





# General Services Administration Federal Acquisition Service

Authorized Federal Acquisition Service  
Information Technology Schedule Pricelist  
General Purpose Commercial Information Technology Equipment, Software and Services

**Contract Number: GS-35F-0333J**  
Period Covered by Contract  
26 March 2009 through 25 March 2014

SIN 132-51 Information Technology (IT) Professional Services

**D302** IT Systems Development Services  
**D306** IT Systems Analysis Services  
**D308** Programming Services  
**D311** IT Data Conversion Services  
**D316** IT Network Management Services  
**D399** Other Information Technology Services:  
Database Design & Development and Web Development



**OnPoint Consulting, Inc.**  
**1515 N. Courthouse Road, Suite 310**  
**Arlington, VA 22201**  
**Tel: 703-841-5500**

Pricelist current through modification #PO-0018, dated 07/23/2009

**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.

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



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## Information for Ordering Activities

### **SPECIAL NOTICE TO AGENCIES: Small Business Participation**

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. 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](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business concerns.

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

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

#### **1. Geographic Scope of Contract:**

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

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

**OnPoint Consulting, Inc.**  
**ATTN: Mr. Shankar Pillai**  
**1515 N. Courthouse Road, Suite 310**  
**Arlington, VA 22201**  
**PH: 703/841.5500**  
**FAX: 703/841.5501**

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

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

**OnPoint Consulting, Inc.**  
**ATTN: Mr. David Hefter or Mr. Michael T. Agrillo**  
**1515 N. Courthouse Road, Suite 310**  
**Arlington, VA 22201**  
**PH: 703/841.5500**  
**FAX: 703/841.5501**



**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: **802314120**
- Block 30: Type of Contractor– **8(a): SBA Approved**
- Block 31: Woman-Owned Small Business-**NO**
- Block 36: Contractor’s Taxpayer Identification Number (TIN): **521758972**

**4a.** CAGE Code: **1CFW7**

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

**5. FOB Destination**

**6. Delivery Schedule**

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

SPECIAL ITEM NUMBER <b>IT Services (132-51)</b>	DELIVERY TIME (Days ARO) <b>As Negotiated</b>
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b. **URGENT REQUIREMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

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

- a. Prompt Payment: **None**
- b. Quantity: **None**
- c. Dollar Volume: **None**
- d. Government Educational Institutions: **None**
- e. Other: **None**



**8. Trade Agreements Act of 1979, as amended:**

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

**9. Statement Concerning Availability of Export Packing: *Not Applicable***

**10. Small Requirements:** *The minimum dollar value of orders to be issued is 40 Hours or 1 week of work.*

**11. Maximum Order:** (All dollar amounts are exclusive of any discount for prompt payment.)

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

**12. 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.

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

**13.2 Federal Telecommunication Standards (FED-STDS):** Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S.



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

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

- (a) **Security Clearances:** The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) **Travel:** The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

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.

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

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.

## **19. Overseas Activities**

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

***Not Applicable***

## **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 receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

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

### **23. Section 508 Compliance**

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

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

### **24. Prime Contractor Ordering From Federal Supply Schedules**

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

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

(b) The following statement:

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

### **25. Insurance—Work on a Government Installation (JAN 1997)(FAR 52.228-5)**

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

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

- (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
- (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.



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

## **26. Software Interoperability**

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

## **27. Advance Payments**

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

## **Terms and Conditions Applicable to Information Technology (IT) Professional Services (Special Item Number 132-51)**

### **1. Scope**

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the Government 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.
- d. The above procedures do not apply to Time and Material or labor hour orders.

### **3. Order**

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

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

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.



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

#### **5. Stop-Work Order (FAR 52.242-15) (AUG 1989)**

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

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

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

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

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

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

## **6. Inspection of Services**

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

## **7. Responsibilities of the Contractor**

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

## **8. Responsibilities of the Ordering Activity**

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

## **9. Independent Contractor**

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

## **10. Organizational Conflicts of Interest**

### **a. Definitions.**

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

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

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

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

## **11. Invoices**

The Contractor, upon completion of the work ordered, shall submit invoices for IT services. Progress payments may be authorized by the ordering activity on individual orders if



appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

## **12. Payments**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order.

For time and materials orders, the Payments under Time and Materials and Labor Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time and materials orders placed under this contract.

For labor hour orders, the Payment under Time and Materials and Labor Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to labor hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

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

## **13. Resumes**

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

## **14. Incidental Support Costs**

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

## **15. Approval of Subcontracts**

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

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

a. The Contractor shall provide a description of each type of IT/EC Service offered under Special Item Numbers 132-51. IT Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing



hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.



## OnPoint GSA Labor Rates

<b>Labor Category</b>	<b>OnPoint Rate</b>
Program Manager	\$108.80
Project Manager	\$97.76
Subject Matter Expert	\$215.33
Senior Systems Engineer	\$88.30
Systems Engineer	\$66.88
Senior Web Developer	\$95.13
Web Developer	\$66.59
Senior Programmer	\$83.27
Maintenance Programmer/Tester	\$73.95
Programmer	\$58.61
Senior Network Engineer	\$120.47
Network Engineer	\$74.05
Senior Database Administrator	\$94.20
Database Administrator	\$74.05
Systems Analyst	\$88.80
Senior Analyst	\$71.26
Analyst	\$50.46
Help Desk/Call Center Manager	\$60.89
Senior Help Desk/Call Center Specialist	\$48.24
Help Desk/Call Center Specialist	\$44.40
Cyber Security Specialist	\$110.37
Graphics Specialist	\$53.36
Documentation/ Junior Technical Specialist	\$37.84
Data Entry Clerk	\$30.29
Information Security Director	\$171.12
Information Security Program Manager	\$171.12
Information Security Engineer V	\$189.67
Information Security Engineer IV	\$167.99
Information Security Engineer III	\$154.02
Information Security Engineer II	\$119.22
Information Security Engineer I	\$102.67
Information Security Analyst V	\$162.58
Information Security Analyst IV	\$140.89
Information Security Analyst III	\$119.22
Information Security Analyst II	\$102.96
Information Security Analyst I	\$85.57

## Description of Labor Categories

**Commercial Job Title: Program Manager**

**Minimum/General Experience:** Ten (10) years of general experience in business administration including five (5) years specialized experience supervising and managing government projects.

**Functional Responsibility:** Acts as the overall lead, manager and administrator for the contract effort. Serves as the primary interface and point of contact with Government program authorities and representatives on technical and program/project issues. Supervises program/project operations by developing procedures, planning and directing execution of the technical, programming, maintenance and administrative support effort and monitoring and reporting progress. Manages acquisition and employment of program/project resources. Manages and controls financial and administrative aspects of the program/project with respect to contract requirements.

**Minimum Education:** Bachelor's Degree and eight (8) years of management and supervisory experience.

**Commercial Job Title: Project Manager**

**Minimum/General Experience:** Six (6) or more years of experience in business and project administration including three (3) years of specialized experience in supervising and managing information technology and/or engineering projects

**Functional Responsibility:** Assists Program Manager with the technical and personnel management of the contract effort. Understands specialized technical nature of contract effort, provides daily technical guidance and direction to support staff. Under supervision of Program Manger, directs staff in large projects or multiple simultaneous, on-going projects according to project deliverables and milestones. Demonstrates ability to analyze problems and requirements and to develop solutions within the complex environment.

**Minimum Education:** Bachelor's degree and three (3) years of management and supervisory experience.



**Commercial Job Title: Subject Matter Expert**

**Minimum/General Experience:** The SME will usually have fifteen (15) years experience in the relevant field or a combination of relevant experience coupled with specialized education or subject matter experience. Concentrated hands-on experience in the specific discipline of the subject matter field required by a customer task order.

**Functional Responsibility:** This position performs in highly specialized subject areas such as satellite telecommunications, financial systems, BPR, human factors engineering and systems design or engineering. The SME provides technical and/or specialized guidance concerning complex problems or challenges in the subject matter field. Performs analysis and studies; prepares reports and give presentations. Works independently or as a member of a team.

**Minimum Education:** Bachelor's Degree in appropriate subject matter field or equivalent relevant experience.

**Commercial Job Title: Senior Systems Engineer**

**Minimum/General Experience:** Eight (8) or more years applicable progressively complex related experiences that may include systems design engineering and integration of complex hardware/software systems.

**Functional Responsibility:** Develops and applies advanced methods, theories and research techniques to define engineering requirements, guidance and direction for implementation and testing of complex and advanced information systems requiring expert application of advanced knowledge. May plan, conduct, and technically direct projects or major phases of significant projects, coordinating the efforts of engineers and technical support staff in the performance of assigned projects. Conducts investigations of considerable complexity.

**Minimum Education:** Bachelor's Degree



**Commercial Job Title:**

**Systems Engineer**

**Minimum/General Experience:**

Five (5) years related experience that may include system design and hardware/software integration.

**Functional Responsibility:**

Develops and applies advanced methods, theories and research techniques to define engineering requirements, guidance and direction for implementation and testing of information systems. May assess architecture and current hardware limitations, define and design complex system specifications, input/output processes and working parameters for hardware/software compatibility. May coordinate design of subsystems and integration of total system.

**Minimum Education:**

Bachelor's Degree

**Commercial Job Title:**

**Senior Web Developer**

**Minimum/General Experience:**

Four (4) years of experience in object-oriented implementation, and Internet-based client/server technologies. At least 3 years web application development to include database programming and web page design

**Functional Responsibility:**

Senior level expert in designing and developing web based applications. Experience developing applications using JAVA, JDBC, HTML, PERL, XML, Cold Fusion, SQL, JavaScript, ASP and other web development languages. Develops web and client/server applications. Performs system analysis and design techniques for Internet or Intranet development and distribution to remote sites using various technologies such as Hypertext Markup Language (HTML), Extensible Markup Language (XML) and Java. Use object-oriented design, development, and test tools to meet rapidly changing customer requirements within an incremental implementation methodology that makes extensive use of prototyping and component reuse. Provides analysis, design, modeling, programming, prototyping, testing, documentation and implementation of new computer applications and releases of existing applications. Demonstrated technical writing skills in support of a software development project. Demonstrated experience communicating directions and providing guidance to junior developers.

**Minimum Education:**

Bachelor's Degree



**Commercial Job Title:**  
**Minimum/General Experience:**

**Web Developer**

Two (2) years of experience in implementation of Internet and client/server technologies for web application development to include database programming and web page design

**Functional Responsibility:**

Under direction of Senior Web Developer or Program Manager, prepares detailed specifications from systems design requirements, codes, tests, implements, documents and maintains web applications. Knowledge of JAVA, JDBC, HTML, PERL, XML, Cold Fusion, SQL, JavaScript, ASP and other web development languages. Provides site design, development, and maintenance. Supports the development of web and client/server applications. Supports analysis, design, modeling, programming, prototyping, testing, documentation and implementation of new computer applications and releases of existing applications. Demonstrates good communication skills and the ability to work with all levels of management and technical personnel. Working knowledge of browsers, WYSIWYG editors, graphic design software, animation software and image optimization is desirable

**Minimum Education:**

Bachelor's degree.

**Commercial Job Title:**

**Senior Programmer**

**Minimum/General Experience:**

Six (6) or more years of increasingly complex and responsible systems analysis experience.

**Functional Responsibility:**

Applies expert systems analysis and design techniques to complex system development in a specialized design area and/or resolves unique or unyielding problems in existing complex systems by applying new technology. Reviews user requirements and provides direction in the identification of problem and potential resolution. Provides analytical support in the conceptualization, development and implementation of complex, multiple, inter-linked systems. Defines system objectives and prepares system design specifications to meet user requirements. Formulates logical statements of user requirements and develops solutions through application of systems and methods engineering techniques. Reviews alternate approaches and selects appropriate methodology. May be responsible for the employment, training, and direction of assigned employees.

**Minimum Education:**

Bachelor's Degree



**Commercial Job Title: Maintenance Programmer/ Tester**

**Minimum/General Experience:** Six (6) years IT experience including three (3) years programming experience.

**Functional Responsibility:** Tests software products and user documentation for consistency, accuracy, and functionality to ensure a high level of product quality. Responsible for quality assurance of software developed by other groups; documents the result of the quality assurance activities; prepares test plans for each project and participates in user acceptance. Experience with various programming languages, database applications, operating systems, and testing and quality assurance tools. Must have experience in formal software testing including requirement analysis, test readiness, unit/system testing, regression testing, preparing test plans, and quality assurance. Experience with process mapping, application and system development required.

**Minimum Education:** Bachelor's degree.

**Commercial Job Title: Programmer**

**Minimum/General Experience:** Six (6) or more years of programming experience.

**Functional Responsibility:** As a technical expert, develops broad computer systems and/or conducts critical studies central to the success of extensive technical or diversified computer requirements. Reviews and prioritizes user needs and analyzes project costs and feasibility. Develops systems analysis standards and methodology consistent with technical requirements. Schedules systems analysis staff to obtain proper response in a timely manner. Reviews recommendations for systems improvement.

**Minimum Education:** Bachelor's Degree



**Commercial Job Title:**

**Senior Network Engineer**

**Minimum/General Experience:**

Six (6) years experience in hardware, software, and/or other communications technical support services

**Functional Responsibility:**

Designs, installs, and maintains networks that link numerous computing platforms, operating systems, network topologies, and network protocols. Leads the design, development, and testing of hardware, software, and systems used as integral components of LAN/WAN data communication systems. Leads the integration and installation of hardware, software, and systems used as components in LAN/WAN data communications systems. Leads in operations and maintenance training for hardware, software, and systems used in LAN/WAN data communications systems. In-depth knowledge of network management tools, techniques, and procedures. Experienced in developing monitoring, and reporting network performance metrics.

**Minimum Education:**

Bachelor's degree or equivalent experience.

**Commercial Job Title:**

**Network Engineer**

**Minimum/General Experience:**

Five (5) years of general experience in network engineering.

**Functional Responsibility:**

Evaluates, installs, configures, tests, and updates networking hardware and software. Advises application developers, users, and consultants on optimal use of networks. Monitors use of networks, adjusts configurations, and designs and implements system enhancements to achieve optimal use of resources and/or user performance. Analyzes and resolves network problems, including functional as well as performance issues. Evaluates, installs, and maintains system-level software, including local modification to operating system software or system level software. Maintains documentation on networking capabilities and equipment, for internal groups, network and technical management. Works with documentation staff to provide material for production of user documentation.

**Minimum Education:**

Bachelor's Degree



**Commercial Job Title: Senior Database Administrator**

**Minimum/General Experience:** Four (4) years experience in programming database systems.

**Functional Responsibility:** Applies knowledge of computer science concepts and techniques in the design, development, installation and maintenance of relational databases to satisfy engineering, scientific, or business data acquisition and management challenges. Develops and maintains necessary public synonyms, database links, and user access controls. Provides database tuning and monitoring to ensure effective and efficient data access to include comparison of performance ratios, tuning of memory configuration, disk I/O, and application software, design and maintenance of the physical layout of the databases and calculating disk space requirements for database tables and indexes. Responsible for segments or phases of broader, more complex projects.

**Minimum Education:** Bachelor's Degree

**Commercial Job Title: Database Administrator**

**Minimum/General Experience:** Two (2) years experience in programming database systems.

**Functional Responsibility:** Applies knowledge of computer science concepts and techniques in the design, development, installation and maintenance of relational databases to satisfy engineering, scientific, or business data acquisition and management challenges. Develops and maintains necessary public synonyms, data base links, and user access controls. Provides database tuning and monitoring to ensure effective and efficient data access to include comparison of performance ratios, tuning of memory configuration, disk I/O, and application software, design and maintenance of the physical layout of the databases and calculating disk space requirements for database tables and indexes. Responsible for segments or phases of broader, more complex projects.

**Minimum Education:** Bachelor's Degree



**Commercial Job Title: Systems Analyst**

**Minimum/General Experience:** Eight (8) years systems analysis experience.

**Functional Responsibility:** Develops and/or oversees plans for automated data processing systems from project inception to conclusion. Analyzes information to be processes. Defines and analyzes problems 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 end users, system alternative solutions.

**Minimum Education:** Bachelor's Degree

**Commercial Job Title: Senior Analyst**

**Minimum/General Experience:** Five (5) years related experience.

**Functional Responsibility:** Analyzes, designs, codes, and documents applications of software programs and prepares, maintains, tests, and evaluates systems programs and documentation for small to large scale computers and associated equipment. Assembles and unit tests routines or modified routines; writes system utility programs; codes assigned program segments using appropriate languages and write technical design notes. Coordinates and instructs analysts assigned to project. Prepares time and cost estimates for project. Leads post-implementation analyses.

**Minimum Education:** Bachelor's Degree



**Commercial Job Title: Analyst**

**Minimum/General Experience:** Two (2) years related experience.

**Functional Responsibility:** Applies systems analysis and design skills to perform analysis and systems design for a variety of applications. Analyzes procedures and systems to refine their formulation and converts them to programmable formats. Gathers information from users for analysis of problem areas. Participates in or may plan or conduct preliminary studies of potential data processing applications and may prepare design proposals to reflect cost, time and alternative actions to satisfy existing and future needs. May develop detailed system specifications for conversion to programming language by staff programmers. May recommend conversion and system implementation plans including user training and orientation,

**Minimum Education:** Bachelor's Degree

**Commercial Job Title: Help Desk/Call Center Manager**

**Minimum/General Experience:** Six (6) years IT experience including two (2) years specialized experience supervising a help desk/call center.

**Functional Responsibility:** Extensive knowledge of various software, hardware, operating systems, network and Internetworking protocols, firewall and security systems. Ability to troubleshoot numerous technical issues within multiple environments and possibly involving numerous functional areas, including LAN, WAN, Internet, database, and communication protocols. Provides daily supervision and direction to staff who are responsible for phone and in-person support to users. These personnel serve as the first point of contact for troubleshooting hardware/software, PC, network, database, and peripheral problems

**Minimum Education:** Associate's Degree. Two years experience may be substituted for one year of education.



**Commercial Job Title: Senior Help Desk/Call Center Specialist**

**Minimum/General Experience:** Two (2) years IT experience including one (1) year specialized experience working as a help desk/call center specialist

**Functional Responsibility:** Knowledge of various software, hardware, operating systems, network and Internetworking protocols, firewall and security systems. Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors. Serves as the initial point of contact for troubleshooting hardware/software, PC, network, database, and peripheral problems. Ability to troubleshoot numerous technical issues within multiple environments and possibly involving numerous functional areas, including LAN, WAN, Internet, database, and communication protocols.

**Minimum Education:** Associate's Degree. Two years experience may be substituted for one year of education.

**Commercial Job Title: Help Desk/Call Center Specialist**

**Minimum/General Experience:** Six (6) months IT experience in technical support of hardware, software, PC, network, database, and peripheral problems.

**Functional Responsibility:** Knowledge of various software, hardware, operating systems, network and Internetworking protocols, firewall and security systems. Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems. Ability to troubleshoot numerous technical issues within multiple environments and possibly involving numerous functional areas, including LAN, WAN, Internet, database, and communication protocols.

**Minimum Education:** Associate's Degree. Two years experience may be substituted for one year of education.



**Commercial Job Title:      **Cyber Security Specialist****

**Minimum/General Experience:**      Twelve (12) years of IT systems experience. Highly qualified at defining specialized requirements, conceptualizing and developing system designs, analyzing alternative approaches, and implementing complex systems. Knowledgeable in a wide range of hardware, software, and communications solutions.

**Functional Responsibility:**      Leads and participates in the performance of security risk assessments, system threat assessments, vulnerability assessments, intrusion detection, and penetration analyses of facilities, information systems, and networks. Leads and participates in the development and preparation of OPSEC Plans, Security Plans, and Vulnerability Assessments. Leads and participates in the evaluation of system and network access control, data integrity, and system virus and worm countermeasures associated with data processing, LAN, and WAN systems. Leads and participates in the use of state-of-the-art security evaluation and assessment technology, techniques, and tools to perform the above duties.

**Minimum Education:**      Bachelor’s degree or equivalent experience, in addition to relevant training, education, or experience in Operations Security, Communications Security, and/or Information Systems Security. Master’s Degree preferred.

**Commercial Job Title:      **Graphics Specialist****

**Minimum/General Experience:** Two (2) or more years experience as a graphics specialist.

**Functional Responsibility:**      Assists in the preparation of presentation graphics and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Responsible for integrating the graphics generated with automated tools and the deliverable documents. Ability to analyze problems and requirements and to develop solutions within the complex environment.

**Minimum Education:**      High School Diploma and graphics training.



**Commercial Job Title:    Documentation/ Junior Technical Specialist**

**Minimum/General Experience:** Three (3) to five (5) years of experience utilizing document preparation and word processing software applications.

**Functional Responsibility:**

Involves defined assignments and areas of responsibility under regular supervision. Performs a variety of advanced and complicated clerical and secretarial duties that may require considerable judgment, independent analysis, and detailed knowledge of departmental procedures. Assembles and analyzes information, prepares reports, manuals, agendas, correspondence and memoranda. Types materials in final form from rough drafts that may contain technical terminology. Knowledgeable of software packages for word processing, spreadsheets, databases, graphics, and desktop publishing applications.

**Minimum Education:**

High School diploma. May have specialized secretarial training that would normally be obtained through three (3) years of related experience.

**Commercial Job Title:    Data Entry Clerk**

**Minimum/General Experience:**

One (1) to two (2) years of data entry experience.

**Functional Responsibility:**

Responsible for accurate and efficient information entry into applications ranging in complexity from modest to sophisticated. Assignments require a basic knowledge of the database environments currently in use by the industry. Must be able to understand and performs a number of SQL statements to extract data from applications. Duties may require a considerable amount of independent judgment and analysis, and knowledge of end user objectives.

**Minimum Education:**

High School Diploma



**Commercial Job Title: Information Security Director**

**Minimum/General Experience:** Ten (10) years of general experience in business administration including five (5) years specialized experience supervising and managing government projects.

**Functional Responsibility:** Acts as the overall lead, manager and administrator for the contract effort. Serves as the primary interface and point of contact with Government program authorities and representatives on technical and program/project issues. Supervises program/project operations by developing procedures, planning and directing execution of the technical, programming, maintenance and administrative support effort and monitoring and reporting progress. Manages acquisition and employment of program/project resources. Manages and controls financial and administrative aspects of the program/project with respect to contract requirements.

**Minimum Education:** Bachelor's Degree and eight (8) years of management and supervisory experience.

**Commercial Job Title: Information Security Program Manager**

**Minimum/General Experience:** Six (6) or more years of experience in business and project administration including three (3) years of specialized experience in supervising and managing information technology and/or security projects

**Functional Responsibility:** Assists Information Security Director with the technical and personnel management of the contract effort. Understands specialized technical nature of contract effort, provides daily technical guidance and direction to support staff. Under supervision of Information Security Director, directs staff in large projects or multiple simultaneous, on-going projects according to project deliverables and milestones. Demonstrates ability to analyze problems and requirements and to develop solutions within the complex environment.

**Minimum Education:** Bachelor's degree and three (3) years of management and supervisory experience.



**Commercial Job Title: Information Security Engineer V**

**Minimum/General Experience:** Ten (10) or more years applicable progressively complex related experiences that may include systems design engineering and integration of complex hardware/software systems.

**Functional Responsibility:** Ability to develop complex security protection policies and procedures. Thorough knowledge of current security regulatory requirements. Implement and execute IT protection procedures. Develop security auditing processes. Develop frameworks and procedures for accomplishing security program. Performs Certification and Accreditation (C&A) security evaluations and day-to-day security risk assessment of IT infrastructure including all systems, networks and connectivity, and assists with application of security risk mitigating controls. Researches, analyzes, experiments and applies different means of system compromise and penetration testing, and provides documentation for developments of potential security issues. Conducts computer and network forensic investigations where breaches of security are detected. Formulates and communicates highly technical and complex security concepts to technical and non-technical audiences in a clear and effective manner.

**Minimum Education:** Bachelor's Degree in appropriate subject matter field or equivalent relevant experience.

**Commercial Job Title: Information Security Engineer IV**

**Minimum/General Experience:** Eight (8) or more years applicable progressively complex related experiences that may include systems design engineering and integration of complex hardware/software systems.

**Functional Responsibility:** Strong understanding of information system security engineering processes, security architecture methodologies, Industry best practices and generally accepted information security principles. Performs Certification and Accreditation (C&A) security evaluations and day-to-day security risk assessment of IT infrastructure including all systems, networks and connectivity, and assists with application of security risk mitigating controls. Assesses and develops security solutions in the areas of security policy, security architecture, audit and vulnerability assessment. Researches, analyzes, experiments and applies different means of system compromise and penetration testing, and provides documentation for developments of potential security issues. Formulates and communicates highly technical and complex security concepts to technical and non-technical audiences in a clear and effective manner.

**Minimum Education:** Bachelor's Degree in appropriate subject matter field or equivalent relevant experience.



**Commercial Job Title:**

**Information Security Engineer III**

**Minimum/General Experience:**

Six (6) or more years applicable progressively complex related experiences that may include systems design engineering and integration of complex hardware/software systems.

**Functional Responsibility:**

Performs day-to-day security risk assessment of IT infrastructure including all systems, networks and connectivity, and assists with application of security risk mitigating controls. Assesses and develops security solutions in the areas of security policy, security architecture, audit and vulnerability assessment. Researches and documents new tools and techniques for current and future usage within systems and networks. Researches, analyzes, experiments and applies different means of system compromise and penetration testing, and provides documentation for developments of potential security issues. Conducts computer and network forensic investigations where breaches of security are detected. Formulates and communicates highly technical and complex security concepts to technical and non-technical audiences in a clear and effective manner.

**Minimum Education:**

Bachelor's Degree in appropriate subject matter field or equivalent relevant experience.

**Commercial Job Title:**

**Information Security Engineer II**

**Minimum/General Experience:**

Four (4) or more years applicable progressively complex related experiences that may include systems design engineering and integration of complex hardware/software systems.

**Functional Responsibility:**

Performs day-to-day security risk assessment of IT infrastructure including all systems and networks, and assists with application of security risk mitigating controls. Assesses security solutions in the areas of security policy, security architecture, audit and vulnerability assessment. Researches and documents new tools and techniques for current and future usage within systems and networks. Researches and analyzes system compromise and penetration testing, and provides documentation for developments of potential security issues. Assist with computer and network forensic investigations where breaches of security are detected. Formulates and communicates highly technical and complex security concepts to technical and non-technical audiences in a clear and effective manner.

**Minimum Education:**

Bachelor's Degree in appropriate subject matter field or equivalent relevant experience.



**Commercial Job Title: Information Security Engineer I**

**Minimum/General Experience:** Two (2) or more years applicable progressively complex related experiences that may include systems design engineering and integration of complex hardware/software systems.

**Functional Responsibility:** Performs day-to-day security risk assessment of IT infrastructure systems and assists with application of security risk mitigating controls. Assesses security solutions in the areas of security policy, audit and vulnerability assessment. Researches new tools and techniques for current and future usage within systems. Researches different means of system compromise and penetration testing, and provides documentation for developments of potential security issues. Assists with computer and network forensic investigations where breaches of security are detected.

**Minimum Education:** Bachelor's Degree in appropriate subject matter field or equivalent relevant experience.

**Commercial Job Title: Information Security Analyst V**

**Minimum/General Experience:** Ten (10) years related experience that may include data security practices and procedures. Must have excellent knowledge of database administration, programming and systems analysis procedures, and a thorough knowledge of database software and operating systems.

**Functional Responsibility:** Will monitor, evaluate, and maintain systems and procedures to safeguard internal information systems and databases. Researches, recommends and implements changes to enhance systems security. Educates and communicates security requirements and procedures to all users and new employees. Identify potential threats and responds to reported security incidents/violations. Determines cause of security violations and recommends corrective actions. Researches, recommends and implements changes to procedures and systems to enhance systems security. Assists in the development of and conducts periodic system security tests. May also perform complex analyses on test results and prepares reports on this information for management.

**Minimum Education:** Bachelor's Degree in appropriate subject matter field or equivalent relevant experience.



**Commercial Job Title: Information Security Analyst IV**

**Minimum/General Experience:** Eight (8) years related experience that may include data security practices and procedures. Must have excellent knowledge of database administration, programming and systems analysis procedures, and a thorough knowledge of database software and operating systems.

**Functional Responsibility:** Will monitor, evaluate, and maintain systems and procedures to safeguard internal information systems and databases. Researches, recommends and implements changes to enhance systems security. Educates and communicates security requirements and procedures to all users and new employees. Identify potential threats and responds to reported security incidents/violations. Determines cause of security violations and recommends corrective actions. Researches, recommends and implements changes to procedures and systems to enhance systems security. Assists in the development of and conducts periodic system security tests.

**Minimum Education:** Bachelor's Degree in appropriate subject matter field or equivalent relevant experience.

**Commercial Job Title: Information Security Analyst III**

**Minimum/General Experience:** Six (6) years related experience that may include data security practices and procedures. Must have excellent knowledge of database administration, programming and systems analysis procedures, and a thorough knowledge of database software and operating systems.

**Functional Responsibility:** Will monitor, evaluate, and maintain systems and procedures to safeguard internal information systems and databases. Researches, recommends and implements changes to enhance systems security. Educates and communicates security requirements and procedures to all users and new employees. Identify potential threats and responds to reported security incidents/violations. Determines cause of security violations and recommends corrective actions. Researches, recommends and implements changes to procedures and systems to enhance systems security. Assists in the development of and conducts periodic system security tests. May also perform complex analyses on test results and prepares reports on this information for management.

**Minimum Education:** Bachelor's Degree in appropriate subject matter field or equivalent relevant experience.

**Commercial Job Title: Information Security Analyst II**

**Minimum/General Experience:** Four (4) years related experience that may include data security practices and procedures. Must have excellent knowledge of database administration, programming and systems analysis procedures, and a thorough knowledge of database software and operating systems.



**Functional**

**Responsibility:** Will monitor and maintain systems and procedures to safeguard internal information systems and databases. Researches and recommends changes to enhance systems security. Communicates security requirements and procedures to all users and new employees. Assists in identifying potential security threats. Assists in determining cause of security violations and prepares recommendations corrective actions. Researches changes to procedures and systems to enhance systems security. Assists in the development of and conducts periodic system security tests.

**Minimum Education:** Bachelor's Degree in appropriate subject matter field or equivalent relevant experience.

**Commercial Job Title: Information Security Analyst I**

**Minimum/General Experience:** Two (2) years related experience that may include data security practices and procedures. Must have excellent knowledge of database administration, programming and systems analysis procedures, and a thorough knowledge of database software and operating systems.

**Functional**

**Responsibility:** Will monitor and maintain systems and procedures to safeguard internal information systems and databases. Researches changes to enhance systems security. Communicates security requirements and procedures to all users and new employees. Assists in identifying potential threats and responds to reported security incidents/violations. Assists in determining cause of security violations. Researches changes to procedures and systems to enhance systems security. Assists in the development of periodic system security tests.

**Minimum Education:** Bachelor's Degree in appropriate subject matter field or equivalent relevant experience.



## **USA Commitment to Promote Small Business Participation Procurement Programs**

### **PREAMBLE**

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

### **COMMITMENT**

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts.

To accelerate potential opportunities please contact Michael Agrillo at 703.823.4300, [magrillo@OnPoint.com](mailto:magrillo@OnPoint.com), or fax: 703.841.5501.



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

(Insert Customer Name)

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

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

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

Signatures

\_\_\_\_\_  
Ordering Activity                      Date

\_\_\_\_\_  
Contractor                                      Date



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 SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

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



- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
  - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.



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

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

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

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

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

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

Here is a general outline on how it works:

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







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