

**1. Geographic Scope of Contract**

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

**2. Contractor's Ordering Address and Payment Information**

Ordering address:

*Systems Integration and Management, Inc.*  
2611 Jefferson Davis Highway  
Suite 9060  
Arlington, Virginia 22202  
(O) 703-412-5068  
(F) 703-412-5069

Payment address and Federal Identification Number:

*Systems Integration and Management, Inc.*  
2611 Jefferson Davis Highway  
Suite 9060  
Arlington, Virginia 22202  
ATTN: Accounts Receivable  
FEIN: 51-0350624

Government Commercial Credit Cards will not be acceptable for payment. In addition, bank account information for wire transfer payments will be shown on the invoice.

Below are the telephone number(s) that can be used by ordering agencies to obtain technical and/or ordering assistance.

**(703) 412-5068**

**3. Reserved**

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

Block 9: G. Order/Modification under Federal Schedule  
Block 16: Contractor Establishment Code (DUNS): 94-929-7774  
Block 30: Type of Contractor – A. Small Disadvantaged Business  
Block 31: Minority-Owned Small Business – Yes  
Block 34: RESERVED  
Block 36: Contractor's Taxpayer Identification Number (TIN): 51-0350624

**4.1 CAGE Code**

1BHW2

**5. FOB Destination**

To be determined by the buyer.

**6. Commercial Delivery Schedule (Multiple Award Schedules)**

- a. Time of Delivery: *SIM* will deliver within 30 days ARO.
- b. Expedited Delivery Times: Arrangements for faster delivery may be available by contacting *SIM*.
- c. Overnight and 2-Day Delivery Times: Arrangements for overnight and 2-day delivery may be

available by contacting *SIM*.

- d. Urgent Requirements: *SIM* is prepared to respond to the Government's urgent needs. Delivery arrangements for urgent requirements will be handled on a case by case basis.

## **7. Discounts**

- a. Prompt Payment: None
- b. Quantity: To be negotiated on an individual order basis
- c. Dollar Volume: To be negotiated on an individual order basis
- d. Government Educational Institutions: None
- e. Discount for use of Government Commercial Credit Card: None
- f. Other: None

## **8. Production Points and Statement Concerning Foreign Produced Items**

All items listed herein are domestic end products, from designated countries under the Trade Agreement Act, or are U.S. made end products.

## **9. Statement Concerning Availability of Export Packing**

Export packing is not available.

## **10. Small Requirements**

The minimum dollar value of orders to be issues is \$100.

## **11. Maximum Order**

Special Item 132-51 Information Technology Professional Services: the maximum dollar value of orders to be issued is \$500,000 for all Information Technology services.

### **11.1 Orders That Exceed the Maximum Order (I-FSS0125) (AUG 1995)**

- a. In accordance with FAR 8.404 there may be circumstances where an ordering activity finds it advantageous to request a price reduction such as where a quantity of an individual order clearly indicates the potential for obtaining a reduced price.

To assist the customer agencies to determine when they should seek a price decrease, a level called a maximum order has been established under the contract. When an agency order exceeds this amount it is recommended that the ordering activity contact the contractor for a reduced price.

- b. Contractor may:

- (1) Offer a new lower price for this requirement (the Price Reduction clause is not applicable to Orders placed over the Maximum Order in FAR 52.216-19.)

- (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.

- c. A delivery order for quantities that exceed the maximum order may be placed with the contractor selected in accordance with FAR 8.404. The order will be placed under the current contract.

- d. Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-72.

## 12. Use of Federal Supply Service Information Technology Schedule Contracts

In accordance with FAR 8.404:

- a. Ordering activities can place orders of \$2,500 or less with any GSA Federal Supply Schedule contractor. GSA has already determined the prices of items under these contracts to be fair and reasonable.
- b. To reasonably ensure that a selection represents the best value and meets the agency's needs at the lowest overall cost, before placing an order of more than \$2,500, an ordering activity should –
  - (1) Consider reasonably available information about products offered under Multiple Award Schedule (MAS) contracts; this standard is met if the ordering activity does the following:
    - (i) Considers products and prices contained in any GSA MAS automated information system (e.g., GSA Advantage!); or
    - (ii) If automated information is not available, reviews at least three (3) price lists.
  - (2) In selecting the best value item at the lowest overall cost (the price of the item plus administrative costs), the ordering activity may consider such factors as -
    - (i) Special features of one item not provided by comparable items which are required in effective program performance;
    - (ii) Trade-in considerations;
    - (iii) Probable life of the item selected as compared with that of a comparable item;
    - (iv) Warranty conditions; and
    - (v) Maintenance availability.
  - (3) Give preference to the items of small business concerns when two or more items at the same delivered price will meet the ordering activity's needs.
- c. MAS contractors will not be required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order. There may be circumstances where an ordering activity finds it advantageous to request a price reduction, such as where the ordering activity finds that a schedule product is available elsewhere at a lower price, or where the quantity of an individual order clearly indicates the potential for obtaining a reduced price.
- d. Ordering activities should document orders of \$2,500 or less by identifying the contractor the item was purchased from, the item purchased, and the amount paid. For orders over \$2,500, MAS ordering files should be documented in accordance with internal agency practices. Agencies are encouraged to keep documentation to a minimum.

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

## 13. Federal ADP/Telecommunication Standards Requirements

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

### 13.1 Federal Information Processing Standards Publications (FIPS PUBS)

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance

with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and Applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number 703-487-4650.

### **13.2 Federal Telecommunications Standards (FED-STDS)**

Telecommunications 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 FEDS-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 availability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, Maryland 20899, telephone number 301-975-2833.

### **14. Security Requirements**

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery order(s), a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will be negotiated with the Schedule Contractor on an open market basis, outside the scope of the contract.

### **15. Contract Administration for Ordering Offices**

Any ordering office, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.249-1, 52.249-2, and 52.249-8.

### **16. GSA Advantage!**

The GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendor's schedule price lists with ordering information, terms and conditions, and up-to-date pricing that will aid Schedule users in acquisitions. 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 Category(ies).

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

### **17. Purchase of Incidental, Non-Schedule Items**

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

**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 representation 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 enlarge the scope of this schedule contract for individual orders. Terms and conditions of any orders are limited strictly to those specified in the schedule contract and price list and agreed to by GSA.

**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 price list outside the 48 contiguous states and the District of Columbia, except as indicated below:

---

Not Applicable

---

---

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

**20. Year 2000 Warranty – Commercial Supply Items**

The contractor warrants that each hardware, software, and firmware product delivered under this contract and listed below shall be able to accurately process date data (including, but not limited to, calculating comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by the contractor, provided that all listed or unlisted products (e.g., hardware, software, firmware) used in combination with such listed product properly exchange date data with it. If the contract requires that specific listed products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those listed products as a system. The duration of this warranty and the remedies available to the Government for breach of this warranty shall be defined in, and subject to, the terms and limitations of the contractor's standard commercial warranty or warranties contained in this contract, provided that notwithstanding any provision to the contrary in such commercial warranty or warranties, the remedies available to the Government under this warranty shall include repair or replacement of any listed product whose non-compliance is discovered and made known to the contractor in writing within ninety (90) days after acceptance. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

Specific items identified: none.

**21. Blanket Purchase Agreement**

The use of Blanket Purchase Agreements under the Federal Supply Schedule Program have been permitted for a long time. Check Federal Acquisition Regulation (FAR) 13.203-1 (f): “BPAs may also be established with Federal Supply Schedule contracts...”

For BPAs, agencies are empowered and encouraged to seek further price reductions.

Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with FAR 9.6 Teaming Arrangement may be incorporated into your BPA.

**21.1 Simplified Acquisition Procedures for Blanket Purchase Agreements**

FAR 13.2 provides the following procedures for establishing a BPA under the Simplified Acquisition Procedures:

The Contracting Officer may use a BPA when there is:

- A need for a wide variety of items, but the exact items, quantities, and delivery requirements are not known in advance.
- A need for commercial sources of supply for one or more offices that do not have purchase authority exists.
- To reduce the administrative burden of writing numerous purchase orders.
- Contracting Officers must contact Vendors to negotiate the terms and conditions of the BPA.

**21.2 Sample Blanket Purchase Agreement**

**BEST VALUE  
 BLANKET PURCHASE AGREEMENT  
 FEDERAL SUPPLY SCHEDULE  
 (Insert Customer Name)**

In the spirit of the Federal Acquisition Streamlining Act  
 \_\_\_(Agency)\_\_\_ 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 **Government that works better and costs less.**

**Signatures**

\_\_\_\_\_  
 AGENCY DATE

\_\_\_\_\_  
 CONTRACTOR DATE

BPA NUMBER \_\_\_\_\_

**(CUSTOMER NAME)**  
**BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

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

**MODEL NUMBER/PART NUMBER**

**SPECIAL BPA DISCOUNT/PRICE**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(2) Delivery:

**DESTINATION**

**DELIVERY SCHEDULE/DATES**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

(4) This BPA does not obligate any funds.

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

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

**OFFICE**

**POINT OF CONTACT**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

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

(a) Name of Contractor;

(b) Contract Number;

(c) BPA Number;

(d) Model Number or National Stock Number (NSN);

(e) Purchase Order Number;

(f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

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

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

**TERMS AND CONDITIONS APPLICABLE TO SIM SERVICES  
FOR 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 and Special Item Number 132-52 Electronic Commerce Services apply exclusively to IT/EC Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

**2. Ordering Procedures**

- a. Procedures for IT professional services priced on GSA schedule at hourly rates.
  - (1) FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for IT professional services (SIN 132-51) that are priced on schedule at hourly rates. These special ordering procedures which are outlined herein take precedence over the procedures in FAR 8.404.
  - (2) The GSA has determined that the rates for IT professional services contained in this pricelist are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.
  - (3) When ordering IT professional services ordering offices shall –
    - (i) Prepare a Request for Proposal:
      - (A) A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
      - (B) A request for proposal should be prepared which includes the performance-based statement of work and requests the contractors submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor hour and time and material orders.
      - (C) The request for proposal may request the contractors, if necessary or appropriate, submit a project plan for performing the task and information on the contractor's experience and/or

past performance performing similar tasks.

- (D) The request for proposal shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (ii)(A) below, the request for proposals shall notify the contractors that will be the case.

(ii) Transmit the Request for Proposal to Contractors:

- (A) Based upon an initial evaluation of catalogs and pricelists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132-51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.
- (B) The request for proposal should be to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not to exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for proposal should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for proposals for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement.

(iii) Evaluate proposals and select the contractor to receive the order:

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

- (4) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall –
  - (i) Inform contractors in the request for proposal (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.
    - (A) SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

- (B) **MULTIPLE BPAs:** When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedure in (3)(ii)(B) above, and then place the order with the schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.
- (ii) Review BPAs periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.
- (5) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
- (6) When the ordering office's requirement involves both products as well as IT professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.
- (7) The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of schedule contractors' proposals that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.
- b. Ordering Procedures for other services available on schedule at fixed prices for specifically defined services or tasks.

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

- (1) **Orders placed at or below the micro-purchase threshold.** Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- (2) **Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.** Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the service representing the best value, the ordering office may consider— (i) special features of the service that are required in effective program performance and that are not provided by a comparable service; and (ii) past performance.
- (3) **Orders exceeding the maximum order threshold.** Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the

ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall –

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

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

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

- (4) **Blanket purchase agreements (BPAs).** The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.
- (5) **Price reductions.** In addition to the circumstances outlined in paragraph (3), above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.
- (6) **Small business.** For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.
- (7) **Documentation.** Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

### 3. Order

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend

beyond the fiscal year for which funds are available shall include FAR 52.232-19, Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

#### **4. Performance of Services**

- a. The contractor shall commence performance of the services on the date agreed to by the contractor and the Government.
- b. The contractor agrees to render services only during normal working hours, unless otherwise agreed to by the contractor and the Government.
- c. All services rendered shall be performed by persons who are adequately trained, skilled, and equipped to perform such services in a safe, workmanlike manner, consistent with good work practices.

#### **5. Inspection of Services**

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

#### **6. Responsibilities of the Contractor**

The contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character.

#### **7. Responsibilities of the Government**

Subject to security regulations, the ordering office shall permit contractor access to all facilities necessary to perform the requisite IT/EC services.

#### **8. Independent Contractor**

All *SIM* Services performed by the Contractor under the terms of this contract shall be as an independent contractor, and not as an agent or employee of the Government.

#### **9. Organizational Conflicts of Interest**

- a. Definitions

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

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

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

- b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interest of the

Government, ordering offices may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## **10. Invoices**

The contractor shall submit invoices for Information Technology Services on a biweekly basis or as otherwise negotiated in an order. Invoices shall be submitted separately to each Government office ordering Services under the contract.

## **11. Payments**

Payments for properly submitted invoices and vouchers shall be payable on a net 30 day basis from the date of the invoice.

## **12. Resumes**

Resumes shall be provided to the GSA Contracting officer or the User Agency upon request.

## **13. Incidental Support Costs**

Incidental Support Costs are available outside the scope of this contract. These Costs will be negotiated separately with the ordering agency per the guidelines set forth in FAR.

## **14. Approval of Subcontracts**

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

## **15. Description of IT Services and Pricing**

*SIM* provides the following types of Information Technology Professional Services under this contract:

- Systems Analysis and Design
- Systems Installation
- Programming
- Conversion and Implementation Support
- Network Services
- Project Management
- Data/Records Management
- Resources and Facilities Management
- Database Planning and Design
- Millennium Conversion Services
- Subscription/Publication Services

### **15.1 Systems Analysis and Design**

*SIM* will perform systems analysis and design to develop new systems and/or prepare modifications and enhancements to existing systems. Systems analysis and design tasks may include, but are not necessarily limited to:

- Perform requirements analysis, including definition of user requirements

- Analyze current operations and systems
- Perform mission needs analysis
- Determine potential alternative software solutions
- Demonstrate conceptual designs using software prototyping techniques
- Perform feasibility studies and cost benefit analyses
- Develop system implementation plans identifying resource requirement and schedules
- Develop system or database specifications
- Perform technical reengineering

## 15.2 Systems Installation

*SIM* will install client systems and make them ready for client use. Systems installation tasks may include, but are not necessarily limited to:

- Conduct site visit, perform site preparation
- Receive equipment, unpack, inventory
- Assemble hardware, conduct basic tests
- Load software, perform setup and installation, and test
- Provide user training and orientation

## 15.3 Programming

*SIM* will perform programming in support of software systems, system modules, and system modifications to meet client requirements. Programming tasks may include, but are not necessarily limited to:

- Develop preliminary and/or detailed design specifications
- Develop and demonstrate system prototype
- Write program coding
- Perform system test, debug, verification
- Provide configuration management
- Design and prepare input/output screens
- Design and prepare reports
- Prepare Internet/intranet interface

## 15.4 Conversion and Implementation Support

*SIM* will support system conversion, migration, upgrade, and implementation efforts. Conversion and implementation tasks may include, but are not necessarily limited to:

- Conduct implementation planning
- Provide configuration change management
- Perform media format conversion
- Perform system rehosting
- Provide operations and maintenance support

## 15.5 Network Services

*SIM* will design, install, and maintain computer networks to meet client requirements. Network services tasks may include, but are not necessarily limited to:

- Perform network analysis and capacity planning
- Prepare network design
- Analyze network reliability and availability
- Design network architecture
- Perform network engineering/management/administration

- Provide telecommunications analysis
- Design and develop electronic commerce/Internet/intranet interface

### **15.6 Project Management**

*SIM* will manage, supervise, and direct active programs; develop required program plans; and develop and deliver program deliverables. Project management services tasks may include, but are not necessarily limited to:

- Develop program, project, and/or task management plans
- Define task requirement specifications
- Perform control and scheduling
- Prepare status reports and progress reports
- Participate in technical and management meetings
- Develop and administer quality management programs
- Develop and administer configuration management programs

### **15.7 Data/Records Management**

*SIM* will manage, supervise, and direct active programs; develop required program plans; and develop and deliver program deliverables. Data/Records management services tasks may include, but are not necessarily limited to:

- Perform data modeling
- Determine data standardization
- Provide data management
- Perform data warehousing
- Perform database design and implementation

### **15.8 Resources and Facilities Management**

*SIM* will support the operations and maintenance of facilities, systems, and equipment. Resources and facilities management tasks may include, but are not necessarily limited to:

- Assess facilities, systems, and equipment requirements
- Inspect/validate facilities, systems, and equipment
- Analyze facilities, systems, and equipment maintenance requirements
- Provide operational and maintenance support of facilities, systems, and equipment
- Perform facilities, systems, and equipment cost estimation and budget analysis
- Coordinate facilities, systems, and equipment moves/relocations
- Determine facilities, systems, and equipment specifications

### **15.9 Database Planning and Design**

*SIM* will perform database systems analysis and design to develop new database systems/structures and/or prepare modifications and enhancements to existing systems. Database planning and design tasks may include, but are not necessarily limited to:

- Analyze database and data warehousing/structure requirements
- Determine and evaluate database engine alternatives
- Design database systems/structures
- Provide database engineering support
- Provide information engineering support
- Provide technical reengineering support

### **15.10 Millenium Conversion Services (Y2K)**

*SIM* will provide support for computer based or information technology systems as we approach the arrival of the Y2K (01/01/2000). Millenium conversion tasks may include, but are not necessarily limited to providing the following services:

- Software maintenance of dates, times, and time duration in computer based applications
- Modification of six-digit coding in administrative information systems including:
  - > planning and scheduling
  - > human resources
  - > many other application systems that use the convention of two-digit years, two-digit months, and two-digit days
- Analyzing software to determine where problems may exist, e.g., two-digit year coding, six-digit date coding, and leap year calculations

### **15.11 Subscription/Publication Services**

*SIM* will perform CD-ROM storage, Magnetic Media for Technology Assessment and Acquisition Subscription to meet client requirements. Subscription and publication tasks may include, but are not necessarily limited to:

- Archival storage of images and data in an easily retrieval mode
- Creation of reference libraries for correlative studies and analyses
- Developing automated image ranking tools that provide for quick identification of unknown specimens
- Developing standardized classification systems for describing various specimens
- Creation of ORDBM systems that can compare and analyze large quantities of data (in the gigabyte range) in short periods of time, e.g. using Oracle 7

---

**AUTHORIZED INFORMATION TECHNOLOGY SCHEDULE PRICELIST**

---

**YEAR 1**

| <b>LABOR CATEGORIES</b>                | <b>GSA RATE/HR</b> |
|--|--------------------|
| Senior Program Manager                 | \$ 109.05          |
| Program Manager                        | \$ 82.26           |
| Project Manager                        | \$ 62.88           |
| Junior Analyst                         | \$ 20.08           |
| Functional Analyst                     | \$ 38.31           |
| Senior Functional Analyst              | \$ 46.60           |
| Computer Systems Analyst               | \$ 33.72           |
| Senior Computer Systems Analyst        | \$ 51.57           |
| Senior Systems Architect               | \$ 56.49           |
| Applications Engineer                  | \$ 37.23           |
| Software Engineer                      | \$ 46.02           |
| Logistics Engineer                     | \$ 40.13           |
| Senior Logistics Engineer              | \$ 49.79           |
| Network Engineer                       | \$ 48.24           |
| Senior Network Engineer                | \$ 63.76           |
| Systems Engineer                       | \$ 57.19           |
| Senior Systems Engineer                | \$ 72.98           |
| CAD Design Specialist (Draftsman)      | \$ 28.33           |
| Communications Software Specialist     | \$ 45.27           |
| Data Base Management Specialist        | \$ 35.24           |
| Senior Data Base Management Specialist | \$ 43.87           |
| Imaging Specialist                     | \$ 51.21           |
| Programmer                             | \$ 33.72           |
| Electronic Technician                  | \$ 29.24           |
| Technical Writer/Editor                | \$ 36.05           |
| Data Entry Clerk                       | \$ 15.29           |

---

**AUTHORIZED INFORMATION TECHNOLOGY SCHEDULE PRICELIST**

---

**YEAR 2**

| <b>LABOR CATEGORIES</b>                | <b>GSA RATE/HR</b> |
|--|--------------------|
| Senior Program Manager                 | \$ 113.70          |
| Program Manager                        | \$ 85.76           |
| Project Manager                        | \$ 65.56           |
| Junior Analyst                         | \$ 20.93           |
| Functional Analyst                     | \$ 39.94           |
| Senior Functional Analyst              | \$ 48.58           |
| Computer Systems Analyst               | \$ 35.16           |
| Senior Computer Systems Analyst        | \$ 53.77           |
| Senior Systems Architect               | \$ 58.90           |
| Applications Engineer                  | \$ 38.82           |
| Software Engineer                      | \$ 47.98           |
| Logistics Engineer                     | \$ 41.84           |
| Senior Logistics Engineer              | \$ 51.91           |
| Network Engineer                       | \$ 50.29           |
| Senior Network Engineer                | \$ 66.47           |
| Systems Engineer                       | \$ 59.63           |
| Senior Systems Engineer                | \$ 76.09           |
| CAD Design Specialist (Draftsman)      | \$ 29.54           |
| Communications Software Specialist     | \$ 47.19           |
| Data Base Management Specialist        | \$ 36.74           |
| Senior Data Base Management Specialist | \$ 45.74           |
| Imaging Specialist                     | \$ 53.40           |
| Programmer                             | \$ 35.16           |
| Electronic Technician                  | \$ 30.49           |
| Technical Writer/Editor                | \$ 37.59           |
| Data Entry Clerk                       | \$ 15.95           |

---

**AUTHORIZED INFORMATION TECHNOLOGY SCHEDULE PRICELIST**

---

**YEAR 3**

| <b>LABOR CATEGORIES</b>                | <b>GSA RATE/HR</b> |
|--|--------------------|
| Senior Program Manager                 | \$ 118.23          |
| Program Manager                        | \$ 89.19           |
| Project Manager                        | \$ 68.18           |
| Junior Analyst                         | \$ 21.77           |
| Functional Analyst                     | \$ 41.54           |
| Senior Functional Analyst              | \$ 50.52           |
| Computer Systems Analyst               | \$ 36.56           |
| Senior Computer Systems Analyst        | \$ 55.92           |
| Senior Systems Architect               | \$ 61.25           |
| Applications Engineer                  | \$ 40.36           |
| Software Engineer                      | \$ 49.89           |
| Logistics Engineer                     | \$ 43.51           |
| Senior Logistics Engineer              | \$ 53.98           |
| Network Engineer                       | \$ 52.30           |
| Senior Network Engineer                | \$ 69.13           |
| Systems Engineer                       | \$ 62.01           |
| Senior Systems Engineer                | \$ 79.13           |
| CAD Design Specialist (Draftsman)      | \$ 30.72           |
| Communications Software Specialist     | \$ 49.08           |
| Data Base Management Specialist        | \$ 38.20           |
| Senior Data Base Management Specialist | \$ 47.57           |
| Imaging Specialist                     | \$ 55.53           |
| Programmer                             | \$ 36.56           |
| Electronic Technician                  | \$ 31.71           |
| Technical Writer/Editor                | \$ 39.09           |
| Data Entry Clerk                       | \$ 16.58           |

---

**AUTHORIZED INFORMATION TECHNOLOGY SCHEDULE PRICELIST**

---

**YEAR 4**

| <b>LABOR CATEGORIES</b>                | <b>GSA RATE/HR</b> |
|--|--------------------|
| Senior Program Manager                 | \$ 122.95          |
| Program Manager                        | \$ 92.74           |
| Project Manager                        | \$ 70.90           |
| Junior Analyst                         | \$ 22.63           |
| Functional Analyst                     | \$ 43.19           |
| Senior Functional Analyst              | \$ 52.54           |
| Computer Systems Analyst               | \$ 38.02           |
| Senior Computer Systems Analyst        | \$ 58.15           |
| Senior Systems Architect               | \$ 63.69           |
| Applications Engineer                  | \$ 41.97           |
| Software Engineer                      | \$ 51.88           |
| Logistics Engineer                     | \$ 45.25           |
| Senior Logistics Engineer              | \$ 56.14           |
| Network Engineer                       | \$ 54.38           |
| Senior Network Engineer                | \$ 71.88           |
| Systems Engineer                       | \$ 64.48           |
| Senior Systems Engineer                | \$ 82.28           |
| CAD Design Specialist (Draftsman)      | \$ 31.94           |
| Communications Software Specialist     | \$ 51.03           |
| Data Base Management Specialist        | \$ 39.73           |
| Senior Data Base Management Specialist | \$ 49.46           |
| Imaging Specialist                     | \$ 57.74           |
| Programmer                             | \$ 38.02           |
| Electronic Technician                  | \$ 32.97           |
| Technical Writer/Editor                | \$ 40.65           |
| Data Entry Clerk                       | \$ 17.24           |

**AUTHORIZED INFORMATION TECHNOLOGY SCHEDULE PRICELIST**

---

**YEAR 5**

| <b>LABOR CATEGORIES</b>                | <b>GSA RATE/HR</b> |
|--|--------------------|
| Senior Program Manager                 | \$ 127.85          |
| Program Manager                        | \$ 96.44           |
| Project Manager                        | \$ 73.73           |
| Junior Analyst                         | \$ 23.54           |
| Functional Analyst                     | \$ 44.92           |
| Senior Functional Analyst              | \$ 54.63           |
| Computer Systems Analyst               | \$ 39.53           |
| Senior Computer Systems Analyst        | \$ 60.47           |
| Senior Systems Architect               | \$ 66.23           |
| Applications Engineer                  | \$ 43.65           |
| Software Engineer                      | \$ 53.95           |
| Logistics Engineer                     | \$ 47.05           |
| Senior Logistics Engineer              | \$ 58.38           |
| Network Engineer                       | \$ 56.55           |
| Senior Network Engineer                | \$ 74.75           |
| Systems Engineer                       | \$ 67.05           |
| Senior Systems Engineer                | \$ 85.56           |
| CAD Design Specialist (Draftsman)      | \$ 33.21           |
| Communications Software Specialist     | \$ 53.07           |
| Data Base Management Specialist        | \$ 41.31           |
| Senior Data Base Management Specialist | \$ 51.43           |
| Imaging Specialist                     | \$ 60.04           |
| Programmer                             | \$ 39.53           |
| Electronic Technician                  | \$ 34.29           |
| Technical Writer/Editor                | \$ 42.27           |
| Data Entry Clerk                       | \$ 17.93           |

**NOTE :** Due to the unknown economic conditions associated with option years 6-10, SIM, Inc. as a small growing 8(a) company is unable to predict or forecast what is the fair market price for option years 6 through 10. Based on the above, SIM, Inc. requests that pricing for option years 6-10 be deferred until year five (5) of the contract.

## **INFORMATION TECHNOLOGY LABOR CATEGORY DESCRIPTIONS**

---

### **1. SENIOR PROGRAM MANAGER**

Minimum/General Experience:

This position requires a minimum of fifteen years of general experience, of which at least ten years must be specialized. Specialized experience includes: project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, and demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in information systems design and/or management.

Functional Responsibility:

Serves as the contractor's single contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), Government management personnel, and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates.

Minimum Education:

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required. With a Master's degree in a related field, a minimum of thirteen years of general experience is required, of which at least nine years must be specialized experience. With a Ph.D. in a related field, a minimum of twelve years of general experience is required, of which at least eight years must be specialized experience.

### **2. PROGRAM MANAGER**

Minimum/General Experience:

This position requires a minimum of twelve years of general experience, of which at least six years must be specialized. Specialized experience includes: complete engineering project development from inception to deployment, demonstrated ability to provide guidance and direction in the tasks similar to the sample tasks provided in the Statement of Work, proven expertise in the management and control of funds and resources, and demonstrated capability in managing multi-task contracts of this type and complexity. General experience includes increasing responsibilities in information system design and management.

Functional Responsibility:

Serves as the contractor's contract manager, and shall be the contractor's authorized interface with the Government CO, the COR, Government management personnel, and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance.

Minimum Education:

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline is required. With a Master's degree in a related field, a minimum of ten years of general experience is required, of which at least five years must be specialized experience. With a Ph.D. in a related field, a minimum of eight years of general experience is required, of which at least four years must be specialized experience.

### **3. PROJECT MANAGER**

#### Minimum/General Experience:

This position requires a minimum of seven years of general experience, of which at least four years must be specialized. Specialized experience includes: project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, and demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in information systems design and/or management.

#### Functional Responsibility:

Serves as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Government CO, the COR, Government management personnel and customer agency representatives. Under the guidance of the Program Manager, is responsible for the overall management of the specific task order(s) and insures that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

#### Minimum Education:

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required. With a Master's degree in a related field, a minimum of five years of general experience is required, of which at least three years must be specialized experience. With a Ph.D. in a related field, a minimum of three years of general experience is required, of which at least one year must be specialized experience. With eight years of general experience, of which at least five years must be specialized experience, a degree is not required.

### **4. JUNIOR ANALYST**

#### Minimum/General Experience:

This position requires a minimum of four years of experience, of which at least two years must be specialized. Specialized experience includes: working with engineering systems using incremental development, joint application development, rapid prototyping, and CASE technology concepts and techniques. Typically required to work under close supervision and direction.

#### Functional Responsibility:

Applies process improvement and re-engineering methodologies and principles to conduct process modernization projects. Develops functional area process and data models for use in designing and building integrated, shared software and database management systems.

#### Minimum Education:

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline is required. A Master of Sciences degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline will be considered equivalent to one year specialized experience and two years general experience.

### **5. FUNCTIONAL ANALYST**

#### Minimum/General Experience:

This position requires a minimum of five years of experience, of which at least three years must be specialized. Specialized experience includes: developing functional requirements for complex integrated ADP systems. Must demonstrate the ability to work independently or under only general direction.

#### Functional Responsibility:

Analyzes user needs to determine functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.

Minimum Education:

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline is required. A Master of Sciences degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline will be considered equivalent to one year specialized and two years general experience. With eight years of general experience, of which at least five years must be specialized experience, a degree is not required.

**6. SENIOR FUNCTIONAL ANALYST**

Minimum/General Experience:

This position requires a minimum of seven years of experience, of which at least six years must be specialized. Specialized experience includes: developing functional requirements for complex integrated ADP systems. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibility:

Analyzes user needs to determine functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff.

Minimum Education:

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline is required. A Master of Sciences degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline will be considered equivalent to one year specialized and two years general experience. With ten years of general experience, of which at least eight years must be specialized experience, a degree is not required.

**7. COMPUTER SYSTEMS ANALYST**

Minimum/General Experience:

This position requires a minimum of three years experience, of which at least two years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, including three years experience in data base management concepts, use of the programming languages such as Ada, COBOL, 4GL, and/or DBMS. Knowledge of current storage and retrieval methods, one year of systems analysis experience designing technical applications on computer systems and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in information system design and management. Must demonstrate the ability to work independently or under only general direction on requirements that are moderately complex to analyze, plan, program, and implement.

Functional Responsibility:

Analyzes and develops computer software processing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, maintains hardware and software performance tuning, analyzes workload and computer modifications, maintains interfaces with outside systems, analyzes downtimes, analyzes proposed system modifications, upgrades and new COTS. Analyzes the problem and information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

Minimum Education:

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required. With a Master's degree in a related field, a minimum of two years of general

experience is required, of which at least one year must be specialized experience. With four years of general experience, of which at least three years must be specialized experience, a degree is not required.

## **8. SENIOR COMPUTER SYSTEMS ANALYST**

### Minimum/General Experience:

This position requires a minimum of five years experience, of which at least three years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, data base management, use of programming languages such as Ada, COBOL, 4GL, and/or DBMS. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in assignments of a technical nature. Proven ability to work independently or under only general direction on complex application problems involving all phases of system analysis is required.

### Functional Responsibility:

Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concepts and to user standards, and for progress in accordance with schedules. Coordinates with the Project and/or Program Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

### Minimum Education:

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required. With a Master's degree in a related field, a minimum of four years of general experience is required, of which at least three years must be specialized experience. With a Ph.D. in a related field, a minimum of three years of general experience is required. With eight years of general experience, of which at least five years must be specialized experience, a degree is not required.

## **9. SENIOR SYSTEMS ARCHITECT**

### Minimum/General Experience:

This position requires a minimum of seven years experience, of which at least five years must be specialized. Specialized experience includes: supervision of system architects, use of structured analysis, design methodologies and design tools (such as IDEF1x, entity relationship diagrams), and other design technologies, object oriented principles, and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems.

### Functional Responsibility:

Analyses system information requirements to develop technical specifications in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards – such as the Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model – as they apply to the implementation and specification of Information Management (IM) solution of the application platform, across the application program interface (API), and the external environment/software application. Ensures that the common operating environment is TAFIM compliant. Evaluates analytically and systematically any problems with workflow, organization, and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.

Minimum Education:

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required. With a Master's degree in a related field, a minimum of five years of general experience is required, of which at least three years must be specialized experience. With a Ph.D. in a related field, a minimum of three years of general experience is required, of which at least one year must be specialized experience. With nine years of general experience, of which at least seven years must be specialized experience, a degree is not required.

**10. APPLICATIONS ENGINEER**

Minimum/General Experience:

This position requires a minimum of three years experience, of which at least two years must be specialized. Specialized experience includes: experience as an applications programmer on large-scale data base management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Demonstrated ability to work independently or under only general direction.

Functional Responsibility:

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

Minimum Education:

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required. With a Master's degree in a related field, a minimum of two years of general experience is required, of which at least one year must be specialized experience. With five years of general experience, of which at least three years must be specialized experience, a degree is not required.

**11. SOFTWARE ENGINEER**

Minimum/General Experience:

This position requires a minimum of three years of software development experience. Requires knowledge of one or more platforms and operating systems, as well as software design, integration, and testing.

Functional Responsibility:

Analyzes software requirements to determine feasibility of design within time and cost constraints. Consults with hardware engineers and other engineering staff to evaluate interface between hardware and software, and operational and performance requirements of overall system. Formulates and designs software system, using scientific analysis and mathematical models to predict and measure outcome and consequences of design. Develops and directs software system testing procedures, programming, and documentation. Consults with customer concerning maintenance of software system.

Minimum Education:

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related technical discipline is required. With a Master's degree in a related field, a minimum of one year of software development experience is required.

**12. LOGISTICS ENGINEER**

Minimum/General Experience:

This position requires a minimum of three years of logistical engineering experience. Requires knowledge of all elements of logistics support requirements. Requires demonstrated experience in the analysis of system

life cycle support requirements, life cycle support funding requirements, and reviews.

Functional Responsibilities:

Analyzes life cycle support requirements to determine training requirements, spare parts requirements, test equipment requirements, supply support requirements, and all other integrated logistic support elements. Evaluates funding requirements and conducts logistic support analyses to document maintenance requirements based on system reliability, availability, and maintainability results.

Minimum Education:

A Bachelor's degree in Industrial Engineering, Business Administration, Public Administration, or other related technical field is required. A degree or diploma in some other business or technical discipline will be considered acceptable if the applicant has four years of general experience. With six years of logistical engineering experience, a degree is not required.

### **13. SENIOR LOGISTICS ENGINEER**

Minimum/General Experience:

This position requires a minimum of eight years of experience, of which at least six years must be specialized in the area of integrated logistics support. Demonstrated experience in integrated logistics management and system life cycle support requirements/issues as they apply to all elements of logistic engineering and life cycle support elements. Demonstrated ability to work independently or under only general direction on integrated logistics requirements that are complex to analyze, plan, and implement.

Functional Responsibility:

Directs and coordinates all activities involved with the management of system life cycle support efforts, such as budgeting, manpower, and resource planning. Analyzes life cycle support requirements to determine training requirements, spare parts requirements, test equipment requirements, supply support requirements, and all other integrated logistic support elements. Evaluates funding requirements and conducts logistic support analyses to document maintenance requirements based on system reliability, availability, and maintainability results.

Minimum Education:

A Bachelor's degree in Industrial Engineering, Business Administration, Public Administration, or other related technical field is required. With a Master's degree in a related discipline, a minimum of six years of general experience is required, of which at least two years must be specialized experience in the area of integrated logistics management and support. With ten years of general experience, of which at least four years must be specialized experience, a degree is not required.

### **14. NETWORK ENGINEER**

Minimum/General Experience:

This position requires a minimum of six years of experience managing or performing network engineering and design activities, of which at least three years must be specialized experience in a specific technical environment involving the development and/or analysis of computer networks. Requires hands-on skills and working knowledge of the various protocols, interoperability between wide area networking, and bridge/routing/network switch alternatives.

Functional Responsibility:

Analyses network characteristics such as traffic, connect time, transmission speed, packet size, and throughput. Has the ability to procure, remove, and modify network components. Provides support on all phases of analysis, design, testing, and implementation of networks. Performs the physical installation and maintenance of the hardware necessary to provide for optimal performance of the local area networks.

Minimum Education:

A Bachelor of Science degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline is required. With a Master's degree in a related field, a minimum of four years of experience is required, of which at least two years must be specialized experience.

**15. SENIOR NETWORK ENGINEER**

Minimum/General Experience:

This position requires a minimum of ten years experience managing or performing network engineering and design activities, of which at least three years must be specialized in a specific technical environment.

Functional Responsibility:

Analyzes studies, and designs complex data networks. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutover of network components and capabilities. Coordinates requirements with users and suppliers. Manages network software development and support requirements using formal specifications, data flow diagrams, and other accepted designs techniques. Estimates network hardware and software development and implementation costs and schedules. Reviews existing network designs and capabilities, and assists in making refinements, reducing operating overhead, enhancing network throughput, and improving of current network topologies.

Minimum Education:

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related technical discipline is required. With a Master's degree in a related field, a minimum of six years of general experience is required, of which at least one year must be specialized experience in a technical environment.

**16. SYSTEMS ENGINEER**

Minimum/General Experience:

The position requires a minimum of three years of experience or equivalent in technical leadership and guidance, problem definition, computer and communication system design and implementation. General experience includes exhibiting a broad technical understanding, performing complex technical work, and carrying a high level of responsibility in conceptualization, planning, and coordination with other projects. Performs at a professional level with minimum guidance and direction. Exhibits initiative and judgment and has latitude in carrying out assignments. Required to have a broad technical background suitable to allow a significant contribution in a number of technical areas or to be a recognized technical expert in a specialty.

Functional Responsibility:

Applies software, hardware, and standards information technology skills in the analysis, specification, development, integration, and acquisition of systems for information management applications. Ensures these systems and applications are compliant with standards for open systems architectures, reference models, and profiles of standards – such as IEEE Open Systems Environment reference model – as they apply to the implementation and specification of information management solutions on the application platform, across the application program interface, and the external environment/software applications. Evaluates and recommends COTS applications and methodologies that can be acquired to provide interoperable, portable, and scaleable information technology solutions. Performs analysis and validation of reusable software/hardware components to ensure the integration of these components into interoperable information management designs.

Minimum Education:

A Bachelor's degree in Computer Science, Information Systems, Engineering, or other related technical discipline is required. With a Master's degree in a related field, a minimum of two years of experience is required. With five years of general experience, of which at least three years must be specialized experience

in systems engineering, a degree is not required.

## **17. SENIOR SYSTEMS ENGINEER**

### Minimum/General Experience:

This position requires a minimum of six years of experience in technical leadership and guidance, problem definition, computer and communication system design and implementation. General experience includes exhibiting a broad technical understanding, performing complex technical work, and carrying a high level of responsibility in conceptualization, planning, and coordination with other projects. Performs at a professional level with minimum guidance and direction. Exhibits initiative and judgement and has latitude in carrying out assignments. Required to have a broad technical background suitable to allow a significant contribution in a number of technical areas or to be a recognized technical expert in a specialty.

### Functional Responsibilities:

Demonstrates responsibility for the development of hardware, software, communications, integration, and acceptance testing of modules, subsystems, and total systems. Also demonstrates responsibility for system enhancement, including incremental design/functional element configuration, interfaces, coordination and prototyping. In addition to performing a variety of complex technical tasks, Senior Systems Engineers may provide technical direction to other technical employees.

### Minimum Education:

A Bachelor of Science degree in Engineering, Computer Science, Information Systems, or some related scientific or technical discipline is required. With a Master's degree in a related field, a minimum of four years of experience is required. With a Ph.D. in a related field, a minimum of three years of experience is required. With eight years of general experience, of which at least six must be specialized experience in systems engineering, a degree is not required

## **18. CAD DESIGN SPECIALIST (DRAFTSMAN)**

### Minimum/General Experience:

This position requires a minimum of three years of experience with specialized mini-computers in the use of specialized engineering, architectural, and land or products development programs.

### Functional Responsibility:

Drafts designs of electromechanical equipment such as aircraft engine subassemblies, electronic optical-character-recognition and related data processing systems, gyroscopes, rocket engine control systems, automatic materials handling and processing machinery, or bio-medical equipment.

### Minimum Education:

An Associate's degree in computer-aided drafting or a related discipline is required. With a Bachelor's degree in a related technical field, a minimum of two years of experience is required.

## **19. COMMUNICATIONS SOFTWARE SPECIALIST**

### Minimum/General Experience:

This position requires a minimum of four years experience, of which at least three years must be specialized. Specialized experience includes: developing, testing, installing, and operating network and computer (host) communications software (e.g., access method and protocol software, application interfaces, transaction processors, and emulators); using and implementing communications standards. General experience includes all aspects of network and computer communications software. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibility:

Analyzes network and computer communications software characteristics and recommends software procurement, removals, and modifications. Adds, deletes, and modifies, as required, host, terminal, and network devices. Assists and coordinates with communications network specialists in the area of communications software.

Minimum Education:

An Associates of Arts degree in a related field is required. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline will be considered equivalent to three years general experience. A Master's degree in a related field will be considered equivalent to one year specialized experience and two years general experience. With five years of general experience, of which at least four years must be specialized experience, a degree is not required.

**20. DATA BASE MANAGEMENT SPECIALIST**

Minimum/General Experience:

This position requires a minimum of six years experience, of which at least four years must be specialized. Specialized experience includes: demonstrated experience using current DBMS technologies, application design utilizing various DBMS and experience with DBMS internals. General experience includes increasing responsibilities in DBMS systems analysis and programming. Demonstrated ability to work independently or under only general direction.

Functional Responsibility:

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

Minimum Education:

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required. With a Master's degree in a related field, a minimum of four years of general experience is required, of which at least three years must be specialized experience. With seven years of general experience, of which at least five years must be specialized experience, a degree is not required.

**21. SENIOR DATA BASE MANAGEMENT SPECIALIST**

Minimum/General Experience:

This position requires a minimum of eight years experience, of which at least six years must be specialized. Specialized experience includes: demonstrated experience with DBMS design and system analysis, current operating systems software internals and data manipulation languages. General experience includes increasing responsibilities in the development and maintenance of data base systems.

Functional Responsibility:

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

Minimum Education:

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required. With a Master's degree in a related field, a minimum of six years of general experience is required, of which at least four years must be specialized experience. With ten years of general experience, of which at least eight years must be specialized experience, a degree is not required.

## 22. IMAGING SPECIALIST

### Minimum/General Experience:

This position requires a minimum of three years experience, of which at least two years must be specialized. Specialized experience includes: hands-on experience in operating imaging, OCR, and document management hardware and software, knowledge of associated computer equipment and the ability to develop or reengineer complex software to satisfy scanning design objectives. Demonstrated ability to work independently or under only general direction.

### Functional Responsibility:

Analyzes business applications and design specifications for imaging activities and applications. Evaluates the quantity and quality of materials to be scanned, and documents special customer requirements. Performs preliminary scanning test(s), if required. Develops work plans showing the cost benefits of imaging within a customer's application and prepares reliable cost estimates. Evaluates and recommends appropriate imaging, OCR, and other document handling hardware and software. Tests, debugs, and refines the software and hardware to produce the required imaging product. Reengineers scanning and OCR software and reconfigures hardware to reduce operating time or improve efficiency. Supervises quality assurance of the scanning process and the scanning product. Provides technical direction to data entry personnel to ensure scanning program deadlines are met and that errors or re-do's are well within tolerances. Provides consultation to the company on the state of the imaging and document management art.

### Minimum Education:

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required. With a Master's degree in a related field, a minimum of two years of general experience is required, of which at least one year must be specialized experience. With five years general experience, of which at least three years must be specialized experience, a degree is not required.

## 23. PROGRAMMER

### Minimum/General Experience:

This position requires a minimum of three years of programming experience and one year of journeyman-level programming experience. Requires comprehensive knowledge of one or more platforms and operating systems, and of programming languages such as C and C++.

### Functional Responsibility:

Under general supervision, develops computer programs in accordance with program and system design specifications. Develops block diagrams and logic flow charts. Translates detailed design into computer program-coded instructions. Tests, debugs, and refines programs to produce desired results. Develops necessary program documentation including operational procedures. Revises programs to make refinements, reduce operating time, and improve efficiency.

### Minimum Education:

A high school diploma/GED and trade school certification in programming is required. With a Bachelor's degree in Computer Science or other related discipline, a minimum of two years of programming experience is required.

## 24. ELECTRONIC TECHNICIAN

### Minimum/General Experience:

This position requires a minimum of two years of experience applying theory and related knowledge to test and modify developmental or operational electronic machinery, control equipment and circuitry in industrial or commercial plants and laboratories.

Functional Responsibility:

Assembles and tests experimental devices, switch panels and other electronic equipment and components according to engineering data and knowledge of electrical principles. Modifies electronic prototypes to correct functional deviations under direction of electrical engineer. Diagnose cause of electronic or mechanical malfunction of failure of operational equipment and performs preventative and corrective maintenance. Develops wiring diagrams, layout drawings, and engineering specifications for system or equipment modifications or expansion. Plans, directs, and records periodic testing. Confers with engineers and other drafters to interpret design concepts, determine nature and type of required detailed working drawings, and coordinate work with others. Drafts detail and assembly drawings performing duties described under DRAFTER (profess & kin.) Master Title. Compiles data, computes quantities, determines materials needed, and prepares cost estimates. Uses standard formulas or manuals to indicate dimension, materials, load capacity and quantities.

Minimum Education:

A high school diploma/GED and one to two years of specialized training in electronics is required.

**25. TECHNICAL WRITER/EDITOR**

Minimum/General Experience:

This position requires a minimum of four years experience in producing and/or editing technical reports, consolidating technical input and analyses, and generating a logical, understandable report. Has the knowledge and ability to interpret engineering and maintenance drawings, and operational procedures, and to absorb and synthesize large quantities of computer-related information. Has experience with desktop publishing and automated work processing. Demonstrated ability to work independently or under only general direction.

Functional Responsibilities:

Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

Minimum Education:

A Bachelor's degree in English, Literature, or other related discipline is required. With a Master's degree in a related field, a minimum of three years of experience is required. With seven years of general experience, of which at least five years is specialized experience in the area of technical writing/editing, a degree is not required.

**26. DATA ENTRY CLERK**

Minimum/General Experience:

This position requires a minimum of one year of experience in data entry and verification

Functional Responsibility:

Performs data entry via on-line data terminal, key-to-tape, key-to-disk, or similar device. Verifies data entered, when applicable.

Minimum Education:

A high school diploma/GED is required. As Associate's degree in Computer Science or other related field will be considered equivalent to one-half year of general experience. Formal specialized training may be substituted on the basis of one month of training for one month of experience, not to exceed three months.

**PAST PERFORMANCE EVALUATION REPORT  
BY DUN & BRADSTREET**

---

**FAX REQUEST TO:**            **Lori Pinkerton**  
                                      **Dun & Bradstreet Information Services**  
                                      **FAX Number: 610/807-1075**  
                                      **Attn: Past Performance Evaluation Fulfillment**

**SECTION ONE  
ABOUT YOUR COMPANY**

Please prepare and distribute a Past Performance Evaluation Report on my company, as listed below:

Company Name:            Systems Integration & Management, Inc.  
Address:                    2611 Jefferson Davis Highway, Suite 9060  
City/State/Zip:            Arlington, Virginia 22202  
Phone Number:            703-412-5068  
FAX Number:              703-412-5069  
Point of Contact:         Chet Weatherly

**SECTION TWO  
THE RECEIPT OF THE INFORMATION**

Provide one copy of the Past Performance Evaluation Report on my company to the following:

General Services Administration  
Federal Supply Service/FCI  
ADP Acquisition Center  
Crystal Mall #4; Room 1017  
1941 Jefferson Davis Highway  
Arlington, VA 22202  
Attn: Past Performance Report

**SECTION THREE**  
**PAYMENT INFORMATION**

Bill to my Credit Card:

- American Express
- Visa
- MasterCard

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Signature  
of Card Holder: \_\_\_\_\_

Payment Enclosed - See attached check.

Bill Me - Send invoice to the address shown in Section One.

I agree to pay \$125 for the preparation/distribution of my Past Performance Evaluation Report, a copy of which will be provided both to my company and the company identified in Section Two above.

QUESTIONS? Call 800/999-3867 x7862, and ask for information about the Past Performance Evaluation Report. Also, more information on Past Performance Evaluations performed by D&B can be accessed in the Internet at <http://www.dnb.com>.

This Form is for ordering a Past Performance Evaluation Report as required by GSA. A Past Performance Evaluation Report will be sent directly to GSA for a fee of \$125. Past Performance Evaluation Reports are furnished subject to the following conditions:

1. you understand that the report requested us to be sent directly to GSA and to you;
2. you understand that D&B does not guarantee or warrant the information and you agree that even if D&B is negligent in preparing the information, D&B shall not be liable to you or your company or business for any loss resulting from reliance on it;
3. if for any reason a court holds D&B liable based on reliance of the information, the amount of such liability shall not exceed \$10,000.

The information provided to and received by D&B may be maintained by D&B, but D&B will never sell the information.

**PAST PERFORMANCE EVALUATION REPORT**  
**Please provide 20 of Your Customers to be Surveyed**

Customer Name: Bill Sanders  
Name of Contract: SPAWAR System Center; SSC Contract – Systems Integration, Document Development, and System Installation, Maintenance, and Technical Support – Contract # N65236-98-D-5818  
City/State: Charleston, SC Phone: 843-974-5543

---

Customer Name: David Hatcher  
Name of Contract: SPAWAR System Center; SSC Contract – Systems Integration, Document Development, and System Installation, Maintenance, and Technical Support – Contract # N65236-98-D-5818  
City/State: Charleston, SC Phone: 843-974-4580

---

Customer Name: Sean O'Brian  
Name of Contract: Space and Naval Warfare Systems Command; SSC Contract – Systems Integration, Document Development, and System Installation, Maintenance, and Technical Support – Contract # N65236-98-D-5818  
City/State: San Diego, CA Phone: 619-524-7562

---

Customer Name: Cdr. John Rackliffe  
Name of Contract: Space and Naval Warfare Systems Command; SSC Contract – Systems Integration, Document Development, and System Installation, Maintenance, and Technical Support – Contract # N65236-98-D-5818  
City/State: San Diego, CA Phone: 619-524-7563

---

Customer Name: Susan Linn  
Name of Contract: Space and Naval Warfare Systems Command; Booz-Allen & Hamilton Contract – Naval Tactical Command Support System (NTCSS) Technical Support Services – Contract # N00039-97-C-0039  
City/State: San Diego, CA Phone: 619-524-7555

---

Customer Name: Cdr. Charlie Bell  
Name of Contract: Space and Naval Warfare Systems Command; SSC Contract – Systems Integration, Document Development, and System Installation, Maintenance, and Technical Support – Contract # N65236-98-D-5818  
City/State: San Diego, CA Phone: 619-524-7569

---

REFERENCE: GSA ITS MAS

Customer Name: Bob Cort  
Name of Contract: Naval Reserve Information Support Office; SSC Contract – Systems Integration, Document Development, and System Installation, Maintenance, and Technical Support – Contract # N65236-98-D-5818; PRC Contract – Naval Standard Integrated Personnel System (NSIPS) Logistics – Contract # N00039-96-C-0029  
City/State: New Orleans, LA Phone: 504-678-4084

---

Customer Name: Jay McCollaugh  
Name of Contract: Naval Sea Systems Command; SSC Contract – Systems Integration, Document Development, and System Installation, Maintenance, and Technical Support – Contract # N65236-98-D-5818  
City/State: Arlington, VA Phone: 703-602-6874 (ext 415)

---

Customer Name: Willie Levett  
Name of Contract: SPAWAR System Center; SSC Contract – Systems Integration, Document Development, and System Installation, Maintenance, and Technical Support – Contract # N65236-98-D-5818  
City/State: San Diego, CA Phone: 619-524-3639

---

Customer Name: Sharlene Sullivan  
Name of Contract: Naval Reserve Information Support Office; PRC Contract – Naval Standard Integrated Personnel System (NSIPS) Logistics – Contract # N00039-96-C-0029  
City/State: New Orleans, LA Phone: 504-678-7434

---

Customer Name: Phil Locklar  
Name of Contract: SPAWAR System Center; SSC Contract – Systems Integration, Document Development, and System Installation, Maintenance, and Technical Support – Contract # N65236-98-D-5818  
City/State: Charleston, SC Phone: 843-974-4587

---

Customer Name: Capt. M. Bachmann  
Name of Contract: Space and Naval Warfare Systems Command; Booz-Allen & Hamilton Contract – Naval Tactical Command Support System (NTCSS) Technical Support Services – Contract # N00039-97-C-0039  
City/State: San Diego, CA Phone: 619-524-7553

---

REFERENCE: GSA ITS MAS

Customer Name: Dan Inman  
Name of Contract: Space and Naval Warfare Systems Command; SSC Contract – Systems Integration, Document Development, and System Installation, Maintenance, and Technical Support – Contract # N65236-98-D-5818; Booz-Allen & Hamilton Contract – Naval Tactical Command Support System (NTCSS) Technical Support Services – Contract # N00039-97-C-0039  
City/State: San Diego, CA Phone: 619-524-7567

---

Customer Name: Mary Murray  
Name of Contract: Senior Executive Office (NSIPS, PMO); SSC Contract – Systems Integration, Document Development, and System Installation, Maintenance, and Technical Support – Contract # N65236-98-D-5818  
City/State: New Orleans, LA Phone: 504-678-6346

---

Customer Name: Capt. Mark Moranville  
Name of Contract: Senior Executive Office (NSIPS, PMO); ); SSC Contract – Systems Integration, Document Development, and System Installation, Maintenance, and Technical Support – Contract # N65236-98-D-5818  
City/State: New Orleans, LA Phone: 504-678-4153

---

Customer Name: Bob Pisz  
Name of Contract: Booz-Allen; Booz-Allen & Hamilton Contract – Naval Tactical Command Support System (NTCSS) Technical Support Services – Contract # N00039-97-C-0039  
City/State: San Diego, CA Phone: 619-718-3129

---

Customer Name: Pat Savage  
Name of Contract: Litton PRC Inc.; PRC Contract – Naval Standard Integrated Personnel System (NSIPS) Logistics – Contract # N00039-96-C-0029  
City/State: Arlington, VA Phone: 703-413-1044

---

Customer Name: Sam Anderson  
Name of Contract: SPAWARSSYSCOM; SSC Contract – Systems Integration, Document Development, and System Installation, Maintenance, and Technical Support – Contract # N65236-98-D-5818  
City/State: San Diego, CA Phone: 619-524-7564

---

Customer Name: Lcdr. Marilou Potenza  
Name of Contract: SPAWARSSYSCOM; SSC Contract – Systems Integration, Document Development, and System Installation, Maintenance, and Technical Support – Contract # N65236-98-D-5818  
City/State: San Diego, CA Phone: 619-524-7560

---

REFERENCE: GSA ITS MAS

Customer Name: Brett Wonder  
Name of Contract: System Integration and Research; Technical Services and Support –  
Contract # N00024-97-RCA-1034  
City/State: Arlington, VA Phone: 703-418-6888

---

REFERENCE: GSA ITS MAS

---

## OFFEROR SUPPLIED INFORMATION AND CERTIFICATIONS

---

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

#### PREAMBLE

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

#### COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

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

Chester Weatherly  
Vice President  
Telephone: (703) 412-5068  
Fax: (703) 412-5069  
E-mail: [weatherc@siminc1.com](mailto:weatherc@siminc1.com)

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

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

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

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

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

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

Here is a general outline on how it works:

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

**G.1 OFFEROR REPRESENTATIONS AND CERTIFICATIONS – COMMERCIAL ITEMS  
(FAR 52.212-3) (JAN 1997) (FCI DEVIATION – DEC 1997)**

(a) **Definitions.** As used in this provision:

“**Small business concern**” means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and size standards in this solicitation.

“**Small disadvantaged business concern**” means a small business concern that –

- (1) Is at least 51 percent unconditionally owned by one or more individuals who are both socially and economically disadvantaged, or a publicly owned business, having at least 51 percent of its stock unconditionally owned by one or more socially and economically disadvantaged individuals, and
- (2) Has its management and daily business controlled by one or more such individuals. This term also means a small business concern that is at least 51 percent unconditionally owned by an economically disadvantaged Indian tribe or Native Hawaiian organization, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more of these entities, which has its management and daily business controlled by members of an economically disadvantaged Indian tribe or Native Hawaiian organization and which meets the requirements of 13 CFR Part 124.

“**Women-owned small business concern**” means a small business concern –

- (1) Which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and
- (2) Whose management and daily business operations are controlled by one or more women.

“**Women-owned business concern**” means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

(b) **Taxpayer identification number (TIN) (26 U.S.C. 6050M).**

(1) Taxpayer Identification Number (TIN).

TIN: 51-0350624

TIN has been applied for.

TIN is not required because:

Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the U.S. and does not have an office or place of business or a fiscal paying agent in the U.S.;

Offeror is an agency or instrumentality of a foreign government;

Offeror is an agency or instrumentality of a Federal, state, or local government;

Other. State basis: \_\_\_\_\_.

(2) Corporate Status.

Corporation providing medical and health care services, or engaged in the billing and collecting of payments for such services;

Not a corporate entity:

Sole proprietorship

Partnership

Hospital or extended care facility described in 26 CFR 501 (c) (3) that is exempt from taxation under 26 CFR 501 (a).

(3) Common Parent.

Offeror is not owned or controlled by a common parent;

Name and TIN of common parent:

Name \_\_\_\_\_

TIN \_\_\_\_\_

(c) Offerors must complete the following representations when the resulting contract is to be performed inside the United States, its territories or possessions, Puerto Rico, the Trust Territories of the Pacific Islands, or the District of Columbia. Check all that apply.

(1) **Small business concern.** The Offeror represents as part of its offer that it  is,  is not a small business concern.

(2) **Small disadvantaged business concern.** The Offeror represents that it  is,  is not a small disadvantaged business concern.

(3) **Women-owned small business concern.** The Offeror represents that it  is,  is not a women-owned small business concern.

(d) **Certifications and representations required to implement provisions of Executive Order 11246 –**

(1) **Certification of non-segregated facilities.** (Applies only if the contract amount is expected to exceed \$10,000) –

By submission of this offer, the Offeror certifies that it does not and will not maintain or provide for its employees, any facilities that are segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise, and that it does not and will not permit its employees to perform their services at any location where segregated facilities are maintained. The Offeror agrees that a breach of this certification is a violation of the Equal Opportunity clause in the contract.

(2) **Previous Contracts and Compliance.** The Offeror represents that –

(i) It  has,  has not, participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation, the clause originally contained in

Section 310 of Executive Order 10925, or the clause contained in Section 201 of Executive Order 11114; and

(ii) It [ X ] has, [ ] has not, filed all required compliance reports.

(3) **Affirmative Action Compliance.** The Offeror represents that –

(i) It [ X ] has developed and has on file, [ ] has not developed and does not have on file, at each establishment, affirmative actions programs required by rules and regulations of the Secretary of Labor (41 CFR Subparts 60-1 and 60-2), or

(ii) It [ ] has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(e) **Certifications Regarding Payments to Influence Federal Transactions (31 U.S.C. 1352).** (Applies only if the contract is expected to exceed \$100,000).

By submission of its offer, the Offeror certifies, to the best of its knowledge and belief, that no Federal appropriated funds have been paid to or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with the award of any resultant contract.

(f) **Certification Regarding Debarment, Suspension or Ineligibility for Award (Executive Order 12549).** The Offeror certifies, to the best of its knowledge and belief, that –

(1) The Offeror and/or any of its principals [ ] are, [ X ] are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and

(2) [ ] Have, [ X ] have not, within a three-year period, preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state, or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and [ ] are, [ X ] are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

## **G.2 TRADE AGREEMENTS ACT (GSAR 552.225-9) (DEC 1994) (DEVIATION FAR 52.225-9)**

(a) This clause implements the Trade Agreements Act of 1979 (19 U.S.C. 2501-2582) by providing a preference for U.S. made end products, designated country products, Caribbean Basin country end products, Canadian end products or Mexican end products over other products.

“Caribbean Basin country end products,” as used in this clause, means any article that: (1) is wholly the growth, product, or manufacture of a Caribbean Basin country (as defined in section 25.401 of the Federal Acquisition Regulation (FAR)), or (2) in the case of an article which consists in whole or in part of materials from another country or instrumentality, has been substantially transformed into a new and different article of commerce with a name, character, or use distinct from that of the article or articles from which it was so transformed. The term includes services (except transportation services) incidental to its supply, provided that the value of those incidental services does not exceed that of the product itself. The term excludes products that are excluded from duty free treatment from Caribbean countries under the Caribbean Basin Economic Recovery Act (19 U.S.C. 2703 (b)). These exclusions presently consist of (i) textiles and apparel articles that are subject to textile agreements; (ii) footwear, handbags, luggage, flat

goods, work gloves, and leather wearing apparel not designated as eligible articles for the purpose of the Generalized System of Preference under title V of the Trade Act of 1974; (iii) tuna, prepared or preserved in any manner in airtight containers; (iv) petroleum, or any product derived from petroleum; and (v) watch and watch parts (including cases, bracelets, and straps) of whatever type including, but not limited to, mechanical, quartz digital, or quartz analog, if such watches or watch parts contain any material that is the product of any country to which the Tariff Schedule of the United States (TSUS) column 2 rates of duty apply.

“Designated country end product,” as used in this clause, means an article that (1) is wholly the growth, product, or manufacture of the designated country (as defined in section 25.401 of the Federal Acquisition Regulation (FAR)), or (2) in the case of an article which consists in whole or in part of materials from another country or instrumentality, has been substantially transformed into a new and different article of commerce with a name, character, or use distinct from that of the article or articles from which it was so transformed. The term includes services (except transportation services) incidental to its supply, provided that the value of those incidental services does not exceed that of the product itself. It does not include service contracts as such.

“Canadian end product,” as used in this clause, means an article that (1) is wholly the growth, product, or manufacture of Canada, or (2) in the case of an article which consists in whole or in part of materials from another country or instrumentality, has been substantially transformed in Canada into a new and different article of commerce with a name, character, or use distinct from that of the article or articles from which it was so transformed. The term includes services (except transportation services) incidental to its supply, provided that the value of those incidental services does not exceed that of the product itself. It does not include service contracts as such.

“Mexican end products,” as used in this clause, means an article that (1) is wholly the growth, product, or manufacture of Mexico, or (2) in the case of an article which consists in whole or in part of materials from another country or instrumentality, has been substantially transformed in Mexico into a new and different article of commerce with a name, character, or use distinct from that of the article or articles from which it was so transformed. The term includes services (except transportation services) incidental to its supply, provided that the value of those incidental services does not exceed that of the product itself. It does not include service contracts as such.

“End products,” as used in this clause, means those articles, materials, and supplies to be acquired under this contract for public use.

“U.S. made end product,” as used in this clause, means an article that (1) is wholly the growth, product, or manufacture of the United States, or (2) in the case of an article which consists in whole or in part of materials from another country or instrumentality, has been substantially transformed in the United States into a new and different article of commerce with a name, character, or use distinct from that of the article or articles from which it was so transformed.

“Nondesignated country end products,” as used in this clause, means any end product which is not a U.S. made end product, designated country end product, Caribbean Basin Country end product, Canadian end product, or Mexican end product.

“United States,” as used in this clause, means the United States, its possessions, Puerto Rico, and any other place which is subject to its jurisdiction, but does not include leased bases or trust territories.

- (b) The Contractor agrees to deliver under this contract only U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products or Mexican end products or, if a national interest waiver is granted under section 302 of the Trade Agreements Act of 1979, nondesignated country end products. Only if such waiver is granted may a nondesignated country end product be delivered under this contract(s).
- (c) Offers will be evaluated in accordance with the policies and procedures of Part 25 of the FAR except that

offers of U.S. made end products, designated country end products, Caribbean Basin end products, Canadian end products or Mexican end products shall be evaluated without the restrictions of the Buy American Act or the Balance of Payments Program.

**G.3 TRADE AGREEMENTS ACT CERTIFICATE (GSAR 552.225-8) (JAN 1994)  
(DEVIATION FAR 52.225-8)**

- (a) The Offeror by signing this offer, certifies that each end product to be delivered under this contract is a U.S. made end product, a designated country end product, a Caribbean Basin country end product, a Canadian end product or a Mexican end product as defined in the clause entitled "Trade Agreements Act" at 48 CFR 552.225-9.
- (b) Offers will be evaluated in accordance with Subpart 25.4 of the Federal Acquisition Regulation except that offers of U.S. made end products, designated country end products, Caribbean Basin end products, Canadian end products or Mexican end products shall be evaluated without the restrictions of the Buy American Act or the Balance of Payments Program.

**G.4 COMMERCIAL SALES PRACTICES FORMAT (CSP-1)**

**Name of Offeror:** Systems Integration and Management, Inc.  
**SIN(s):** Not Applicable

**NOTE:** Please refer to clause 552.212-70, PREPARATION OF OFFER (MULTIPLE AWARD SCHEDULE), for additional information concerning your offer. Provide the following information for each SIN (or group of SINs or SubSIN) for which information is the same.

- (1) Provide the dollar value of sales to the general public at or based on an established catalog or market price during the previous 12 month period or the Offeror's last fiscal year. \$ 1,513,265.00 State beginning and ending of the 12 month period. Beginning 12/31/97. Ending 12/31/98. In the event that a dollar value is not an appropriate measure of the sales, provide and describe your measure of the sales of the item(s).
- (2) Show your total projected annual sales to the Government under this contract for the contract term, excluding options, for each SIN offered. If you currently hold a Federal Supply Schedule contract for the SIN the total projected annual sales should be based on your most recent 12 months of sales under that contract. SIN 132-51 \$ 500,000; SIN \_\_\_\_\_ \$ \_\_\_\_\_; SIN \_\_\_\_\_ \$ \_\_\_\_\_.
- (3) Based on your written discounting policies (standard commercial sales practices in the event you do not have written discounting policies), are the discounts and any concessions which you offer the Government equal to or better than your best price (discount and concessions in any combination) offered to any customer acquiring the same items regardless of quantity or terms and conditions? YES X NO \_\_\_\_\_. (See definition of "concession" and "discount" in 552.212-70.)
- (4) (a) Based on your written discounting policies (standard commercial sales practices in the event you do not have written discounting policies), provide information as requested for each SIN (or group of SINs for which the information is the same) in accordance with the instructions at Table 515-1 which is provided in this solicitation for your convenience. The information should be provided in the chart below or in an equivalent format developed by the Offeror. Rows should be added to accommodate as many customers as required. See definition of "concession" and "discount" in 552.212-70.

REVISED: 2/2/99, INITIAL: \_\_\_\_\_

| Column 1<br>Customer | Column 2<br>Discount | Column 3<br>Quantity/Volume | Column 4<br>FOB Term | Column 5<br>Concessions |
|----------------------|----------------------|-----------------------------|----------------------|-------------------------|
| 0                    |                      |                             |                      |                         |
| 0                    |                      |                             |                      |                         |
| 0                    |                      |                             |                      |                         |
| 0                    |                      |                             |                      |                         |
| 0                    |                      |                             |                      |                         |

(b) Do any deviations from your written policies or standard commercial sales practices disclosed in the above chart ever result in better discounts (lower prices) or concessions than indicated? YES \_\_\_\_ NO X. If YES, explain deviations in accordance with the instructions at Table 515-1 which is provided in this solicitation for your convenience.

(5) If you are a dealer/reseller without significant sales to the general public, you should provide manufacturers' information required by paragraphs (1) through (4) above for each item/SIN offered, if the manufacturer's sales under any resulting contract are expected to exceed \$500,000. You must also obtain written authorization from the manufacturer (s) for Government access, at any time before award or before agreeing to a modification, to the manufacturer's sales records for the purpose of verifying the information submitted by the manufacturer. The information is required in order to enable the Government to make a determination that the offered price is fair and reasonable. To expedite the review and processing of offers, you should advise the manufacturer(s) of this requirement. The Contracting Officer may require the information be submitted on electronic media with commercially available spreadsheet(s). The information may be provided by the manufacturer directly to the Government. If the manufacturer's item(s) is being offered by multiple dealers/resellers, only one copy of the requested information should be submitted to the Government. In addition, you must submit the following information along with a listing of contact information regarding each of the manufacturers whose products an/or services are included in the offer (include the manufacturer's name, address, the manufacturer's contact point, telephone number, and FAX number) for each model offered by SIN:

- (a) Manufacturer's Name
- (b) Manufacturer's Part Number
- (c) Dealer's/Reseller's Part Number
- (d) Product Description
- (e) Manufacturer's List Price
- (f) Dealer's/Reseller's percentage discount from List Price or net prices

**TABLE 515-1  
INSTRUCTIONS FOR COMMERCIAL SALES PRACTICES FORMAT**

If you responded "YES" to question (3), on the COMMERCIAL SALES PRACTICES FORMAT, complete the chart in question (4) (a) for the customer(s) who receive your best discount. If you responded "NO" complete the chart in question (4) (a) showing your written policies or standard sales practices for all customers or customer categories to whom you sell at a price (discounts and concessions in combination) that is equal to or better than the price(s) offered to the Government under this solicitation or with which the Offeror has a current agreement to sell at a discount which equals or exceeds the discount(s) offered under this solicitation. Such agreement shall be in effect on the date the offer is submitted or contain an effective date during the proposed multiple award schedule contract period. If your offer is lower than your price to other customers or customer categories you will be aligned with the customer or category of customer that receives your best price for purposes of the Price Reductions clause at 552.238-76. The Government expects you to provide information required by the format in accordance with these instructions that is, to the best of your knowledge and belief, current, accurate, and complete as of 14 calendar days prior to its submission. You must also disclose any changes in your pricelist(s), discounts and/or discounting policies which occur after the offer is submitted, but before the close of negotiations. If your discount practices vary by model or product line, the discount information should be by model or product line as appropriate. You may limit the number of models or product lines reported to those which exceed 75% of actual historical Government

sales (commercial sales may be substituted if Government sales are unavailable) value of the special item number (SIN).

**Column 1 – Identify the applicable customer or category of customer.** A “customer” is any entity, except the Federal Government, which acquires supplies or services from the Offeror. The term customer includes, but is not limited to original equipment manufacturers, value added resellers, state and local governments, distributors, educational institutions (an elementary, junior high, or degree granting school which maintains a regular faculty and established curriculum and an organized body of students), dealers, national accounts, and end users. In any instance where the Offeror is asked to disclose information for a customer, the Offeror may disclose information by category of customer if the Offeror’s discount policies or practices are the same for all customers in the category. (Use a separate line for each customer or category of customer.)

**Column 2 – Identify the discount.** The term “discount” is as defined in solicitation clause 552.212-70 Preparation of Offer (Multiple Award Schedule). Indicate the best discount (based on your written discounting policies or standard commercial discounting practices if you do not have written discounting policies) at which you sell to the customer or category of customer identified in column 1, without regard to quantity; terms and conditions of the agreements under which the discounts are given; and whether the agreements are written or oral. Net prices or discounts off of other pricelists should be expressed as percentage discounts from the pricelist which is the basis for your offer. If the discount disclosed is a combination of various discounts (prompt payment, quantity, etc.), the percentage should be broken out for each type of discount. If the pricelists which are the basis of the discounts given to the customers identified in the chart are different than the pricelist submitted upon which your offer is based, identify the type or title and date of each pricelist. The Contracting Officer may require submission of these pricelists. To expedite evaluation, Offerors may provide these pricelists at the time of submission.

**Column 3 – Identify the quantity or volume of sales.** Insert the minimum quantity or sales volume which the identified customer or category of customer must either purchase/order, per order or within a specified period, to earn the discount. When purchases/orders must be placed within a specified period to earn a discount indicate the time period.

**Column 4 – Indicate the FOB delivery term for each identified customer.** (See FAR 47.3 for an explanation of FOB delivery terms.)

**Column 5 – Indicate concessions regardless of quantity granted to the identified customer or category of customer.** Concessions are defined in solicitation clause 552.212-70 Preparation of Offers (Multiple Award Schedule). If the space provided is inadequate, the disclosure should be made on a separate sheet by reference.

If you respond “YES” to question 4 (b) on the Commercial Sales Practices Format, provide an explanation of the circumstances under which you deviate from your written policies or standard commercial sales practices disclosed in the chart on the Commercial Sales Practices Format and explain how often they occur. Your explanation should include a discussion of situations that lead to deviations from standard practice, an explanation of how often they occur, and the controls you employ to assure the integrity of your pricing. Examples of typical deviations may include, but are not limited to, one time goodwill discounts to charity organizations or to compensate an otherwise disgruntled customer; a limited sale of obsolete or damaged goods; the sale of sample goods to a new customer; or the sales of prototype goods for testing purposes.

If deviations from your written policies or standard commercial sales practices disclosed in the chart on the Commercial Sales Practices Format are so significant and/or frequent that the Contracting Officer cannot establish whether the price(s) offered is fair and reasonable, then you may be asked to provide additional information. The Contracting Officer may ask for information to demonstrate that you have made substantial sales of the item(s) in the commercial market consistent with the information reflected on the chart on the Commercial Sales Practices Format, a description of the conditions surrounding those sales deviations, or other information that may be necessary in order for the Contracting Officer to determine whether your offered price(s) is fair and reasonable. In cases where additional information is requested, the Contracting Officer will target the request in order to limit the submission of data to that needed to establish the reasonableness of the offered price.

**G.5 AUTHORIZED NEGOTIATORS**

The Offeror represents that the following persons are authorized to negotiate on its behalf with the Government in connection with this request for proposals:

|                                    |  |                   |
|------------------------------------|--|-------------------|
| Chester Weatherly – Vice President | Phone: 703-412-5068  | Fax: 703-412-5069 |
|                                    | E-mail: <a href="mailto:weatherc@siminc1.com">weatherc@siminc1.com</a>   |                   |
| Richard Bostian – VP of Operations | Phone: 703-412-5068  | Fax: 703-412-5069 |
|                                    | E-mail: <a href="mailto:bostianr@siminc1.com">bostianr@siminc1.com</a>   |                   |
| Nat Simmons – President            | Phone: 703-412-5068  | Fax: 703-412-5069 |
|                                    | E-mail: <a href="mailto:simmonsna@siminc1.com">simmonsna@siminc1.com</a> |                   |

The above **may** [ X ], **may not** [ ] commit the company.

**G.6 CONTACT FOR CONTRACT ADMINISTRATION (G-FCI-900-A) (DEC 1997)**

(a) Offerors are required to designate a person to be contacted for prompt contract administration.

NAME: Chester Weatherly  
TITLE: Vice President  
ADDRESS: 2611 Jefferson Davis Highway, Suite 9060  
Arlington, VA ZIP CODE: 22202  
TELEPHONE #: (703) 412-5068 FAX #: (703) 412-5069  
E-MAIL ADDRESS: [weatherly@siminc1.com](mailto:weatherly@siminc1.com)

(b) Contractor compliance with the GSA Form 72A reporting requirements and the Industrial Funding Fee will be delegated to a GSA Administrative Contracting Officer. The Contract Management Zone will be determined based upon the location of the individual designated by the Contractor for administration of the contract’s GSA Form 72A reporting. The name of this individual, along with the person responsible for questions concerning the Industrial Funding Fee, must be provided by the Contractor prior to the award of a contract.

**GSA FORM 72A:**

NAME: Richard Bostian  
ADDRESS: 2611 Jefferson Davis Highway, Suite 9060  
Arlington, VA ZIP CODE: 22202  
TELEPHONE #: (703) 412-5068 FAX #: (703) 412-5069  
E-MAIL ADDRESS: [bostianr@siminc1.com](mailto:bostianr@siminc1.com)

**INDUSTRIAL FUNDING FEE:**

NAME: Richard Bostian

ADDRESS: 2611 Jefferson Davis Highway, Suite 9060  
Arlington, VA ZIP CODE: 22202  
TELEPHONE #: (703) 412-5068 FAX #: (703) 412-5069  
E-MAIL ADDRESS: [bostianr@siminc1.com](mailto:bostianr@siminc1.com)

**G.7 ORDERING INFORMATION (GSAR 552.216-74) (JUN 1994) (ALTERNATE II – JUN 1994)**

- (a) In accordance with the Placement of Orders clause of this solicitation, the Offeror elects to receive orders placed by GSA's Federal Supply Service (FSS) by either  facsimile transmission or  computer-to-computer Electronic Data Interchange (EDI).
- (b) An Offeror electing to receive computer-to-computer EDI is requested to indicate below the name, address, and telephone number of the representative to be contacted regarding establishment of an EDI interface.

Not Applicable

- (c) An Offeror electing to receive orders by facsimile transmission is requested to indicate below the telephone number(s) for facsimile transmission equipment where orders should be forwarded.

(703) 412-5069

- (d) For mailed orders, the Offeror is requested to include the postal mailing address(es) where paper form orders should be mailed.

Systems Integration and Management, Inc.  
2611 Jefferson Davis Highway, Suite 9060  
Arlington, VA 22202

- (e) Offerors marketing through dealers are requested to indicate below whether those dealers will be participating in the proposed contract.

YES  NO

If "yes" is checked, ordering information to be inserted above shall reflect that in addition to Offeror's name, address, and facsimile transmission telephone number, orders can be addressed to the Offeror's name, c/o nearest local dealer. In this event, two copies of a list of participating dealers shall accompany this offer, and shall also be included in Contractor's Federal Supply Schedule Pricelist.

**G.8 CONTRACTOR'S REMITTANCE (PAYMENT) ADDRESS (G-FSS-914-A) (SEP 1996)**

Payment by electronic funds transfer (EFT) is the Government's preferred method of payment. However, under certain conditions, the Government may elect to make payment by check. The Offeror shall indicate below, the payment (remittance) address to which Government checks should be mailed for payment of proper invoices submitted under a resultant contract.

PAYMENT ADDRESS: Systems Integration and Management, Inc.  
2611 Jefferson Davis Highway, Suite 9060  
Arlington, VA 22202

Offeror shall furnish by attachment to this solicitation, the payment addresses of all authorized participating dealers placing orders and accepting payment by check in the name of the Contractor in care of the dealer,

if different from their ordering addresses specified elsewhere in this solicitation. If a dealer's ordering and remittance address differ, both must be furnished and identified as such.

All Offerors are cautioned that if the remittance (payment) address shown on an actual invoice differs from that shown above or on the attachment, the remittance address(es) above or attached will govern. Payment to any other address, except as provided for through (EFT) payment methods, will require an administrative change to the contract.

PLEASE NOTE: All delivery orders placed against a Federal Supply Schedule Contract are to be paid by the individual agency placing the order. Each delivery order will cite the appropriate agency payment address, and proper invoices should be sent to that address. Proper invoices should be sent to GSA only for orders placed by GSA. Any other agency's invoices sent to GSA will only delay your payment.

**G.9 PLACE OF PERFORMANCE (FAR 52.215-6) (OCT 1997)**

- (a) The Offeror or respondent, in the performance of any contract resulting from this solicitation, [ X ] intends, [ ] does not intend [check applicable block] to use one or more plants or facilities located at a different address from the address of the Offeror or respondent as indicated in this proposal or response to request for information.
- (b) If the Offeror or respondent checks "intends" in paragraph (a) of this provision, it shall insert in the following spaces the required information:

PLACE OF PERFORMANCE (Street, Address, City, State, Country, Zip Code):

- 1. 2356 Moore Street, Suite 200, San Diego, CA, USA 92110
- 2. 1001 Trident Street, Hanahan, SC, USA 29406
- 3. 420 Old Hammond Highway, Suite 313, Metairie, LA, USA 70005

NAME AND ADDRESS OF OWNER AND OPERATOR OF THE PLANT OR FACILITY IF OTHER THAN OFFEROR OR RESPONDENT:

Not Applicable

**G.10 CONTRACTOR IDENTIFICATION NUMBER – DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER (FAR 52.204-6) (DEC 1996) (FCI DEVIATION – DEC 1997)**

- (a) "Contractor Identification Number," as used in this provision, means "Data Universal Numbering System (DUNS) number," which is a nine-digit number assigned by Dun and Bradstreet Information Services.
- (b) Contractor identification is essential for the Government complying with statutory contract reporting requirements. Therefore, the Offeror is requested to enter below, the DUNS number which identifies the Offeror's name and address exactly as stated in the offer.
- (c) If the Offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. A DUNS number will be provided immediately by telephone at no charge to the Offeror.

For information on obtaining a DUNS number, the Offeror should call Dun and Bradstreet at 1-800-333-505. The Offeror should be prepared to provide the following information:

- (1) Company name.

- (2) Company address.
- (3) Company telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the company was started.
- (7) Number of people employed by the company.
- (8) Company affiliation.

(d) Offerors located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet Home Page at <http://www.dbisna.com/dbis/customer/custlist.htm>. If an Offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at [globalinfo@dbisma.com](mailto:globalinfo@dbisma.com).

DUNS Number: 94 – 929 7774

**G.11 ELECTRONIC FORMAT**

By signing its offer, the Offeror attests to the fact that there have been no changes to the text of this solicitation, except as noted in the cover letter.

**G.12 EXEMPTION FROM APPLICATION OF SERVICE CONTRACT ACT PROVISIONS FOR CONTRACTS FOR MAINTENANCE, CALIBRATION, AND/OR REPAIR OF CERTAIN INFORMATION TECHNOLOGY, SCIENTIFIC AND MEDICAL AND/OR OFFICE AND BUSINESS EQUIPMENT – CONTRACTOR CERTIFICATION (FAR 52.222-48) (AUG 1996)**

(a) The following certification shall be checked:

**CERTIFICATION**

The Offeror certifies [  ], does not certify [  ] that:

- (1) The items of equipment to be serviced under this contract are commercial items which are used regularly for other than Government purposes, and are sold or traded by the Contractor in substantial quantities to the general public in the course of normal business operations;
- (2) The contract services are furnished at prices which are, or are based on, established catalog or market prices for the maintenance, calibration, and/or repair of certain information technology, scientific and medical and/or office and business equipment. An “established catalog price” is a price (including discount price) recorded in a catalog, pricelist, schedule, or other verifiable and established record that is regularly maintained by the manufacturer or the Contractor and is either published or otherwise available for inspection by customers. An “established market price” is a current price, established in the course of ordinary and usual trade between buyers and sellers free to bargain, which can be substantiated by data from sources independent of the manufacturer or Contractor; and

- (3) The Contractor utilizes the same compensation (wage and fringe benefits) plan for all service employees performing work under the contract as the Contractor uses for equivalent employees servicing the same equipment of commercial customers.
- (b) If a negative certification is made and a Service Contract Act wage determination is not attached to the solicitation, the Contractor shall notify the Contracting Officer as soon as possible.
- (c) Failure to execute the certification in paragraph (a) of this clause or to contact the Contracting Officer as required in paragraph (b) of this clause may render the bid or offer nonresponsive.