



**GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
SAMPLE AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST
General Purpose Commercial Information
Technology Equipment, Software and Services**

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

132 51 --- Information Technology Professional Services -- SUBJECT TO COOPERATIVE PURCHASING

FSC/PSC Class D306 IT AND TELECOM- SYSTEMS ANALYSIS
FSC/PSC Class D308 IT AND TELECOM- PROGRAMMING
FSC/PSC Class D302 IT AND TELECOM- SYSTEMS DEVELOPMENT

CONTRACT PERIOD: GS-35F- _____

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at www.gsa.gov

Markesman LLC dba Markesman Group
825 Diligence Drive, Suite 207
Newport News VA 23606
757-933-2886
<http://www.markesman.com>

Period Covered by Contract: _____ **Through** _____

**General Services Administration
Federal Supply Service**

CUSTOMER INFORMATION:

- 1a. **Table of Awarded Special Item Numbers (SINs): 132-51**
- 1b. **Lowest Priced Model Number and Price For Each SIN: N/A**
2. **Maximum Order:** \$500,000
3. **Minimum Order:** \$100.00
4. **Geographic Coverage:** 48 contiguous states, Alaska, Hawaii, Washington D.C., Puerto Rico, U.S. Territories, and to a port or consolidation point within the aforementioned locations for orders that are received from overseas activities.
5. **Point of Production:** Not Applicable
6. **Discount from List Prices:** Rates to GSA include applied discounts.
7. **Quantity Discounts:** None
- 7a. **Volume Discounts:** 1% on orders over \$1,000,000.00
8. **Prompt Payment Discount:** None/Net 30
9. **Government Purchase Cards** will be accepted for payment less than, equal to and above the micro purchase threshold however no additional discounts will apply.
10. **Foreign Items:** Foreign items are being offered on this contract.
- 11a. **Time of Delivery:** As negotiated ARO
- 11b. **Expedited Delivery:** Call Contractor
- 11c. **Overnight and 2-Day Delivery:** Call Contractor
- 11d. **Urgent Requirements:** Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
12. **FOB Point:** Destination
- 13a. **Ordering Address:**
825 Diligence Drive, Suite 207
Newport News VA 23606
- 13b. **Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3
14. **Payment Address:**
825 Diligence Drive, Suite 207
Newport News VA 23606
15. **Warranty/Guarantee Provision:** N/A

16. **Export Packing Charges: Not Applicable**
17. **List of Participating Dealers: Not Applicable**
18. **Environmental Attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A**
19. **Section 508 Compliance: Yes**
20. **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.
21. **Data Universal Numbering System (DUNS) Number:** 079459870
- 21a. **Taxpayer Identification Number (TIN):** 47-1039381
- 21b. **Business Size:** Small Business
- 21c. **CAGE Code:** 75RH6
- 21d. **System for Award Management (SAM) :** Markesman LLC is currently registered within the System for Award Management (SAM) database.
22. **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.
23. **Ordering Procedures for Federal Supply Schedule Contracts:** Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.
- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.
24. **Federal Information Technology Telecommunications 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.
25. **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.

26. 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 Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

27. Contractor Tasks/Special Requirements (C-FSS-370) (NOV 2003):

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

28. 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 52.212-4)

29. 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.gsadvantage.gov>

30. Purchase of Open Market Items: Note: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

31. 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.

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

None

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

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

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

35. 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 or 132-9.

36. 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.

37. Insurance- Work On A Government Installation (JAN 1997)(FAR 52.228-5):

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

38. Software Interoperability: Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

39. Advance Payments: A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

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

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT/IAM Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

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

3. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

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

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- a. (1) Cancel the stop-work order; or
- b. (2) Terminate the work covered by the order as provided in the Default, or the Termination

for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS -COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I - OCT 2008) (DEVIATION I - FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data - General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation. (b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

(1) The offeror; (2) Subcontractors; and/or (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT/IAM PROFESSIONAL SERVICES AND PRICING

LABOR CATEGORIES

We have five hierarchical levels within each labor category. Each level entails several factors, including the candidate's education, experience, interpersonal skills and managerial aptitude. The descriptions provided herein cover typical duties and responsibilities expected of a candidate at a specific level. We have also described standard education and professional experience typical for the level under consideration.

We show below the experience and education requirements for each hierarchical level. When appropriate, we will substitute a candidate's professional experience for his or her academic credentials — and vice versa. The table below highlights the metrics we use while substituting experience for education, or the inverse.

| Academic Degree | Degree Substitution | Experience Substitution |
|--------------------|-----------------------|-------------------------|
| Associate's | 2 years | 2 years |
| Bachelor's | Associate's + 2 years | 4 years |
| Master's | Bachelor's + 2 years | 6 years |
| Doctorate | Master's + 4 years | 10 years |

Markesman Group offers an unparalleled value proposal that combines competitive rates, competent staff and operational flexibility. Our rates are market-driven, competitive and in line with the latest figures published by the U.S. Department of Labor's Bureau of Labor Statistics.

When performing tasks at a client's site, our personnel will — in agreement with the client and in compliance with contractual terms — have access to basic operational tools, including office space, supplies, reproduction, telephone service, as well as laboratory and automated data processing facilities.

Experience Levels

Level 1 Technical Experience

Minimum/General Experience – We assess relevant experience based on factors such as project deliverables, candidate profile, team structure and client requirements. Generally, this level requires one to three years of general experience in information systems, including specialized experience in providing state-of-the-art solutions in information systems technology (or, if the area of expertise is new state-of-the-art technology, the specialized experience may be less than four years and more consistent with the age of the technology). The incumbent performs highly specialized and technical tasks associated with the most current and cutting-edge technologies. A Level 1 staff member may serve as a technical consultant on a project or a number of projects covering his/her area of technical expertise. Level 1 personnel are generally recognized as professionals possessing limited technical expertise, and are sought out by others in their area of expertise for advice and guidance.

Minimum Education: Associate's degree or equivalent

Functional Responsibility – A Level 1 staff member

- Provides expert, independent services and leadership in specialized analytic of technical areas
- Interacts with team members, supporting senior coworkers on project assignments when necessary
- Provides expertise in areas falling within his/her knowledge realm
- Gives expert advice and assistance in state-of-the-art software/hardware
- Coordinates with contractor management and support personnel to ensure problem definition, resolution and post-implementation follow-up, in compliance with the organization's procedures, requirements and internal controls

Level 2 Technical Experience

Minimum/General Experience – We evaluate relevant experience depending on factors such as project deliverables, candidate profile, team structure and client requirements. A Level 2 staff position generally requires three to six years of general experience in information systems, including specialized experience providing state-of-the-art solutions in information systems technology (or, if the particular area of expertise is new state-of-the-art technology, the specialized experience may be less than six years and more consistent with the age of the technology). Level 2 personnel possess appropriate expertise in the function performed or technology being addressed, and are able to provide subject matter expertise when necessary.

Minimum Education: Bachelor's Degree or equivalent

Functional Responsibility – A Level 2 staff member

- Provides expert, independent services and leadership in specialized analytic or technical areas
- Shares expertise on an as-needed basis to all task assignments
- Provides expert advice and assistance in state-of-the-art software/hardware
- Analyzes current work streams and expected deliverables in order to recommend, when possible, enhancements and improvements that add value to the team's work or the entire project
- Coordinates with contractor management and support personnel to ensure problem definition, resolution and post-implementation follow-up

Level 3 Technical Experience

Minimum/General Experience: We appraise professional experience based on factors such as project deliverables, candidate profile, team structure and client requirements. Generally, this position entails six to nine years of general experience in analytic or information systems, including considerable specialized experience providing state-of-the-art solutions in analytic and information systems technology (or, if the particular area of expertise is new state-of-the-art technology, the specialized experience may be consistent with the age of the technology). Level 3 personnel possess considerable expertise in the function performed or technology being addressed.)

Minimum Education: Bachelor's Degree or equivalent

Functional Responsibility – A Level 3 staff member

- Provide expert, independent services and leadership in specialized analytic or technical areas
- Builds and manages strong working relationships through excellent communication, customer service, and work product delivery
- Improves existing programs by reviewing objectives and specifications; evaluating proposed changes; recommending changes; making modifications
- Creates an environment that breeds trust and collaboration with others; exhibits a strategic business focus with a customer-focused perspective
- Provides expertise on an as-needed basis to all task assignments
- Evaluates system potential by testing compatibility of new programs with existing programs
- Recommends, when necessary, enhancements to work streams and non-IT processes affecting the IT value chain
- Provides expert advice and assistance in state-of-the-art software/hardware
- Coordinates with contractor management and support personnel to ensure that the problem has been properly defined and that the solution will satisfy the organization's requirement

Level 4 Technical Experience

Minimum/General Experience: We assess pertinent experience based on factors such as project deliverables, candidate profile, team structure and client requirements. Generally, this position requires nine to twelve years of general experience in analytic or information systems, including specialized experience providing state-of-the-art solutions in analytic or information systems technology (or, if the particular area of expertise is new state-of-the-art technology, the specialized experience may consistent with the age of the technology).

Minimum Education: Bachelor's Degree or equivalent

Functional Responsibility – A Level 4 staff member

- Guides program and project managers through the project management framework, thus enabling the successful execution of projects carried out from the project management lifecycle
- Shares expert, independent services and leadership in specialized analytic or technical areas
- Leads the evaluation, planning and execution of large , strategic programs across multiple work streams
- Supports and drives program success by supporting alignment with strategic priorities, sequencing with other large, strategic initiatives and ensuring program management excellence
- Supports team in distributing project portfolio information to executive management, and key stakeholders
- Provides expertise, when necessary, to all task assignments
- Shares expert advice and assistance in state-of-the-art software/hardware

- Coordinates with contractor management and support personnel to identify problems, fix inefficiencies and solve deficiencies in compliance with the organization's requirement

Level 5 Technical Experience

Minimum/General Experience: We evaluate relevant experience based on factors such as project deliverables, candidate profile, team structure and client requirements. Generally, this position requires twelve or more years of general experience in information systems, including specialized experience providing state-of-the-art solutions in analytic or information systems technology (or, if the particular area of expertise in new state-of-the-art technology, the specialized experience may be consistent with the age of the technology). Personnel at this level are recognized experts in the technology being addressed.

Minimum Education: Master's Degree or equivalent

Functional Responsibility – A Level 5 staff member

- Formulates a plan that aligns with key stakeholders across brands, regions, functions, and steering committees to monitor the health of each initiative and advocate for the project through its lifecycle
- Support team in facilitating feedback between governance committees, corporate PMOs, and other departments throughout the organization striving for continuous process improvement
- Maintains and facilitates the alignment, prioritization, and pacing of projects, including enabling and timely resolution identification of cross-functional risks to major initiatives
- Drives project management and financial rigor across relevant work streams to ensure planning is realistic while also supporting strategic objectives and timing during the strategic planning processes
- Provides expert, independent services and leadership in specialized analytic or technical areas
- Provides guidance and recommendations to program and project managers and business stakeholders based upon feasibility, benefit, risk, and resource capability
- Requires a big-picture focus, broad business process experience, relationship building, and client management skills

GENERAL LABOR CATEGORY DESCRIPTIONS

| |
|------------------------------|
| Subject Matter Expert |
|------------------------------|

Primary Responsibilities:

- Performs as a consultant in a highly specialized, leading edge information technologies and methodologies. Performs elaborate analysis and studies
- Provides highly technical and specialized guidance concerning automated solutions to complex information processing problems
- Prepares reports, gives presentations & works independently or as a member of a team
- Recognizes areas for internal improvement and developing plans for implementing them
- May serve as a Contractor Task Order Project Manager
- Understands, articulates and implements best practices related to their area of expertise
- May lead or be an active participant of a work-group with the need for specialized knowledge
- Provides guidance on how their area of capability can resolve an organizational need and actively participates in all phases of the Software and Hardware development life cycle

Additional Responsibilities:

- Cultivates and maintains effective working relationships with a variety of stakeholders, including end users, project managers, engineers and senior staff members
- Participates in multiple work-groups at one time, and disseminating information across all levels of the organization
- Is articulate and communicates effectively to diverse audiences; translates subject matter terminology into business terms and recommends alternatives to both senior management and end users.

System Administrator**Primary Responsibilities:**

- Relies on extensive experience and judgment to plan and accomplish goals
- Is responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure
- Participates in technical research and development to enable continuing innovation within the infrastructure
- Ensures that system hardware, operating systems, software systems, and related procedures adhere to organizational values, enabling staff, volunteers, and Partners
- Acts as the communications conduit to executive sponsor; conducts periodic briefings/status updates

Additional Responsibilities:

- Assists project teams with technical issues in the Initiation and Planning phases of our standard Project Management Methodology
- Takes part in the definition of needs, benefits, and technical strategy; research & development within the project life-cycle; technical analysis and design; and support of operations staff in executing, testing and rolling-out the solutions
- Participates in projects to streamline the transition of projects from development staff to production staff by performing operations activities within the project life-cycle

Software Developer**Primary Responsibilities:**

- Specializes in software development using a particular language or development tool. Prepares detailed specifications from which programs will be written
- May be involved in related activities such as research and development and evaluation of commercial off-the-shelf (COTS) products
- Operates in advanced technical environments such as Visual Basic, C, C++, C#, Java, XML, Cold Fusion and ASP

Additional Responsibilities:

- Performs coding, debugging and testing to define the integration between proposed development projects and existing systems
- Considers and researches emerging technologies to improve current applications, architectures and processes
- Designs, develops, and implements customized solutions for various systems

- Provides post-deployment support for all custom applications and implementations provided to the government

IT Analyst

Primary Responsibilities:

- Provides highly technical and specialized solutions to complex IT problems
- Supports the Lead IT Manager and extends technical support to the Manufacturing client
- Manages network groups and folder permissions
- Tracks user help desk tickets, diagnoses issues and resolves on front-end support
- Maintains user accounts and hardware inventory
- Is involved in the design, operation and maintenance of technology products

Additional Responsibilities:

- Communicates project status with clients and management
- Performs backups and changes as per company directives
- Administers and troubleshoots Windows servers, LAN and components
- Handles daily server backups, anti-virus protection, performance tuning and security changes
- May design systems and assess the effectiveness of technology resources already in use or new systems that are being implemented
- Determines the practicality of changes and modification of systems
- Works with external partners, including consultants, agencies and vendors, to arrive at the most appropriate system or integration of multiple systems

IT Engineer

Primary Responsibilities:

- Responsible for solving engineering problems relating to resources and facilities management, database planning and design, systems analysis and design, network services, programming, conversion and implementation support, network services project management, data/records management, and other computer related services
- Determines program objectives and requirements and develops standards and guides for diverse engineering and scientific activities
- Guides the successful completion of major programs and may function in a project leadership role
- Serves as the prime technical contact on contracts and projects

Additional Responsibilities:

- Interacts with customers on significant technical matters
- Responsible for network management, software development and database administration
- Provide technical support to a business or an organization's employees and train non-technical workers on the business's information systems

Labor Rates:**Gov't Site**

| Labor Category | 1/1/18- 1/1/19 GSA Rate w/IFF | 1/1/19- 1/1/20 GSA Rate w/IFF | 1/1/20- 1/1/21 GSA Rate w/IFF | 1/1/21- 1/1/22 GSA Rate w/IFF | 1/1/22- 1/1/23 GSA Rate w/IFF |
|-------------------------------|--|--|--|--|--|
| Subject Matter Expert Level 1 | \$91.07 | \$93.35 | \$95.68 | \$98.08 | \$100.53 |
| Subject Matter Expert Level 2 | \$102.95 | \$105.53 | \$108.16 | \$110.87 | \$113.64 |
| Subject Matter Expert Level 3 | \$115.82 | \$118.72 | \$121.68 | \$124.73 | \$127.84 |
| Subject Matter Expert Level 4 | \$124.73 | \$127.85 | \$131.04 | \$134.32 | \$137.68 |
| Subject Matter Expert Level 5 | \$143.54 | \$147.13 | \$150.81 | \$154.58 | \$158.44 |
| Software Developer Level 1 | \$82.37 | \$84.43 | \$86.54 | \$88.71 | \$90.92 |
| Software Developer Level 2 | \$107.08 | \$109.76 | \$112.50 | \$115.31 | \$118.20 |
| Software Developer Level 3 | \$115.08 | \$117.96 | \$120.90 | \$123.93 | \$127.03 |
| Software Developer Level 4 | \$141.37 | \$144.91 | \$148.53 | \$152.24 | \$156.05 |
| Software Developer Level 5 | \$177.85 | \$182.30 | \$186.85 | \$191.52 | \$196.31 |
| System Administrator Level 1 | \$74.24 | \$76.10 | \$78.00 | \$79.95 | \$81.95 |

| | | | | | |
|------------------------------|----------|----------|----------|----------|----------|
| System Administrator Level 2 | \$82.66 | \$84.73 | \$86.84 | \$89.01 | \$91.24 |
| System Administrator Level 3 | \$86.12 | \$88.28 | \$90.48 | \$92.75 | \$95.06 |
| System Administrator Level 4 | \$97.45 | \$99.88 | \$102.38 | \$104.94 | \$107.56 |
| System Administrator Level 5 | \$110.92 | \$113.69 | \$116.54 | \$119.45 | \$122.44 |
| IT Engineer Level 1 | \$81.17 | \$83.20 | \$85.28 | \$87.42 | \$89.60 |
| IT Engineer Level 2 | \$99.98 | \$102.48 | \$105.04 | \$107.67 | \$110.36 |
| IT Engineer Level 3 | \$107.90 | \$110.60 | \$113.36 | \$116.20 | \$119.10 |
| IT Engineer Level 4 | \$117.80 | \$120.75 | \$123.76 | \$126.86 | \$130.03 |
| IT Engineer Level 5 | \$132.85 | \$136.17 | \$139.57 | \$143.06 | \$146.64 |
| IT Analyst Level 1 | \$81.17 | \$83.20 | \$85.28 | \$87.42 | \$89.60 |
| IT Analyst Level 2 | \$99.98 | \$102.48 | \$105.04 | \$107.67 | \$110.36 |
| IT Analyst Level 3 | \$107.90 | \$110.60 | \$113.36 | \$116.20 | \$119.10 |
| IT Analyst Level 4 | \$117.80 | \$120.75 | \$123.76 | \$126.86 | \$130.03 |
| IT Analyst Level 5 | \$132.85 | \$136.17 | \$139.57 | \$143.06 | \$146.64 |

Contractor Site

| Labor Category | 1/1/18- 1/1/19 GSA Rate w/IFF | 1/1/19- 1/1/20 GSA Rate w/IFF | 1/1/20- 1/1/21 GSA Rate w/IFF | 1/1/21- 1/1/22 GSA Rate w/IFF | 1/1/22- 1/1/23 GSA Rate w/IFF |
|-------------------------------|--|--|--|--|--|
| Subject Matter Expert Level 1 | \$100.18 | \$102.68 | \$105.25 | \$107.88 | \$110.58 |
| Subject Matter Expert Level 2 | \$113.25 | \$116.08 | \$118.98 | \$121.96 | \$125.00 |

| | | | | | |
|-------------------------------|----------|----------|----------|----------|----------|
| Subject Matter Expert Level 3 | \$125.23 | \$128.36 | \$131.56 | \$134.85 | \$138.23 |
| Subject Matter Expert Level 4 | \$137.20 | \$140.63 | \$144.15 | \$147.75 | \$151.45 |
| Subject Matter Expert Level 5 | \$157.89 | \$161.84 | \$165.89 | \$170.03 | \$174.28 |
| Software Developer Level 1 | \$94.73 | \$97.10 | \$99.52 | \$102.01 | \$104.56 |
| Software Developer Level 2 | \$123.14 | \$126.22 | \$129.38 | \$132.61 | \$135.93 |
| Software Developer Level 3 | \$132.76 | \$136.08 | \$139.48 | \$142.97 | \$146.54 |
| Software Developer Level 4 | \$162.58 | \$166.64 | \$170.81 | \$175.08 | \$179.45 |
| Software Developer Level 5 | \$204.53 | \$209.64 | \$214.88 | \$220.25 | \$225.76 |
| System Administrator Level 1 | \$85.38 | \$87.52 | \$89.70 | \$91.95 | \$94.24 |
| System Administrator Level 2 | \$95.06 | \$97.43 | \$99.87 | \$102.37 | \$104.93 |
| System Administrator Level 3 | \$99.61 | \$102.10 | \$104.65 | \$107.27 | \$109.95 |
| System Administrator Level 4 | \$112.07 | \$114.87 | \$117.74 | \$120.68 | \$123.70 |
| System Administrator Level 5 | \$127.56 | \$130.75 | \$134.02 | \$137.37 | \$140.80 |
| IT Engineer Level 1 | \$93.35 | \$95.68 | \$98.08 | \$100.53 | \$103.04 |
| IT Engineer Level 2 | \$116.12 | \$119.02 | \$122.00 | \$125.05 | \$128.17 |
| IT Engineer Level 3 | \$124.09 | \$127.19 | \$130.37 | \$133.63 | \$136.97 |

| | | | | | |
|---------------------|----------|----------|----------|----------|----------|
| IT Engineer Level 4 | \$135.47 | \$138.86 | \$142.33 | \$145.89 | \$149.53 |
| IT Engineer Level 5 | \$152.78 | \$156.59 | \$160.51 | \$164.52 | \$168.64 |
| IT Analyst Level 1 | \$93.35 | \$95.68 | \$98.08 | \$100.53 | \$103.04 |
| IT Analyst Level 2 | \$116.12 | \$119.02 | \$122.00 | \$125.05 | \$128.17 |
| IT Analyst Level 3 | \$124.09 | \$127.19 | \$130.37 | \$133.63 | \$136.97 |
| IT Analyst Level 4 | \$135.47 | \$138.86 | \$142.33 | \$145.89 | \$149.53 |
| IT Analyst Level 5 | \$152.78 | \$156.59 | \$160.51 | \$164.52 | \$168.64 |

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

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact (Alex Wang, phone: 757-933-2886; alex.wang@markesman.com)

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BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

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

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

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

Signatures

Ordering Activity Date

Contractor Date

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

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

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

(2) Delivery:

| DESTINATION | DELIVERY SCHEDULES / DATES |
|-------------|----------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

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

(4) This BPA does not obligate any funds.

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

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

| OFFICE | POINT OF CONTACT |
|--------|------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

**BASIC GUIDELINES FOR USING
“CONTRACTOR TEAM ARRANGEMENTS”**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

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

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

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

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

Here is a general outline on how it works:

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