

under Other Information Services (All other information services belong
Schedule 76)
D399 Other Information Technology Services, Not Elsewhere Classified

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

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

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

Note 4: Installation must be incidental to, in conjunction with and in direct support of the products sold under SIN 132-8 of this contract and cannot be purchased separately. If the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act apply. In applying the Davis-Bacon Act, ordering activities are required to incorporate wage rate determinations into orders, as applicable.

Note 5: Electronic Commerce Services are not intended to supersede or be substitute for any voice requirements of FTS2001.

Contract Number: GS-35F-0430

Period Covered by Contract: 16 May 2007 – 15 May 2012

General Services Administration
Federal Supply Service

Pricelist current through Modification #20, dated 16 May 07.

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

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INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage! on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage! and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

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

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

1. GEOGRAPHIC SCOPE of CONTRACT

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

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

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

Services to be performed outside of the 48 contiguous states and Washington D.C., may be subject to additional cost factors or premiums.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION

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

Mail Orders to:

Brad Hart
Nova Technology Solutions, LLC
3100 Presidential Dr Ste 310
Fairborn, OH 45324-7139

Fax Orders to:

Brad Hart
Nova Technology Solutions, LLC
(937) 426-2909

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

Ordering Assistance

Joyce Price
(937) 426-2596
Joyce.Price@novatechsol.com

Technical Assistance:

Randy Smith
(937) 426-2596
Randy.Smith@novatechsol.com

3. Liability for Injury or Damage

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

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

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: **16-6655147**

Block 30: Type of Contractor - **B. Other Small Business**

Block 31: Woman-Owned Small Business - **No**

Block 36: Contractor's Taxpayer Identification Number (TIN): **20-0882548**

4a. CAGE Code: **1WLM5**

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

5. **FOB Destination**

6. Delivery Schedule

Not applicable under the SINs offered.

7. Discounts

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

- a. Prompt Payment: 0 % - 30 days from receipt of invoice or date of acceptance, whichever is later.
 - b. Government Educational Institutions are offered the same discounts as all other Government customers.

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8. Trade Agreements Act of 1979, as amended

Not applicable under the SINs offered.

9. Statement Concerning Availability of Export Packing

Not applicable under the SINs offered.

10. Small Requirements

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

11. Maximum Order

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

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:
Special Item Number 132-51 - Information Technology (IT) Professional Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS

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

Not applicable under the SINs offered.

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.

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13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS)

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

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001) FSS A/L FC 01-5

(a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

(c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

(g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

(h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

(i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

(j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

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15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES

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

16. GSA Advantage!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

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

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

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

- (1) Time of delivery/installation quotations for individual orders;
 - (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.

(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

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19. OVERSEAS ACTIVITIES

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

No exceptions indicated.

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

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

Not applicable under the SINs offered.

23. SECTION 508 COMPLIANCE.

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

The EIT standard can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

(b) The following statement:

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

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25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)28.310

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

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

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

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

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

26. SOFTWARE INTEROPERABILITY

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

27. ADVANCE PAYMENTS

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

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

1. SCOPE

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

2. PERFORMANCE INCENTIVES

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

3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK) (G-FCI-920) (MAR 2003)

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 services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404(b)(2) through (b)(3).

When ordering services over \$100,000, Department of Defense (DOD) ordering offices and non-DOD agencies placing orders on behalf of the DOD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 – Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence.

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering activity 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.

(a) When ordering services, ordering activities shall—

(1) Prepare a Request (Request for Quote or other communication tool):

(i) A statement of work (a performance-based statement of work is preferred) 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.

(ii) The request should include the statement of work and request the contractors to 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 activity 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 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-materials orders.

(iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.

(iv) The request 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 qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

Based upon an initial evaluation of catalogs and price lists, the ordering activity should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate) and transmit the request as follows:

NOTE: 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.

(i) The request should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.

(ii) For proposed orders exceeding the maximum order threshold, the request should be

provided to additional contractors that offer services that will meet the ordering activity's needs.

(iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.

(iv) Ordering activities should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

(b) 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 activity the opportunity to secure volume discounts. When establishing BPAs, ordering activities shall—

(1) Inform contractors in the request (based on the ordering activity'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.

(i) SINGLE BPA: Generally, a single BPA should be established when the ordering activity 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 should be awarded the BPA. (See FAR 8.404)

(ii) MULTIPLE BPAs: When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing the BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the Schedule contractor that represents the best value.

(2) 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. (See FAR 8.404)

(c) The ordering activity 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.

(d) When the ordering activity's requirement involves both products as well as executive, administrative and/or professional, services, the ordering activity should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

(e) The ordering activity, at a minimum, should document orders by identifying the contractor from which the services were purchased, 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 ordering activity requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any tradeoffs made in making the selection.

4. ORDER

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

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

5. PERFORMANCE OF SERVICES

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

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

(1) Cancel the stop-work order; or

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

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

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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

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

7. INSPECTION OF SERVICES

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

8. RESPONSIBILITIES OF THE CONTRACTOR

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

9. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

10. INDEPENDENT CONTRACTOR

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

11. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

12. INVOICES

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

13. PAYMENTS

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

14. RESUMES

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

15. INCIDENTAL SUPPORT COSTS

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

16. 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.

17. DESCRIPTION OF IT SERVICES AND PRICING

This section describes each labor category of the IT Services that Nova Technology Solutions will provide and the associated rates by category. The following education/experience substitutions for all labor categories are offered by Nova Technology Solutions.

- a. High School diploma and 2 years of experience may be substituted for an Associate's degree.
- b. High School diploma and 5 years of experience or an Associate's degree and 3 years of experience may be substituted for a Bachelor's degree.
- c. High School diploma and 10 years of experience or an Associate's degree and 7 years of experience or a Bachelor's degree and 3 years of experience may be substituted for a Master's degree.
- d. For categories where Bachelor's degrees are required, a Master's degree may be substituted for 2 years of experience or a doctoral degree may be substituted for 3 years of experience.
- e. For categories where a High School diploma or Associate's degree is required, Bachelor's degree may be substituted for 2 years of experience.
- f. Individuals with unique qualifications (i.e., certifications or experience in specialized or emerging technologies) who do not meet all of the education/experience requirements may be submitted for customer approval and waiver, as required.

General Management and Administrative. These positions provide oversight, management, and administrative support to the tasks issued under this schedule.

1. Commercial Job Title: Network Analyst I

Minimum/General Experience: 1-5 years directly related experience.

Functional Responsibility: Assists in all aspects of network management from the initial high level design of LAN/WAN/MAN topologies through implementation and support. Performs design, analysis, documentation, testing, installation, implementation, troubleshooting, component replacement, and general support functions for the network; to include distributed software performance through the network.

Minimum Education: High school diploma or equivalent. Demonstrated computer skills.

2. Commercial Job Title: Network Analyst II

Minimum/General Experience: 5-8 years directly related experience.

Functional Responsibility: Responsible for all aspects of network management from the initial high level design of LAN/WAN/MAN topologies through implementation and support. Performs design, analysis, documentation, testing, installation, implementation, complex troubleshooting, component replacement, and general support functions for the network; to include distributed software performance through the network. Develops maintenance plans, testing plans, business continuity and disaster recovery plans. May train, supervise, and provide daily direction to staff members.

Minimum Education: Bachelor's degree in a computer or other technical related field.

3. Commercial Job Title: Senior Network Analyst

Minimum/General Experience: 8+ years directly related experience.

Functional Responsibility: Establishes system information requirements in the development of enterprise-wide or large-scale information systems. Designs architecture to support the total requirements, and provide for present and future cross-functional requirements and interfaces. Ensures systems are compatible with the standards for open systems architectures or similar customer-driven standards and specifications. Develops comprehensive maintenance and testing plans for configurations of LAN/WAN/MAN network/system components. May train, supervise, and provide daily direction to staff members.

Minimum Education: Bachelor's degree in a computer or other technical related field.

4. Commercial Job Title: System Administrator II

Minimum/General Experience: 5-8 years directly related experience.

Functional Responsibility: Maintains operating system workstations and servers including application servers. Performs software installations and upgrades operating systems and layered software packages. Upgrades and maintains the system to achieve optimum performance levels and can establish performance level criteria. Ensures workstations/server data integrity by implementing appropriate software and hardware solutions. Develops and implements business continuity and disaster recovery plans. Develops maintenance and testing plans for system components. Administers system security and controls, including user account and password management. May train, supervise, and provide daily direction to staff members.

Minimum Education: Bachelor's degree in a computer or technical related field.

5. Commercial Job Title: Senior System Administrator

Minimum/General Experience: 8+ years specialized experience in conceptual/logical data modeling use of databases and database administration / maintenance.

Functional Responsibility: Maintains operating system workstations and servers including application servers. Develops maintenance and operations procedures for complex computing environments. Performs software installations and upgrades operating systems and layered software packages. Ensures workstations/server data integrity by identifying and implementing appropriate software and hardware solutions. Develops comprehensive maintenance and testing plans for system components within complex computing environments. Reviews system security logs and ensures system security, controls and procedures are followed. May train, supervise, and provide daily direction to staff members.

Minimum Education: Bachelor's degree in a computer or other technical related field.

6. Commercial Job Title: Senior Database Administrator

Minimum/General Experience: 8+ years specialized experience in conceptual/logical data modeling use of databases and database administration / maintenance.

Functional Responsibility: Evaluates database requirements; database management systems design and documentation; database system analysis; current operating systems; software internals; data manipulation languages. Coordinates the functions of collecting information about data and designing, implementing, and maintaining databases and their security. May train, supervise, and provide daily direction to staff members.

Minimum Education: Bachelor's degree in a computer or other technical related field.

7. Commercial Job Title: Application Analyst I

Minimum/General Experience: 1-5 years directly related experience.

Functional Responsibility: Participates in functional requirements development; translating user requirements into specifications and technical documentation from which applications will be developed and implemented. Uses software engineering principles in application design, coding, documentation, testing, and implementation. Similarly applies system engineering principles to COTS integration and ERP configuration activities. Pursues simple, efficient and fault tolerant solutions.

Minimum Education: Bachelor's degree in a computer or other technical related field.

8. Commercial Job Title: Application Analyst II

Minimum/General Experience: 5-8 years directly related experience.

Functional Responsibility: Leads functional requirements development; translating user requirements into system specifications and technical documentation from which applications will be developed and implemented. Applies software engineering principles to application design, coding, documentation, testing, and implementation. Similarly applies system engineering principles to COTS configuration and ERP configuration. Acts independently under general direction, and may be responsible for tasks related to multiple phases of a project. Provides full technical knowledge of all phases and aspects of applications systems analysis and programming. Supports application maintenance/sustainment activities including security aspects. May train end users and staff, and may supervise, and provide daily direction to staff members.

Minimum Education: Bachelor's degree in a computer or other technical related field.

9. **Commercial Job Title:** Senior Application Analyst

Minimum/General Experience: 8+ years directly related experience.

Functional Responsibility: Provides top level technical expertise and leadership in multiple highly specialized areas of applications systems analysis and programming. Uses sound software engineering principles to ensure that developed code satisfies user requirements and is modifiable efficient, reliable, understandable, and fault tolerant. Approves specifications from which programs will be written. Leads translation of user processes into enterprise resource planning tool configurations. Designs overall application and configuration of COTS products to solve problems. Provides technical leadership over application design, development, test, implementation, maintenance, and sustainment. May train end users and staff, and may supervise, and provide daily direction to staff members.

Minimum Education: Bachelor's degree in a computer or other technical related field.

10. **Commercial Job Title:** Programmer II

Minimum/General Experience: 5-8 years directly related experience.

Functional Responsibility: Provides programming support for implementing enhancements to application software, configuration of COTS, or the development of new software modules. Uses sound software engineering principles to ensure that solutions satisfy user requirements and is modifiable efficient, reliable, understandable, and fault tolerant. Writes specifications, designs, documentation, software code, test plans, and user instructions Supports system maintenance. Provides software process management and control throughout the software development and/or integration process. May train, supervise, and provide daily direction to staff members.

Minimum Education: Bachelor's degree in a computer or other technical related field.

11. **Commercial Job Title:** Senior Programmer

Minimum/General Experience: 8+ years in computer programming, software design and integration, and participation with software design teams.

Functional Responsibility: Leads large or complex programming efforts. Creates specific object/module or system component software designs, document specifications, work plans and proposals, test plans, and user instructions. Uses sound software engineering principles to ensure that developed code satisfies requirements and is modifiable efficient, reliable, understandable, and fault tolerant. Provides software process management and control throughout the coding portion of the software development process.. Leads system maintenance activities. May train, supervise, and provide daily direction to staff members.

Minimum Education: Bachelor's degree in a computer or other technical related field.

12. Commercial Job Title: Application Architect

Minimum/General Experience: 8+ years, of which at least a portion must be specialized. Specialized experience includes experience with web-based application development, COTS implementation and/or the development of application integration solutions

Functional Responsibility: Analyzes functional business applications and design specifications. Uses sound software engineering principles to architect robust solutions that satisfy user requirements in an efficient, reliable, secure, and fault tolerant manner. Leads activities for the enterprise resource planning and management processes from economic analysis to data management to process engineering to solution testing and support.

Minimum Education: Master's degree in a computer, math or engineering related field.

13. Commercial Job Title: Infrastructure Architect

Minimum/General Experience: 8+ years of experience with skills covering the planning, research, development, design, testing, evaluation, production, analysis, and implementation of information systems, programs and equipment..

Functional Responsibility: Leads the analytical efforts to define IT requirements. Designs total system architecture to include hardware, software, communications, interfaces, workflow, data, and security. Ensures design is consistent with open systems architecture. Applies technology to enhance system performance. Evaluates costs associated with hardware and software solutions and recommends fiscally responsible solutions. Develops project plans and provides technical leadership and daily supervision and direction to staff.

Minimum Education: Master's degree in a computer, math, or engineering related field.

14. Commercial Job Title: Systems Analyst II

Minimum/General Experience: 5-8 years directly related experience.

Functional Responsibility: Provides services to analyze requirements, operational concepts, process engineering, architectures, market capabilities and products, specifications, economics, business case, requirements traceability, cost-performance tradeoffs, risk, change management, and schedule. Leads the development of detailed system requirements, provides specific technical expertise to the evaluation of software and/or hardware products against requirements. Provides general program office support. May train, supervise, and provide daily direction to staff members.

Minimum Education: Bachelor's degree in computer science or other technical related field.

15. Commercial Job Title: Senior Systems Analyst

Minimum/General Experience: 8+ years directly related experience.

Functional Responsibility: Provides expert analysis support during all phases of a program. Analysis areas include requirements, operational concepts, process engineering, architectures, market capabilities and products, specifications, economics, business case, requirements traceability, cost-performance tradeoffs, risk, change management, and schedule. Guides system development and implementation planning through assessment or preparation of system engineering management plans and system integration and test plans. Provides general program office support. May train, supervise, and provide daily direction to staff members.

Minimum Education: Bachelor's degree in computer science or other technical related field.

16. Commercial Job Title: Security Specialist II

Minimum/General Experience: 5-8 years directly related experience.

Functional Responsibility: Analyzes security requirements to meet industry and/or government security compliance programs. Implements technical and process solutions to meet compliance requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing security compliance programs. Familiar with physical facility, network, system, application, and data level security techniques and issues. Performs risk analyses to identify problem areas that may introduce security vulnerabilities and makes solution recommendations. May train, supervise, and provide daily direction to staff members.

Minimum Education: Bachelor's degree in a computer or other technical related field.

17. Commercial Job Title: Systems Engineer I

Minimum/General Experience: 1-5 years of systems engineering experience performing engineering functions on systems

Functional Responsibility: Provides support in the areas of system architecture, system design, systems engineering techniques, and systems management processes. Applies engineering principles to assist in the definition, systemization, analysis, design, test, and implementation of effective and affordable operational systems. Assists in the integration of all technical, physical, functional, and programmatic requirements with reliability, maintainability, supportability, operability, safety, security, human and other factors in a manner that optimize total system performance, quality, and cost effectiveness. Analyzes the design of systems and or subsystem level testing results to identify deficiencies or to identify testing requirements with respect to the optimization of total system performance, quality, and cost requirements.

Minimum Education: A bachelor's degree in engineering, scientific or technical discipline.

18. Commercial Job Title: Senior Systems Engineer

Minimum/General Experience: 8+ years of systems engineering experience performing progressively more complex engineering functions on total systems.

Functional Responsibility: Provides expertise in the areas of system architecture, system design, systems engineering techniques, and systems management processes. Applies engineering principles to define, synthesize, analyze, design, test, and implement effective and affordable operational systems to include: addressing and integration of all technical, physical, functional, and programmatic requirements with reliability, maintainability, supportability, operability, safety, security, human and other factors in a manner that optimize total system performance, quality, and cost effectiveness. Analyzes the design of systems or subsystem level testing results to identify deficiencies or to identify testing requirements with respect to the optimization of system performance, quality, and cost requirements. Provides system level guidance, direction, and coordination when applicable to other engineers, analysts, and/or computer programmers/specialists responsible for parts of the system. May train, supervise, and provide daily direction to staff members.

Minimum Education: A bachelor's degree in engineering, scientific or technical discipline.

19. Commercial Job Title: Subject Expert II

Minimum/General Experience: 5-8 years experience in the specific subject area.

Functional Responsibility: Provides unique process expertise and solution implementation support within subject matter areas requiring leading-edge or state-of-the art IT, logistics, acquisition, or business expertise. Supports a wide variety of technical and business assignments based on the specific needs of task requirements.

Minimum Education: Bachelor's degree in a management, business, logistics, engineering, computer science, or other field related to subject expertise.

20. Commercial Job Title: Senior Subject Expert

Minimum/General Experience: 8+ years experience in the specific subject area.

Functional Responsibility: Provides unique technical or business analyses and technical/business solution development support within subject matter areas requiring leading-edge or state-of-the-art IT, logistics, acquisition or business expertise. Supports a wide variety of technical and business assignments based on the specific needs of task requirements. May train, supervise, and provide daily direction to staff members.

Minimum Education: Bachelor's degree in a management, business, logistics, engineering, computer science, or other field related to subject expertise.

21. Commercial Job Title: Project Manager I

Minimum/General Experience: 1-5 years of relevant project management experience.

Functional Responsibility: Plans, organizes and directs the efforts of a group of cross-functional analysts. Understands the program management concepts of cost, schedule, and performance control. Performs professional or technical work in cost estimating, cost analysis, risk analysis, cost research or engineering activities. Possesses substantial knowledge of the techniques, uses and content of the work described above to accomplish tasks. Develops and assists in making client presentations.

Minimum Education: Bachelor's degree in a Management, Information Systems, Business, Logistics, Engineering, Computer Science, Economics, Operations Research or other technical or business field.

22. Commercial Job Title: Program Manager

Minimum/General Experience: 12+ years of experience in program management.

Functional Responsibility: Plans, evaluates and forecasts the cost, schedule, and performance of acquisition programs. Performs day-to-day management of overall project operations that may involve groups of personnel at multiple locations. Evaluates proposed solutions to determine technical feasibility, implementation and operation costs, and functional adequacy. Develops a mentoring relationship with clients to transfer skills and knowledge while assisting with the planning and execution of program strategies. Establishes trust and respect-based relationships with customer program management staff. Develops and assists in making client presentations. Possesses excellent written and oral communication skills. May train, supervise, and provide daily direction to staff members.

Minimum Education: Bachelor's degree in a Management, Information Systems, Business, Logistics, Engineering, Computer Science, Economics, Operations Research or IT-related field.

23. Commercial Job Title: Program Mgt Analyst II

Minimum/General Experience: **5-8 years of experience in program management and/or program control activities and possess ability to perform work across a broad spectrum of program management activities.**

Functional Responsibility: Provides expertise in functional, technical and/or industry specific areas. Demonstrates thought leadership in areas of expertise and in the application of technology to solve business challenges. Familiar with clients regulations and able to ensure compliance in conjunction with meeting client objectives. Reviews scope of Government issues and leads development and execution of strategic client programs. Serves as functional or industry specialist within the areas of strategic planning, process analysis, activity based costing, benchmarking, or organizational and operational issues. Develops and assists in making client presentations. May train, supervise, and provide daily direction to staff members.

Minimum Education: Bachelor's degree in a Management, Information Systems, Business, Logistics, Engineering, Computer Science, Economics, Operations Research or other technical or business field.

24. **Commercial Job Title:** Senior Program Mgt Analyst

Minimum/General Experience: 8+ years of experience in program management and/or program control activities or specialized functional skills and possess ability to perform work across a broad spectrum of management activities.

Functional Responsibility: Leads client programs and plays a major role in developing recommendations. Manages the development, operation, cost, scheduling, and technical performance of the client program activities. Leads the development of programs and the implementation of solutions to meet the client's business needs. Applies extensive knowledge of client's industry, regulations, and process discipline to meet the objectives of the engagement. Coordinates the engagement planning, establishment of requirements, and delivering the results to the client. Possesses an understanding of, and experience in, risk management, cost analysis and schedule analysis. Ability to conduct and/or evaluate economic, business case, and technical tradeoff analysis. Provides functional support to assist with the design and development of Management Information Systems and computer applications. Develops and assists in making client presentations. May train, supervise, and provide daily direction to staff members.

Minimum Education: Bachelor's degree in a Management, Information Systems, Business, Logistics, Engineering, Computer Science, Economics, Operations Research or other technical or business field.

25. **Commercial Job Title:** Acquisition Analyst II

Minimum/General Experience: 5-8 years directly related experience.

Functional Responsibility: Leads acquisition planning, development of acquisition documents, performance and cost oversight, and project management. Performs market research and performs fit-gap analysis on specific products and determines process engineering implications of gaps. Identifies change management activities necessary for program success. Develops and assists in making client presentations. May train, supervise, and provide daily direction to staff members.

Minimum Education: Bachelor's degree in related discipline.

26. **Commercial Job Title:** Senior Acquisition Analyst

Minimum/General Experience: 8+ years directly related experience.

Functional Responsibility: Develops plans, recommendations and documentation in acquisition planning, development of acquisition documents, performance and cost oversight, and project management throughout the system life cycle. Performs market research and oversees the evaluation of alternative solution sets against user requirements and life cycle costs. Supports process reengineering activities consistent with program direction. Provides general program office support. Develops or recommends change management materials in

conjunction with program activities. Develops and assists in making client presentations. May train, supervise, and provide daily direction to staff members.

Minimum Education: Bachelor's degree in related discipline.

27. Commercial Job Title: Logistics Analyst II

Minimum/General Experience: 5-8 years directly related experience.

Functional Responsibility: Performs logistics support analyses, level of repair analyses, integrated logistic support planning and other ILS related tasks. Requires experience with government and military standards, specifications and process. Provides functional support to assist with the design and development of Management Information Systems and computer applications. Develops and assists in making client presentations. May train, supervise, and provide daily direction to staff members

Minimum Education: Bachelor's degree in related discipline.

28. Commercial Job Title: Sr. Logistics Analyst

Minimum/General Experience: 8+ years directly related experience

Functional Responsibility: Develops plans, recommendations and documentation for client programs. Performs logistics support analyses, level of repair analyses, integrated logistic support planning and other ILS related tasks. Knowledgeable of current logistics regulations and processes and awareness of cross-functional implications of logistics processes. Possesses experience with government and military standards and specifications. Provides functional support to assist with the design and development of Management Information Systems and computer applications. Develops and assists in making client presentations. May train, supervise, and provide daily direction to staff members.

Minimum Education: Bachelor's degree in related discipline.

29. Commercial Job Title: Financial Mgt Analyst II

Minimum/General Experience: 5-8 years directly related experience.

Functional Responsibility: Assesses products and procedures for compliance with standards, accounting principles, and multi-tiered system application standards. Understands interrelationships between financial management processes and other program processes and priorities. Supports program control activities, budget development and analysis, business case analysis and program financial program review. Develops and prepares documentations and assists in making client presentations. Understands activity based costing, business case analysis and outsourcing requirements. Provides functional expertise in the support of requirements analysis, design and development, test and implementation for enterprise applications or other office automation development efforts. May train, supervise, and

provide daily direction to staff members.

Minimum Education: Bachelor's degree in related discipline.

30. Commercial Job Title: Senior Financial Mgt Analyst

Minimum/General Experience: 8+ years directly related experience

Functional Responsibility: Develops financial plans, recommendations and documentation. Leads the assessment of products and procedures for compliance with standards, accounting principles, and multi-tiered system application standards. Understands interrelationships between financial management processes and other program processes and priorities. Supports program control activities, budget development and analysis, business case analysis and program financial program review. Develops and prepares documentations and assists in making client presentations. Proficient in cost analysis and earned value management (EVM) principles and practices. Knowledgeable with activity based costing, business case analysis and outsourcing requirements. May train, supervise, and provide daily direction to staff members. Provides functional expertise in the support of requirements analysis, design and development, test and implementation for enterprise applications or other office automation development efforts. May train, supervise, and provide daily direction to staff members.

Minimum Education: Bachelor's degree in related discipline.

31. Commercial Job Title: BPR Analyst II

Minimum/General Experience: 5-8 years directly related experience

Functional Responsibility: Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Understands client business environment and anticipates most effective approach to help end-users navigate the transformation process. Expertly uses software tools to document, model, and/or simulate complex processes. Supports transformation projects and aids project teams in the accomplishment of transformation project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts. May train, supervise, and provide daily direction to staff members.

Minimum Education: Bachelor's degree in related discipline.

32. Commercial Job Title: Senior BPR Analyst

Minimum/General Experience: 8+ years directly related experience

Functional Responsibility: Masterfully develops plans, recommendations and documentation. Applies process improvement and reengineering methodologies and principles

to conduct process modernization projects. Supports transformation projects and aids project teams in the accomplishment of transformation project activities and objectives. Masterfully uses software tools to document, model, and/or simulate complex processes. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Coordinates between multiple project teams to ensure enterprise-wide integration of reengineering efforts. May train, supervise, and provide daily direction to staff members.

Minimum Education: Master's degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development / Management, or other related discipline or equivalent experience in a technical or business discipline.

33. Commercial Job Title: Administrative Specialist II

Minimum/General Experience: 5-8 years of relevant experience including familiarity with word processing, spreadsheet, and presentation software.

Functional Responsibility: Performs administrative project support in areas of office management, inventory control, assists with presentation material preparation, document and spreadsheet editing, scheduling and other administrative activities. Exercises judgment in accomplishing tasking, and requires little supervision.

Minimum Education: High School Diploma or equivalent.

34. Commercial Job Title: Senior Administrative Specialist

Minimum/General Experience: 8+ years directly related experience.

Functional Responsibility: Performs administrative project support in areas of office management, inventory control, assist with presentation preparation, document and spreadsheet editing, scheduling and other administrative activities. Requires little supervision, works independently and exercises sound judgment and highly professional behaviors in the work place. May train, supervise, and provide daily direction to staff members.

Minimum Education: High School Diploma or equivalent.

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USA COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

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

Joyce Price
(937) 426-2596
Joyce.Price@novatechsol.com
Fax: (937) 426-2909.

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;

(f) Date of Purchase;

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

(h) Date of Shipment.

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

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

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BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

The customer identifies their requirements.

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

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