

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

Special Item No. 132-51 Information Technology Professional Services

FPDS CODE D301	FPDS CODE D302
FPDS CODE D306	FPDS CODE D307
FPDS CODE D308	FPDS CODE D311
FPDS CODE D316	FPDS CODE D399

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

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

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

3T INTERNATIONAL, INC.
156 Maple Avenue East, Suite 2
Vienna, VA 22180
(703) 255-4616
(703) 997-7072 Fax
<http://www.3TI.com>

Contract Number: GS-35F-0883R

Period Covered by Contract: September 21, 2005 – September 21, 2010

**General Services Administration
Federal Supply Service
Pricelist current through September**

Products and ordering information in this Authorized FSS INFORMATION

TECHNOLOGY Schedule Pricelist are also available on the GSA Advantage ! System. Agencies can browse GSA Advantage ! by accessing the Federal Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov/>.

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

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ 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:

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

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

2. Contractor's Ordering Address and Payment Information:

3T INTERNATIONAL, Inc.
156 Maple Avenue East, Suite 2
Vienna, VA 22180

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

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

(703) 255-4616, Point of Contact: Moe Danaie

3. LIABILITY FOR INJURY OR DAMAGE

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

4. Statistical Data for Government Ordering Office Completion of Standard Form 279:

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: 118574347

Block 30: Type of Contractor – B. Small Business

Block 31: Woman-Owned Small Business - NO

Block 36: Contractor's Taxpayer Identification Number (TIN): 54-1886364

4a. CAGE Code: 1QPW8

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

5. FOB Destination

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER

DELIVERY TIME (Days ARO)

132-51

Delivery will be based upon an agreement between 3TI and the ordering agency

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

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

- a. Prompt Payment: 0 % - 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity - None
- c. Dollar Volume – None
- d. Government Educational Institutions – offered the same discounts as all other Government customers.
- e. Discount for use of Government Commercial Credit Card – None.
- f. 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:

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

Special Item Number 132-51 - Information Technology (IT) Professional Services

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 IT Professional Services; refer to the terms and conditions for those SINs.]

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering activities need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering activity has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the ordering activity's needs.

- a. Orders placed at or below the micro-purchase threshold. ordering activities can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering activities should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the ordering activity's needs. In selecting the supply or service representing the best value, the ordering activity may consider--
 - (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
 - (2) Trade-in considerations;
 - (3) Probable life of the item selected as compared with that of a comparable item;
 - (4) Warranty considerations;
 - (5) Maintenance availability;
 - (6) Past performance; and
 - (7) Environmental and energy efficiency considerations.
- c. Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering activity to seek a price reduction. In addition to following

the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering activities shall--

Review additional Schedule Contractors'

- (1) catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;
- (2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
- (3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering activity determines that it is appropriate.

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

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

d. Blanket purchase agreements (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. ordering activities may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

e. Price reductions. In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering activities will find it advantageous to request a price reduction. For example, when the ordering activity finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering activity the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order.

f. Small business. For orders exceeding the micro-purchase threshold, ordering activities should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

g. Documentation. Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an ordering activity requirement, in excess of the micro-purchase threshold, is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering activity shall include an explanation in the file as to why the

particular brand name, product, or feature is essential to satisfy the ordering activity's needs.

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS

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

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):

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

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

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract.

All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

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

16. GSA Advantage!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. **ODCs (Other Direct Costs) are not part of this contract and should be treated at open market purchases. Ordering Activities procuring open market items must follow FAR 8.401(d).**

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

19. OVERSEAS ACTIVITIES

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

Not Applicable

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows:

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

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the

frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

23. SECTION 508 COMPLIANCE.

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

www.3ti.com and www.Section508.gov .

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
 - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
 - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or

in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

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

**TERMS AND CONDITIONS APPLICABLE TO 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 Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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

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

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

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

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

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

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

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

6. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT SERVICES AND PRICING

A description of the services available under this IT Services follows these Terms and Conditions. These services are presented in the same manner that 3TI sells to the commercial and other ordering activity customers. Hourly rates are offered and are directly related to 3TI commercial offerings. For each skill available, there is a commercial job title; the minimum/general experience; functional/responsibility; and minimum education

LABOR CATEGORY DESCRIPTIONS

Commercial Job Title: Associate E-Commerce Engineer

Minimum Education: BS or BA or Equivalent years of experience.

Minimum/General Experience: 3 years in IT, 2 years in Web and database development.

Functional/Responsibility: Leads and supports the challenges faced by developers who must deal with issues such as: cultural change, software distribution, security, data distribution, and business process impacts. Performs quality control by not only verifying program or data validity, but establishing policies and procedures for information dissemination as well. Provides a structured way of dealing with new technologies, changing goals and needs. Guides the development team through designing a prototype and setting goals. Guides the development team through the visual, structural, and technical design of the site including tools needed for information access, security, site monitoring, content management, and issue tracking. Guides the development team through the implementation of the systems designed. Guides the development team through many of the follow through activities once the system is implemented, i.e. site promotion, gathering feedback, and software distribution.

Commercial Job Title: Associate Reengineering Specialist

Minimum Education: BS or BA or Equivalent years of experience.

Minimum/General Experience: 5 years experience in technology.

Functional/Responsibility: Analyzes user needs to determine functional and technical requirements. Provides expert guidance in analysis and the design of information technology architectures, technology analyses, systems architectures, and strategic planning. Provides software process management and control throughout the coding portion of the software development process. Leads and supports the challenges faced by developers who must deal with issues such as: cultural change, software distribution, security, data distribution, and business process impacts. Provides a structured way of dealing with new technologies, changing goals and needs. Guides the development team through the implementation of the systems designed. Guides the development team through many of the follow through activities once the system is implemented, i.e. site promotion, gathering feedback, and software distribution.

Labor Category: Business Analyst

Minimum Education: BS or BA or equivalent years of experience.

Minimum/General Experience: 4 years in business or technology analysis, 2 years in specific required area.

Functional/Responsibility: Provides expertise in business process and system analysis, design, improvement, implementation efforts. Provides expertise in change management and training support. Provides organizational and strategic planning for a wide variety of technical and functional environments. Provides expertise in performing studies including but not limited to Configuration Management, Disaster Recovery, Strategic Planning, Knowledge Management, Business Analysis, Technical Analysis, and other aspects of technology and business improvement analysis.

Labor Category: Consultant I

Minimum Education: BS or BA or equivalent years of experience

Minimum/General Experience: 1 year in Management or Technology Consulting.

Functional/Responsibility: Supports the assessment of I/T System Objectives and concept of operations. Supports identification of top-level system requirements. Supports Preparation of high-level system architecture in terms of hardware, software, database and telecommunications components. Supports the requirements analysis and identification of process and data. Supports facilitated sessions

Commercial Job Title: Consultant II

Minimum Education: BS or BA or equivalent years of experience.

Minimum/General Experience: 2 years in Management or Technology Consulting, 1 year in specific required area.

Functional/Responsibility: Supports the assessment of I/T System Objectives and concept of operations. Supports identification of top-level system requirements. Supports Preparation of high-level system architecture in terms of hardware, software, database and telecommunications components. Supports the requirements analysis and identification of process and data. Supports facilitated sessions.

Commercial Job Title: Consultant III

Minimum Education: BS or BA or equivalent years of experience.

Minimum/General Experience: 3 years in Management or Technology Consulting, 1 year in specific required area.

Functional/Responsibility: Supports the assessment of I/T System Objectives and concept of operations. Supports identification of top-level system requirements. Supports Preparation of high-level system architecture in terms of hardware, software, database and telecommunications components. Supports the requirements analysis and identification of process and data. Supports facilitated sessions.

Commercial Job Title: Enterprise Architect I

Minimum Education: BS or BA or equivalent years of experience

Minimum/General Experience: 6 years of IT experience, including at least 3 years of experience in Enterprise Architecture and its components.

Functional/Responsibility: Ability to architect solutions to provide timely update of large databases and assuring high-performance across the architecture; works with other team members to improve the business process, information and technology of client organizations; designs, implements and develops Integration solutions for providing state of the art solutions capable of handling high volume transaction rates for real-time processing and delivery; supports enterprise design by in developing enterprise schemas to map data and process flows between systems and solutions. Demonstrated ability to work independently with minimal supervision.

Commercial Job Title: Enterprise Architect II

Minimum Education: BS or BA or equivalent years of experience

Minimum/General Experience: 7 years of IT experience, including at least 4 years of experience in Enterprise Architecture and its components.

Functional/Responsibility: Ability to architect solutions to provide timely update of large databases and assuring high-performance across the architecture; works with other team members to improve the business process, information and technology of client organizations; designs, implements and develops Integration solutions for providing state of the art solutions capable of handling high volume transaction rates for real-time processing and delivery; supports enterprise design by in developing enterprise schemas to map data and process flows between systems and solutions. Manages the activities of 1-2 enterprise architects. Demonstrated ability to work independently with minimal supervision.

Commercial Job Title: Enterprise Architect III

Minimum Education: BS or BA or equivalent years of experience

Minimum/General Experience: 8 years of IT experience, including at least 5 years of experience in Enterprise Architecture and its components.

Functional/Responsibility: Ability to architect solutions to provide timely update of large databases and assuring high-performance across the architecture; works with other team members to improve the business process, information and technology of client organizations; designs, implements and develops Integration solutions for providing state of the art solutions capable of handling high volume transaction rates for real-time processing and delivery; supports enterprise design by in developing enterprise schemas to map data and process flows between systems and solutions. Manages the activities of 3-4 enterprise architects. Stays current with the standard enterprise architecture frameworks for federal Government.

Commercial Job Title: Executive Program Manager

Minimum Education: BS or BA or equivalent years of experience

Minimum/General Experience: 15 years of functional or IT experience, including at least 12 years of experience in managing large scale programs and projects.

Functional/Responsibility: Directs and coordinates the planning and executing of a program that involves multiple projects, personnel and vendors. Plans and manages the operations and execution of several simultaneous technical and non-technical projects. Interacts directly with the senior government officials regarding status, progress, and issues.

Commercial Job Title: Junior Programmer/Analyst

Minimum Education: B.A. or B.S. degree.

Minimum/General Experience: Must have 2 years of IT experience, including at least 1 year of experience in programming.

Functional/Responsibility: Uses sound software engineering principles to ensure that developed code is modifiable efficient, reliable, understandable, and fault tolerant. Codes, and tests software based upon software specifications and designs. Provides software process management and control throughout the coding portion of the software development process.

Commercial Job Title: Principal Analyst

Minimum Education: B.A. or B.S. degree.

Minimum/General Experience: Must have 12 years of IT experience, including at least 8 years of experience in specific required area.

Functional/Responsibility: Presents and performs technique for analyzing business objectives, goals, critical success factors, business processes, system requirements, information needs, and priorities. Analyzes the gathered information for consistency and cross analysis. Determines the interactions (create, read, update or delete) between activities and data to confirm the completeness and consistency of the activity and information requirements. Analyzes problems and develops system requirements and specifications. Supports all aspects of system life cycle and studies.

Commercial Job Title: Principal Consultant

Minimum Education: BS or BA or equivalent years of experience

Minimum/General Experience: 12 years of experience, including at least 8 years of experience in consulting.

Functional/Responsibility: Guides the assessment of I/T System Objectives and concept of operations. Guides identification of top level system requirements. Prepares high-level system architecture in terms of hardware, software, database and telecommunications components. Perform strategic planning and business process reengineering activities. Interacts directly with senior management. Advises senior executives on effective utilization of information technology systems and reengineering to meet business objectives.

Commercial Job Title: Principal Systems Architect

Minimum Education: BS or BA or equivalent years of experience.

Minimum/General Experience: 5 years in IT, and 1 year in specific area.

Functional/Responsibility: Guides system full life cycle system implementation planning through assessment or preparation of system management plans and system integration and test plans. Develops system configuration documentation, including detailed designs for capacity planning, security systems and disaster recovery. Analyzes users requirements and high-level system architecture to develop system requirements specifications. Develops detailed system Architecture and system design documentation. Develops Disaster Recovery Plans. Analyzes the network, telecommunications, and overall system architecture.

Commercial Job Title: Program Manager I

Minimum Education: BS or BA or equivalent years of experience.

Minimum/General Experience: 7 years in Project and program management of Business and IT support.

Functional/Responsibility: Directs and coordinates the planning and executing of a program that involves multiple projects, personnel and vendors. Plans and manages the operations and execution of several simultaneous technical and non-technical projects. Interacts directly with the senior government officials regarding status, progress, and issues.

Commercial Job Title: Program Manager II

Minimum Education: BS or BA or equivalent years of experience

Minimum/General Experience: 4 years of functional or IT experience, including at least 2 years of experience in reengineering business processes and systems.

Functional/Responsibility: Directs and coordinates the planning and executing of a program that involves multiple projects, personnel and vendors. Plans and manages the operations and execution of several simultaneous technical and non-technical projects. Interacts directly with the senior government officials regarding status, progress, and issues.

Commercial Job Title: Program Manager III

Minimum Education: BS or BA or equivalent years of experience.

Minimum/General Experience: 10 years in management and technology consulting, 2 years in specific required area.

Functional/Responsibility: Provides expertise in project management, program management, business process and system analysis, design, improvement, and implementation efforts. Strong knowledge of Government rules and regulation in relation to information management.

Commercial Job Title: Programmer/Analyst

Minimum Education: B.A. or B.S. degree.

Minimum/General Experience: Must have 4 years of IT experience, including at least 2 years of experience in programming.

Functional/Responsibility: Uses sound software engineering principles to ensure that developed code is modifiable efficient, reliable, understandable, and fault tolerant. Codes, and tests software based upon software specifications and designs. Provides software process management and control throughout the coding portion of the software development process.

Commercial Job Title: Quality Assurance Specialist

Minimum Education: BS or BA or equivalent years of experience

Minimum/General Experience: 4 years of Quality Assurance and testing experience

Functional/Responsibility: Writes test plans in support of all aspects of system design and development lifecycle. Interfaces with the system lifecycle development groups throughout the software development process. Supports the system configuration management process and understands all software components and their interface requirements Performs system testing at all levels from module or unit testing through all levels of software integration testing. Develops test data and predefines specific test acceptance criteria.

Commercial Job Title: Senior Administrative Assistant

Minimum Education: HS diploma.

Minimum/General Experience: 8 years work experience including 4 years in a professional environment. Must have familiarity with Word Processing, Spreadsheets, and good communication skills.

Functional/Responsibility: Proof read documents. Type letters and memos. Arrange meetings, travels, and other office logistics tasks. Take and direct calls. Performs data entry.

Commercial Job Title: Senior Analyst

Minimum Education: B.A. or B.S. degree.

Minimum/General Experience: Must have 8 years of IT experience, including at least 4 years of experience in specific required area.

Functional/Responsibility: Presents and performs technique for analyzing business objectives, goals, critical success factors, business processes, system requirements, information needs, and priorities. Analyzes the gathered information for consistency and cross analysis. Determines the interactions (create, read, update or delete) between activities and data to confirm the completeness and consistency of the activity and information requirements. Analyzes problems and develops system requirements and specifications. Supports all aspects of system life cycle and studies.

Commercial Job Title: Senior Business Analyst

Minimum Education: BS or BA or equivalent years of experience.

Minimum/General Experience: 8 years in management and technology consulting, 2 years in specific required area.

Functional/Responsibility: Provides expertise in business process and system analysis, design, improvement, implementation efforts. Provides expertise in change management and training support. Provides organizational and strategic planning for the a wide variety of technical and functional environments. Provides expertise in performing studies including but not limited to Configuration Management, Disaster Recovery, Strategic Planning, Knowledge Management, Business Analysis, Technical Analysis, and other aspects of technology and business improvement analysis.

Commercial Job Title: Senior Business Case Analyst

Minimum Education: BS or BA or equivalent years of experience.

Minimum/General Experience: 6 years in business analysis and 3 years performing Business Cases.

Functional/Responsibility: Provides expertise in cost and benefit analysis of a system. Provides organizational and strategic planning for a wide variety of technical and functional environments. Provides expertise in performing studies including but not limited to Configuration Management, Disaster Recovery, Strategic Planning, Knowledge Management, Business Analysis, Technical Analysis, and other aspects of technology and business improvement analysis.

Commercial Job Title: Senior Configuration Manager

Minimum Education: BS or BA or equivalent years of experience

Minimum/General Experience: 6 years of IT experience, including at least 4 years of experience in Configuration Management.

Functional/Responsibility: Supervision and control of software packages and configurations; Coordination of release engineering; monitoring software product life cycle (documentation, procedures, deliverables)

Commercial Job Title: Senior Consultant

Minimum Education: BS or BA or equivalent years of experience.

Minimum/General Experience: 4 years in Management or Technology Consulting, 2 year in specific required area.

Functional/Responsibility: Guides the assessment of I/T System Objectives and concept of operations. Guides identification of top-level system requirements. Prepares high-level system architecture in terms of hardware, software, database and telecommunications components. Provides managerial and technical leadership for development, implementation and operations of complex information technology systems and business process environments. Perform strategic planning and business process reengineering activities. Interacts directly with senior management.

Commercial Job Title: Senior Data Modeler

Minimum Education: BS or BA or equivalent years of experience

Minimum/General Experience: 8 years of IT experience, including at least 4 years of experience in data modeling and analysis.

Functional/Responsibility: Analyzes functional business applications and design specifications for data and functional activities. Develops data models, block diagrams, and logic flow charts. Prepares required documentation, including both program-level and user-level documentation. Demonstrated ability to work independently with minimal supervision.

Commercial Job Title: Senior Programmer/Analyst I

Minimum Education: B.A. or B.S. degree.

Minimum/General Experience: Must have 6 years of IT experience, including at least 3 years of experience in programming.

Functional/Responsibility: Uses sound software engineering principles to ensure that developed code is modifiable efficient, reliable, understandable, and fault tolerant. Codes, and tests software based upon software specifications and designs. Provides software process management and control throughout the coding portion of the software development process.

Commercial Job Title: Senior Programmer/Analyst II

Minimum Education: BS or BA or equivalent years of experience

Minimum/General Experience: 8 years of IT experience, including at least 4 years of experience in programming.

Functional/Responsibility: Uses sound software engineering principles to ensure that developed code is modifiable efficient, reliable, understandable, and fault tolerant. Codes, and tests software based upon software specifications and designs. Provides software process management and control throughout the coding portion of the software development process.

Commercial Job Title: Senior Project Manger

Minimum Education: BS or BA or equivalent years of experience.

Minimum/General Experience: 8 years in project management, 4 years in IT and management consulting project management.

Functional/Responsibility: Provides managerial and technical leadership for development, implementation and operations of complex information technology systems. Plans, coordinates, and manages all aspects of a technology projects. Prepares and presents status on project schedule, project costs, project deliverables, project risks, and risk containment strategies. An understanding of architecture, techniques and management processes across a many environments of systems, applications and requirements such as Information Strategy, Enterprise Architecture, Information Architecture, Data Warehousing, COTS Package Implementation, Business Process Reengineering (BPR), Technology Architecture, and Application Architecture.

Commercial Job Title: Senior Quality Assurance Specialist

Minimum Education: BS or BA or equivalent years of experience

Minimum/General Experience: 8 years of Quality Assurance and testing experience

Functional/Responsibility: Writes test plans in support of all aspects of system design and development lifecycle. Interfaces with the system lifecycle development groups throughout the software development process. Supports the system configuration management process and understands all software components and their interface requirements Performs system testing at all levels from module or unit testing through all levels of software integration testing. Develops test data and predefines specific test acceptance criteria

Commercial Job Title: Senior Systems Architect

Minimum Education: BS or BA or equivalent years of experience.

Minimum/General Experience: 3 years in IT, and 1 year in specific area.

Functional/Responsibility: Guides system development and implementation planning through assessment or preparation of system engineering management plans and system integration and test plans. Support development of system configuration documentation, including detailed designs for capacity planning, security systems and disaster recovery. Analyzes users requirements, concept of operations documents, and high level system architecture to develop system requirements specifications. Support development of detailed system Architecture and system design documentation. Supports development of Disaster Recovery Plans and other technical architectures.

Commercial Job Title: Senior Technical Writer

Minimum Education: BS or BA or equivalent years of experience

Minimum/General Experience: 8 years of experience, including at least 4 years of experience in editing and technical writing

Functional/Responsibility: Reviews, analyzes, and edits technical and functional documents. These documents include strategic plans, system specifications, system requirements, user manuals, training manuals, and studies results. Supports the development of executive summaries of documents. Performs research and analysis and prepares documentation for user interviews and supports the requirements gathering sessions by performing scribe functions.

Commercial Job Title: Technical Writer

Minimum Education: BS or BA or equivalent years of experience

Minimum/General Experience: 4 years of experience, including at least 2 years of experience in editing and technical writing

Functional/Responsibility: Reviews, analyzes, and edits technical and functional documents. These documents include strategic plans, system specifications, system requirements, user manuals, training manuals, and studies results. Supports the development of executive summaries of documents. Performs research and analysis and prepares documentation for user interviews and supports the requirements gathering sessions by performing scribe functions

Commercial Job Title: Subject Matter Expert

Minimum Education: BS or BA or equivalent years of experience.

Minimum/General Experience: 8 years in specific area.

Functional/Responsibility: Analyzes user needs to determine functional and technical requirements. Provides expert guidance in analysis and the design of information technology architectures, technology analyses, systems architectures, and strategic planning. Provides software process management and control throughout the coding portion of the software development process. Leads and supports the challenges faced by developers who must deal with issues such as: cultural change, software distribution, security, data distribution, and business process impacts. Provides a structured way of dealing with new technologies, changing goals and needs. Guides the development team through the implementation of the systems designed. Guides the development team through many of the follow through activities once the system is implemented, i.e. site promotion, gathering feedback, and software distribution.

Commercial Job Title: System Security Specialist I

Minimum Education: BS or BA or equivalent years of experience

Minimum/General Experience: 4 years of IT experience, including at least 2 years of experience in system security.

Functional/Responsibility: Performs analysis of security requirements including software security, network security, Internet security, firewall analysis, and potential security related activities. Analyzes risks and develops contingency and recovery plans. Analyzes and implements commercial off the shelf security software products to enhance the security capabilities of an environment.

Commercial Job Title: System Security Specialist II

Minimum Education: BS or BA or equivalent years of experience

Minimum/General Experience: 8 years of IT experience, including at least 4 years of experience in system security.

Functional/Responsibility: Performs analysis of security requirements including software security, network security, Internet security, firewall analysis, and potential security related activities. Analyzes risks and develops contingency and recovery plans. Analyzes and implements commercial off the shelf security software products to enhance the security capabilities of an environment.

Commercial Job Title: Systems Analyst

Minimum Education: Bs or BA or Equivalent years of Experience.

Minimum/General Experience: 5 years in IT, and 3 years in systems analysis.

Functional/Responsibility: Uses sound software engineering principles to ensure that developed code is modifiable efficient, reliable, understandable, and fault tolerant. Codes, and tests software based upon software specifications and designs. Provides software process management and control throughout the coding portion of the software and system development process.

Commercial Job Title: Trainer

Minimum Education: BS or BA or equivalent years of experience

Minimum/General Experience: 4 years of related experience, including at least 2 years of experience in training, teaching and/or facilitation.

Functional/Responsibility: Develops training curricula for various training delivery methods. Delivers training. Facilitates sessions.

Commercial Job Title: Trainer II

Minimum Education: BS or BA or equivalent years of experience

Minimum/General Experience: 6 years of related experience, including at least 3 years of experience in training, teaching and/or facilitation.

Functional/Responsibility: Analyzes functional business applications and design specifications for data and functional activities. Develops data models, block diagrams, and logic flow charts. Prepares required documentation, including both program-level and user-level documentation. Demonstrated ability to work independently with minimal supervision.

GSA RATES

September 2005 – December 2006

<u>Labor Category</u>	<u>Contactor Site</u>	<u>Government Site</u>
<u>Associate E-Commerce Engineer</u>	\$102.26	\$96.64
<u>Associate Reengineering Specialist</u>	\$128.85	\$123.23
<u>Business Analyst</u>	\$86.92	\$81.30
<u>Consultant I</u>	\$57.20	\$55.00
<u>Consultant II</u>	\$75.67	\$70.05
<u>Consultant III</u>	\$81.81	\$76.19
<u>Enterprise Architect I</u>	\$133.12	\$128.00
<u>Enterprise Architect II</u>	\$140.40	\$135.00
<u>Enterprise Architect III</u>	\$146.64	\$141.00
<u>Executive Program Manager</u>	\$240.20	\$180.00
<u>Junior Programmer/Analyst</u>	\$43.43	\$38.83
<u>Principal Analyst</u>	\$110.60	\$104.39
<u>Principal Consultant</u>	\$198.92	\$148.00
<u>Principal Systems Architect</u>	\$102.26	\$96.64
<u>Program Manager I</u>	\$97.15	\$91.53
<u>Program Manager II</u>	\$107.12	\$103.00
<u>Program Manager III</u>	\$130.63	\$125.02
<u>Programmer Analyst</u>	\$58.43	\$52.21
<u>Quality Assurance Specialist</u>	\$63.44	\$62.00
<u>Senior Administrator Assistant</u>	\$37.40	\$34.00
<u>Senior Analyst</u>	\$100.17	\$93.90
<u>Senior Business Analyst</u>	\$112.48	\$106.86
<u>Senior Business Case Analyst</u>	\$109.42	\$103.80
<u>Senior Configuration Manager</u>	\$112.32	\$108.00
<u>Senior Consultant</u>	\$114.53	\$108.91
<u>Senior Data Modeler</u>	\$116.48	\$110.66
<u>Senior Programmer/Analyst I</u>	\$84.51	\$78.30
<u>Senior Programmer/Analyst II</u>	\$109.20	\$105.00
<u>Senior Project Manger</u>	\$104.31	\$98.69
<u>Senior Quality Assurance Specialist</u>	\$87.36	\$84.00
<u>Senior Systems Architect</u>	\$76.69	\$71.07
<u>Senior Technical Writer</u>	\$85.28	\$82.00
<u>Subject Matter Expert</u>	\$163.42	\$157.79

<u>System Security Specialist I</u>	\$87.36	\$84.00
<u>System Security Specialist II</u>	\$125.84	\$121.00
<u>Systems Analyst</u>	\$86.92	\$81.30
<u>Technical Writer</u>	\$64.48	\$62.00
<u>Trainer I</u>	\$91.52	\$88.00
<u>Trainer II</u>	\$119.60	\$115.00

January 2007 – December 2007

<u>Labor Category</u>	<u>Contacto</u> Site	<u>Government</u> Site
<u>Associate E-Commerce Engineer</u>	\$105.84	\$100.02
<u>Associate Reengineering Specialist</u>	\$133.36	\$127.54
<u>Business Analyst</u>	\$89.96	\$84.15
<u>Consultant I</u>	\$59.20	\$56.93
<u>Consultant II</u>	\$78.32	\$72.50
<u>Consultant III</u>	\$84.67	\$78.86
<u>Enterprise Architect I</u>	\$137.78	\$132.48
<u>Enterprise Architect II</u>	\$145.31	\$139.73
<u>Enterprise Architect III</u>	\$151.77	\$145.94
<u>Executive Program Manager</u>	\$248.61	\$186.30
<u>Junior Programmer/Analyst</u>	\$44.95	\$40.19
<u>Principal Analyst</u>	\$114.47	\$108.04
<u>Principal Consultant</u>	\$205.88	\$153.18
<u>Principal Systems Architect</u>	\$105.84	\$100.02
<u>Program Manager I</u>	\$100.55	\$94.73
<u>Program Manager II</u>	\$110.87	\$106.61
<u>Program Manager III</u>	\$135.20	\$129.40
<u>Programmer Analyst</u>	\$60.48	\$54.04
<u>Quality Assurance Specialist</u>	\$65.66	\$64.17
<u>Senior Administrator Assistant</u>	\$38.71	\$35.19
<u>Senior Analyst</u>	\$103.68	\$97.19
<u>Senior Business Analyst</u>	\$116.42	\$110.60
<u>Senior Business Case Analyst</u>	\$113.25	\$107.43
<u>Senior Configuration Manager</u>	\$116.25	\$111.78
<u>Senior Consultant</u>	\$118.54	\$112.72
<u>Senior Data Modeler</u>	\$120.56	\$114.53
<u>Senior Programmer/Analyst I</u>	\$87.47	\$81.04

<u>Senior Programmer/Analyst II</u>	\$113.02	\$108.68
<u>Senior Project Manger</u>	\$107.96	\$102.14
<u>Senior Quality Assurance Specialist</u>	\$90.42	\$86.94
<u>Senior Systems Architect</u>	\$79.37	\$73.56
<u>Senior Technical Writer</u>	\$88.26	\$84.87
<u>Subject Matter Expert</u>	\$169.14	\$163.31
<u>System Security Specialist I</u>	\$90.42	\$86.94
<u>System Security Specialist II</u>	\$130.24	\$125.24
<u>Systems Analyst</u>	\$89.96	\$84.15
<u>Technical Writer</u>	\$66.74	\$64.17
<u>Trainer I</u>	\$94.72	\$91.08
<u>Trainer II</u>	\$123.79	\$119.03

January 2008 – December 2008

<u>Labor Category</u>	<u>Contactor Site</u>	<u>Government Site</u>
<u>Associate E-Commerce Engineer</u>	\$109.54	\$103.52
<u>Associate Reengineering Specialist</u>	\$138.03	\$132.00
<u>Business Analyst</u>	\$93.11	\$87.10
<u>Consultant I</u>	\$61.27	\$58.92
<u>Consultant II</u>	\$81.06	\$75.04
<u>Consultant III</u>	\$87.63	\$81.62
<u>Enterprise Architect I</u>	\$142.60	\$137.12
<u>Enterprise Architect II</u>	\$150.40	\$144.62
<u>Enterprise Architect III</u>	\$157.08	\$151.05
<u>Executive Program Manager</u>	\$257.31	\$192.82
<u>Junior Programmer/Analyst</u>	\$46.52	\$41.60
<u>Principal Analyst</u>	\$118.48	\$111.82
<u>Principal Consultant</u>	\$213.09	\$158.54
<u>Principal Systems Architect</u>	\$109.54	\$103.52
<u>Program Manager I</u>	\$104.07	\$98.05
<u>Program Manager II</u>	\$114.75	\$110.34
<u>Program Manager III</u>	\$139.93	\$133.93
<u>Programmer Analyst</u>	\$62.60	\$55.93
<u>Quality Assurance Specialist</u>	\$67.96	\$66.42
<u>Senior Administrator Assistant</u>	\$40.06	\$36.42
<u>Senior Analyst</u>	\$107.31	\$100.59

<u>Senior Business Analyst</u>	\$120.49	\$114.47
<u>Senior Business Case Analyst</u>	\$117.21	\$111.19
<u>Senior Configuration Manager</u>	\$120.32	\$115.69
<u>Senior Consultant</u>	\$122.69	\$116.67
<u>Senior Data Modeler</u>	\$124.78	\$118.54
<u>Senior Programmer/Analyst I</u>	\$90.53	\$83.88
<u>Senior Programmer/Analyst II</u>	\$116.98	\$112.48
<u>Senior Project Manger</u>	\$111.74	\$105.71
<u>Senior Quality Assurance Specialist</u>	\$93.58	\$89.98
<u>Senior Systems Architect</u>	\$82.15	\$76.13
<u>Senior Technical Writer</u>	\$91.35	\$87.84
<u>Subject Matter Expert</u>	\$175.06	\$169.03
<u>System Security Specialist I</u>	\$93.58	\$89.98
<u>System Security Specialist II</u>	\$134.80	\$129.62
<u>Systems Analyst</u>	\$93.11	\$87.10
<u>Technical Writer</u>	\$69.08	\$66.42
<u>Trainer I</u>	\$98.04	\$94.27
<u>Trainer II</u>	\$128.12	\$123.20

January 2009 – December 2009

<u>Labor Category</u>	<u>Contactor Site</u>	<u>Government Site</u>
<u>Associate E-Commerce Engineer</u>	\$113.37	\$107.14
<u>Associate Reengineering Specialist</u>	\$142.86	\$136.62
<u>Business Analyst</u>	\$96.37	\$90.15
<u>Consultant I</u>	\$63.41	\$60.98
<u>Consultant II</u>	\$83.90	\$77.67
<u>Consultant III</u>	\$90.70	\$84.48
<u>Enterprise Architect I</u>	\$147.59	\$141.92
<u>Enterprise Architect II</u>	\$155.66	\$149.68
<u>Enterprise Architect III</u>	\$162.58	\$156.34
<u>Executive Program Manager</u>	\$266.32	\$199.57
<u>Junior Programmer/Analyst</u>	\$48.15	\$43.06
<u>Principal Analyst</u>	\$122.63	\$115.73
<u>Principal Consultant</u>	\$220.55	\$164.09
<u>Principal Systems Architect</u>	\$113.37	\$107.14
<u>Program Manager I</u>	\$107.71	\$101.48

<u>Program Manager II</u>	\$118.77	\$114.20
<u>Program Manager III</u>	\$144.83	\$138.62
<u>Programmer Analyst</u>	\$64.79	\$57.89
<u>Quality Assurance Specialist</u>	\$70.34	\$68.74
<u>Senior Administrator Assistant</u>	\$41.46	\$37.69
<u>Senior Analyst</u>	\$111.07	\$104.11
<u>Senior Business Analyst</u>	\$124.71	\$118.48
<u>Senior Business Case Analyst</u>	\$121.31	\$115.08
<u>Senior Configuration Manager</u>	\$124.53	\$119.74
<u>Senior Consultant</u>	\$126.98	\$120.75
<u>Senior Data Modeler</u>	\$129.15	\$122.69
<u>Senior Programmer/Analyst I</u>	\$93.70	\$86.82
<u>Senior Programmer/Analyst II</u>	\$121.07	\$116.42
<u>Senior Project Manger</u>	\$115.65	\$109.41
<u>Senior Quality Assurance Specialist</u>	\$96.86	\$93.13
<u>Senior Systems Architect</u>	\$85.03	\$78.79
<u>Senior Technical Writer</u>	\$94.55	\$90.91
<u>Subject Matter Expert</u>	\$181.19	\$174.95
<u>System Security Specialist I</u>	\$96.86	\$93.13
<u>System Security Specialist II</u>	\$139.52	\$134.16
<u>Systems Analyst</u>	\$96.37	\$90.15
<u>Technical Writer</u>	\$71.50	\$68.74
<u>Trainer I</u>	\$101.47	\$97.57
<u>Trainer II</u>	\$132.60	\$127.51

January 2010 – September 2010

<u>Labor Category</u>	<u>Contactor Site</u>	<u>Government Site</u>
<u>Associate E-Commerce Engineer</u>	\$117.34	\$110.89
<u>Associate Reengineering Specialist</u>	\$147.86	\$141.40
<u>Business Analyst</u>	\$99.74	\$93.31
<u>Consultant I</u>	\$65.63	\$63.11
<u>Consultant II</u>	\$86.84	\$80.39
<u>Consultant III</u>	\$93.87	\$87.44
<u>Enterprise Architect I</u>	\$152.76	\$146.89
<u>Enterprise Architect II</u>	\$161.11	\$154.92
<u>Enterprise Architect III</u>	\$168.27	\$161.81
<u>Executive Program Manager</u>	\$275.64	\$206.55

<u>Junior Programmer/Analyst</u>	\$49.84	\$44.57
<u>Principal Analyst</u>	\$126.92	\$119.78
<u>Principal Consultant</u>	\$228.27	\$169.83
<u>Principal Systems Architect</u>	\$117.34	\$110.89
<u>Program Manager I</u>	\$111.48	\$105.03
<u>Program Manager II</u>	\$122.93	\$118.20
<u>Program Manager III</u>	\$149.90	\$143.47
<u>Programmer Analyst</u>	\$67.06	\$59.92
<u>Quality Assurance Specialist</u>	\$72.80	\$71.15
<u>Senior Administrator Assistant</u>	\$42.91	\$39.01
<u>Senior Analyst</u>	\$114.96	\$107.75
<u>Senior Business Analyst</u>	\$129.07	\$122.63
<u>Senior Business Case Analyst</u>	\$125.56	\$119.11
<u>Senior Configuration Manager</u>	\$128.89	\$123.93
<u>Senior Consultant</u>	\$131.42	\$124.98
<u>Senior Data Modeler</u>	\$133.67	\$126.98
<u>Senior Programmer/Analyst I</u>	\$96.98	\$89.86
<u>Senior Programmer/Analyst II</u>	\$125.31	\$120.49
<u>Senior Project Manger</u>	\$119.70	\$113.24
<u>Senior Quality Assurance Specialist</u>	\$100.25	\$96.39
<u>Senior Systems Architect</u>	\$88.01	\$81.55
<u>Senior Technical Writer</u>	\$97.86	\$94.09
<u>Subject Matter Expert</u>	\$187.53	\$181.07
<u>System Security Specialist I</u>	\$100.25	\$96.39
<u>System Security Specialist II</u>	\$144.40	\$138.86
<u>Systems Analyst</u>	\$99.74	\$93.31
<u>Technical Writer</u>	\$74.00	\$71.15
<u>Trainer I</u>	\$105.02	\$100.98
<u>Trainer II</u>	\$137.24	\$131.97

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

PREAMBLE

3T INTERNATIONAL 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 demonstrates 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 Moe Danaie, phone number 703-255-4616, e-mail address mdanaie@3ti.com and fax number 703-997-7072.



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

(INSERT CUSTOMER NAME)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and 3T INTERNATIONAL 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

3T INTERNATIONAL, Inc Date



BPA NUMBER _____

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

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

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

MODEL NUMBER/PART NUMBER

*SPECIAL BPA DISCOUNT/PRICE

132-51	

(2) Delivery:

DESTINATION
DATES

DELIVERY SCHEDULES /

FOB	As negotiated

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

(4) This BPA does not obligate any funds.

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

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

OFFICE

POINT OF CONTACT

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

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

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

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

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

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

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