Our commercial customers include Collier, Shannon, Scott PLLC, CACI, KPMG, and Northrop Grumman. Our management takes a long-term view for client relations by developing and maintaining commitment to our present and future clients. As we grow, QSMI's efforts will be directed toward enhancing our reputation for service, professionalism, and quality at a competitive price. As a part of this process, we will continue to review all of our projects and processes to ensure that the client always receives the highest quality of service and products possible.

QSMI is financially strong, with the highest Dun & Bradstreet rating for a company of our size. However, our most significant corporate resource is a professional staff of experienced, talented and motivated employees. QSMI's staff is known for their high level of technical excellence – 40% of our employees hold a DoD TOP SECRET security clearance; 50% of our engineers have major industry certifications and another 20% actively are pursuing graduate studies.

Because of the strength of our staff, we have the ability, experience, and resources to respond effectively with a wide array of technical disciplines including information technology and multimedia services. QSMI's superior performance in developing groupware, database, network and Internet/intranet applications resulted in our company being invited to present for the third consecutive year at the AFMC Scientific and Technical Information User's Conference.

QSMI is dedicated to providing diversified high-technology products and outstanding services to our customers. With our in-depth operational experience combined with custom made and off-the-shelf technology to develop new, innovative, and affordable solutions, QSMI is well qualified to support all information resource management needs.

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION
TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM
NUMBER 132-51)**

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 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 Government location, as agreed to by the Contractor and the ordering office.

2. ORDERING PROCEDURES

- a. Procedures for IT professional services priced on GSA schedule at hourly rates.
 - (1) 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 IT professional services (SIN 132-51) that are priced on schedule at hourly rates. These special ordering procedures which are outlined herein take precedence over the procedures in FAR 8.404.
 - (2) The GSA has determined that the rates for IT professional services contained in this pricelist are fair and reasonable. However, the ordering office 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.
 - (3) When ordering IT professional services ordering offices shall –
 - (i) Prepare a Request for Proposal:
 - (A) A performance-based statement of work 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.
 - (B) A request for proposal should be prepared which includes the performance-based statement of work and requests the contractors 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 office 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 hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor hour and time and material orders.

- (C) The request for proposal may request the contractors, if necessary or appropriate, submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.
- (D) The request for proposal 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 acceptability of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (ii)(A) below, the request for proposals shall notify the contractors that will be the case.

(ii) Transmit the Request for Proposal to Contractors:

- (A) Based upon an initial evaluation of catalogs and pricelists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132-51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINS as well as SIN 132-51. The limitation may only be used when at least three (3) small

businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

- (B) The request for proposal should be to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not to exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for proposal should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for proposals for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement.

(iii) Evaluate proposals and select the contractor to receive the order:
After responses have been evaluated against the factors identified in the request for proposal, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

- (4) 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 office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall --

- (i) Inform contractors in the request for proposal (based on the agency'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.

- (A) SINGLE BPA: Generally, a single BPA should be established when the ordering office 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 and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

- (B) MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedure in (3)(ii)(B) above, and then place the order with the schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.
 - (ii) 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 (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.
 - (5) The ordering office 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.
 - (6) When the ordering office's requirement involves both products as well as IT professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.
 - (7) The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, 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 agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of schedule contractors' proposals 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.
- b. Ordering Procedures for other services available on schedule at fixed prices for specifically defined services or tasks.

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 offices 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 office has concluded that the order represents the best value and results in the

lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

- (1) **Orders placed at or below the micro-purchase threshold.** Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- (2) **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 offices should consider reasonably available information about the 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 agency's needs. In selecting the service representing the best value, the ordering office may consider— (i) special features of the service that are required in effective program performance and that are not provided by a comparable service; and (ii) past performance.
- (3) **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 office 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 offices shall--
 - (i) Review additional Schedule Contractors' catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;
 - (ii) 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
 - (iii) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

- (A) 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);
- (B) Offer the lowest price available under the contract; or

(C) Decline the order (orders must be returned in accordance with FAR 52.216-19).

- (4) **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 offices 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.
- (5) **Price reductions.** In addition to the circumstances outlined in paragraph (3), above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule 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 office 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 agency for a specific order.
- (6) **Small business.** For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.
- (7) **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 agency 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 office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

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.

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.
- c. The Contractor guarantees the satisfactory completion of the IT Services performed under the task order and that all contract personnel utilized in the performance of IT services under the task order shall have the education, experience, and expertise as stated in the task order.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. 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.

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.

7. RESPONSIBILITIES OF THE GOVERNMENT

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

8. 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 Government.

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.

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

- b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices 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.

10. INVOICES

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

11. PAYMENTS

For firm-fixed price orders the Government 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 1997)

(Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

12. RESUMES

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

13. INCIDENTAL SUPPORT COSTS

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

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.

15. DESCRIPTION OF IT SERVICES AND PRICING

QSMI offers general-purpose information technology services based upon an hourly rate. Annual Economic Cost Adjustments covering the period of performance of the current contract period are shown in the columns below.

Labor Category	Hourly Rate					
	09-Sep-08 08-Sep-09	09-Sep-09 08-Sep-10	09-Sep-10 09-Aug-11	09-Sep-11 08-Sep-12	09-Sep-12 08-Sep-13	09-Sep-13 08-Sep-14
1. Senior Software Engineer	\$104.79	\$107.94	\$111.18	\$114.51	\$117.95	\$121.48
2. Software Engineer	\$80.82	\$83.24	\$85.74	\$88.31	\$90.96	\$93.69
3. Junior Software Engineer	\$70.98	\$73.11	\$75.30	\$77.56	\$79.89	\$82.29
4. Senior Database Engineer	\$115.27	\$118.72	\$122.29	\$125.95	\$129.73	\$133.62
5. Database Engineer	\$94.13	\$96.96	\$99.87	\$102.86	\$105.95	\$109.13
6. Database Management Specialist	\$73.24	\$75.44	\$77.70	\$80.03	\$82.43	\$84.91
7. Network Engineer	\$60.14	\$61.95	\$63.81	\$65.72	\$67.69	\$69.72
8. Junior Network Engineer	\$51.63	\$53.18	\$54.78	\$56.42	\$58.11	\$59.85
9. Senior Systems/Program Analyst	\$101.28	\$104.32	\$107.45	\$110.67	\$113.99	\$117.41
10. Administrative Support Services Specialist	\$46.66	\$48.06	\$49.50	\$50.99	\$52.52	\$54.09
11. Systems/Programmer Analyst	\$67.53	\$69.56	\$71.64	\$73.79	\$76.01	\$78.29
12. Technical Matter Specialist II	\$99.55	\$102.54	\$105.62	\$108.78	\$112.05	\$115.41
13. Technical Matter Specialist I	\$68.12	\$70.16	\$72.26	\$74.43	\$76.66	\$78.96
14. Logistician II	\$79.18	\$81.56	\$84.00	\$86.52	\$89.12	\$91.79
15. Logistician I	\$68.12	\$70.16	\$72.26	\$74.43	\$76.66	\$78.96
16. Documentation Specialist	\$68.12	\$70.16	\$72.26	\$74.43	\$76.66	\$78.96
17. Technical Writer	\$48.32	\$49.77	\$51.26	\$52.80	\$54.38	\$56.01
18. Technical Matter Specialist III	\$130.86	\$134.79	\$138.83	\$143.00	\$147.29	\$151.71
19. Information Engineer, Mid-Level	\$120.80	\$124.42	\$128.16	\$132.00	\$135.96	\$140.04

QSMI INFORMATION TECHNOLOGY SERVICES LABOR CATEGORIES

1. Commercial Job Title: Senior Software Engineer

Minimum/General Experience: This position requires a minimum of six years experience managing or performing software engineering activities, of which at least five years must be specialized. Specialized experience includes: demonstrated experience working with, SQL, Java, JavaScript, and third/fourth generation languages in the design and implementation of systems and using database management systems. General experience includes increasing responsibilities in software engineering activities. Knowledgeable of applicable standards. With a Master's degree (in the fields described above): four years general experience of which at least two years must be specialized experience is required. With eight years of general experience of which at least six years must be specialized experience, a degree is not required.

Functional Responsibility: Analyzes and studies complex system requirements, including Internet, client/server and mainframe. Designs software and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

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

2. Commercial Job Title: Software Engineer

Minimum/General Experience: This position requires a minimum of four years experience, of which at least two years must be specialized. Specialized experience includes: experience as an applications programmer on large-scale Internet, client/server and mainframe systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Demonstrated ability to work independently or under only general direction. With a Master's degree (in the fields described above): two years general experience, of which at least one year must be specialized experience, is required. With six years of general experience of which at least four years must be specialized experience, a degree is not required.

Functional Responsibility: 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: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline.

3. Commercial Job Title: Junior Software Engineer

Minimum/General Experience: This position is for recent college graduates and requires no experience.

Functional Responsibility: Participates in the design of software tools and subsystems to support reuse and domain analysis. Assists Software Engineer and Database Engineer develop software requirements, design specifications to code, debug, integrate and test software components.

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

4. Commercial Job Title: Senior Database Engineer

Minimum/General Experience: This position requires a minimum of six years experience, of which at least five years must be specialized. Specialized experience includes: demonstrated experience with DBMS design and system analysis, current operating systems software internals and data manipulation languages. General experience includes responsibilities in the development and maintenance of database systems. With a Master's degree (in the fields described above): four years general experience of which at least two years must be specialized experience is required. With eight years of general experience of which at least six years must be specialized experience, a degree is not required.

Functional Responsibility: Manages the development of database projects. Plans and budgets staff and database resources. When necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on database management systems (DBMS) concepts. Provides daily supervision and direction to support staff.

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

5. Commercial Job Title: Database Engineer

Minimum/General Experience: This position requires a minimum of four years experience, of which at least two years must be specialized. Specialized experience includes demonstrated experience using current DBMS's technologies, application design utilizing various DBMS and experience with DBMS internals. General experience includes increasing responsibilities in DBMS systems analysis and programming. Demonstrated ability to work independently or under only general direction. With a Master's degree (in the fields described above): two years general experience of which at least one year must be specialized experience is required. With six years of general experience of which at least four years must be specialized experience, a degree is not required.

Functional Responsibility: Provides highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

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

6. Commercial Job Title: Database Management Specialist

Minimum/General Experience: This position requires a minimum of three years experience, of which at least one year must be specialized. Specialized experience includes experience using current DBMS's technologies, application design utilizing various DBMS and experience with DBMS internals. General experience includes responsibilities in DBMS systems analysis and programming. Ability to work independently or under only general direction. With a Master's degree (in the fields described above): one year of general experience is required. With four years of general experience of which at least two years must be specialized experience, a degree is not required.

Functional Responsibility: Provides technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

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

7. Commercial Job Title: Network Engineer

Minimum/General Experience: This position requires a minimum of four years experience, of which at least two years must be specialized in telecommunications network design and management. Must demonstrate the ability to work independently or under only general direction on requirements that are moderately complex to analyze, plan, program, and implement. Two years of experience in analysis and design of voice networks, LAN and WAN data networks, wireless networks, and/or network management systems to support voice and data services. With a Master's degree (in the fields described above): two years general experience of which at least one year must be specialized experience is required. With eight years general experience of which at least six years is specialized, a degree is not required.

Functional Responsibility: Analyzes and develops telecommunications networks supporting a wide range of capabilities, including voice, data, video, and/or wireless services. Develops designs and plans for installation and maintenance of telecommunications systems from project inception to conclusion. Analyzes the problem and the characteristics of the information to be transported. Defines the problem, and develops system requirements and network specifications. Closely coordinates with other information systems professionals to ensure proper implementation of network services. Develops, in conjunction with functional users, alternative solutions and backup plans.

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

8. Commercial Job Title: Junior Network Engineer

Minimum/General Experience: This position is for recent college graduates and requires no experience. With six years general experience of which at least four years is specialized, a degree is not required.

Functional Responsibility: Assists Network Engineer or Senior Network Engineer analyze and develop telecommunications networks supporting a wide range of

capabilities, including voice, data, video, and/or wireless services. Assists development design and planning for installation and maintenance of telecommunications systems from project inception to conclusion. Closely coordinates with other information systems professionals to ensure proper implementation of network services. Develops, in conjunction with functional users, alternative solutions and backup plans.

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

9. Commercial Job Title: Senior Systems/Program Analyst

Minimum/General Experience: This position requires a strong background in systems analysis and design, requirements development, analytical model development, software engineering, and systems and applications software development. Minimum of six years experience, of which at least four years must be specialized experience. With a Master's degree (in the fields described above): four years general experience of which at least two years must be specialized experience is required. With ten years general experience of which at least eight years is specialized, a degree is not required.

Functional Responsibility: Programming, operations research, systems analysis and design, requirements development, and analytical model development. Provides daily supervision and direction to support staff.

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

10. Commercial Job Title: Administrative Support Services Specialist

Minimum/General Experience: Three years of experience serving as a focal point and technical expert for automated administrative systems processing, recording, reporting, and management. With an Associate's degree in Business: two years of general experience of which at least one year must be specialized experience. With a Bachelor's degree in any field, will require one year of general experience.

Functional Responsibility: Provides personal computer (PC) troubleshooting, PC assembly, operating system and application installation. Is able to provide technical assistance to users, supports user implementation of new and/or changed information technology applications, networks in a particular administrative system of functional area, and monitors the systems to ensure operation is in accordance with established policies and procedures. Assists with preparation of management plans and reports.

Minimum Education: Requires a high school diploma with a minimum of three years experience, of which at least two years must be specialized.

11. Commercial Job Title: Systems/Programmer Analyst

Minimum/General Experience: This position requires a strong background in systems analysis and design, requirements development, analytical model development, software engineering, and systems and applications software development. Minimum of four years experience, of which at least two years must be specialized experience. With a Master's degree (in the fields described above): two years general experience of which at least one year must be specialized experience is required. With six years of additional general experience of which at least four years is specialized, a degree is not required.

Functional Responsibility: Provides programming services, operations research, systems analysis and design, requirements development, and analytical model development. Provides technical expertise throughout analyses, design, integration and testing of computer based systems with minimal supervision required.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline, or an additional six years of experience in lieu of bachelor's degree.

12. Commercial Job Title: Technical Matter Specialist II

Minimum/General Experience: This position requires a minimum of six years specialty experience in a pertinent technology domain. Skilled in industry, government and/or military standards, procedures, methodologies, or task specific tools/processes. With six years of additional general experience of which at least four years is specialized, a degree is not required.

Functional Responsibility: Provides technical expertise in support of areas such as Information Technology (IT) requirements/specifications definitions, planning, acquisition, performance, installation, maintenance, facility verification, validation, and drawing packages.

Minimum Education: Bachelor's degree in a technical discipline, or an additional six years of experience in lieu of bachelor's degree.

13. Commercial Job Title: Technical Matter Specialist I

Minimum/General Experience: This position requires a minimum of four years specialty experience in a pertinent technology domain. Skilled in industry, government and/or military standards, procedures, methodologies, or task specific tools/processes. With six years of additional general experience of which at least four years is specialized, a degree is not required.

Functional Responsibility: Provides technical expertise in support of areas such as Information Technology (IT): requirements/specifications definitions, planning, acquisition, performance, installation, maintenance, facility verification, validation, and drawing packages.

Minimum Education: Bachelor's degree in a technical discipline, or an additional six years of experience in lieu of bachelor's degree.

14. Commercial Job Title: Logistician II

Minimum/General Experience: This position requires a strong background in developing support documentation and deft knowledge of the acquisition process. Minimum of five years experience, of which at least two years must be specialized experience. With a Master's degree (in the fields described above): two years general experience of which at least one year must be specialized experience is required. With six years of additional general experience of which at least four years is specialized, a degree is not required.

Functional Responsibility: Provides overall IT acquisition support. Develops, updates, verifies and validates maintenance concepts and designs. Acquainted with common industry and government logistic policies. Supports procurement and tracking processes

of computer resources, spares, and task specific equipment.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline, or an additional six years of experience in lieu of bachelor's degree.

15. Commercial Job Title: Logistician I

Minimum/General Experience: This position requires a practical background in developing support documentation and knowledge of the acquisition process. Minimum of two years experience, of which at least one year must be specialized experience. With a Master's degree (in the fields described above): no experience is required. With six years of additional general experience of which at least four years is specialized, a degree is not required.

Functional Responsibility: Provides acquisition technical support. Develops, updates, verifies and validates maintenance concepts and designs. Acquainted with common industry and government logistic policies. Supports procurement and tracking processes of computer resources, spares, and task specific equipment.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline, or an additional six years of experience in lieu of bachelor's degree.

16. Commercial Job Title: Documentation Specialist

Minimum/General Experience: This position requires a strong background in developing, maintaining, verifying and validating technical documentation. Minimum of five years experience, of which at least two years must be specialized experience. With a Bachelor's degree (in the fields described above), no experience is required.

Functional Responsibility: Provides overall technical documentation support such as: electronic library setup and control, preparation of, updates to, review and correction of all types of documents, as well as, overall electronic library configuration management control.

Minimum Education: High School Diploma.

17. Commercial Job Title: Technical Writer

Minimum/General Experience: This position requires a strong knowledge of computer systems and associated technical writing and drawing packages. Minimum of two years of technical writing and documentation experience, of which at least one year must be specialized experience. With six years of additional general experience of which at least four years is specialized, a degree is not required.

Functional Responsibility: Produces, revises and corrects technical documentation base upon inputs from end user, analysts, programmers, specialists and other technical personnel. Identify and correct spelling, grammar, and structural content inaccuracies. Decipher technical documentation standards and produces documents conforming to standards.

Minimum Education: Bachelor's degree in English, or a technical discipline, or an additional six years of experience in lieu of bachelor's degree.

18. Commercial Job Title: Technical Matter Specialist III

Minimum/General Experience: This position requires a minimum of 10 years specialty experience in a pertinent technology domain. Skilled in industry, government and/or military standards, procedures, methodologies, or task specific tools/processes. With 6 years of additional general experience of which at least 4 years is specialized, a degree is not required.

Functional Responsibility: Provides technical expertise in support of areas such as Information Technology (IT) requirements/specifications definitions, planning, acquisition, performance, installation, maintenance, data modeling, database architecture, facility verification, validation, and drawing packages.

Minimum Education: Bachelor's Degree in a technical discipline, or an additional 8 years of experience in lieu of bachelor's degree.

19. Commercial Job Title: Information Engineer, Mid-Level

Minimum/General Experience: This position requires a minimum of 8 years specialty experience in a pertinent technology domain. Skilled in industry, government and/or military standards, procedures, methodologies, or task specific tools/processes. With 6 years of additional general experience of which at least 4 years is specialized, a degree is not required.

Functional Responsibility: Provides technical expertise in support of areas such as Information Technology (IT): requirements/specifications definitions, planning, acquisition, performance, installation, maintenance, facility verification, validation, and design/implementation of high-performance systems.

Minimum Education: Bachelor's Degree in a technical discipline, or an additional 6 years of experience in lieu of bachelor's degree.

Note: For all technical labor categories, major industry certifications (e.g., MCSE, Lotus certified professional, etc.) will be counted as the equivalent of two years of experience. For all labor categories, three years of experience may be substituted for one year of education.

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact: Mr. Carrington V. Thomson, Executive Vice President, (703) 658-9700 X3002, c.thomson@qsmi.com, fax: (703) 658-9702

(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 Agency):

(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 SCHEDULE/DATES
_____	_____
_____	_____

(3) The Government 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 customer agency requirements.

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

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

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

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

Here is a general outline on how it works:

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