



**INFORMATION TECHNOLOGY SCHEDULE
PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION
TECHNOLOGY EQUIPMENT, SOFTWARE, AND
SERVICES**

SPECIAL ITEM NO. 132-51 INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

SIN 132-51 – INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D308	Millennium Conversion Services (Y2K)
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Automated News Services, Data Services, or Other Information Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

NOTE: All non-professional services must be incidental to and in direct support of professional services

Conwal
5203 Leesburg Pike, Suite 302
Falls Church, VA 22041
703.998.6070 (voice)
703.998.9590 (fax)
www.conwal.com
Contract Administration: Kevin C. Riley, Executive Vice President

Contract Number: GS-35F-0582J
Period Covered by Contract: 07/08/99 – 07/06/09
General Services Administration
Federal Supply Service

INFORMATION FOR ORDERING OFFICES

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:

The geographic scope of contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, and the Commonwealth of Puerto Rico.

2. CONTRACTOR'S ORDERING ADDRESS:

Conwal Incorporated
5203 Leesburg Pike
Suite 302
703-998-6070 (Voice)
703-998-9590 (fax)

Contractor's Service Area: All Government locations within the scope of the contract.

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 GSA's Home Page via Internet as www.gsa.gov

Contractor's Payment Address:

Conwal Incorporated
 5203 Leesburg Pike
 Suite 302
 Falls Church, VA 22041
 703-998-6070 (Voice)
 703-998-9590 (fax)

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase 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 agencies to obtain technical and/or ordering assistance:

703-998-6070

3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to Government personnel or damage to Government 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: **198645293**

Block 30: Type of Contractor - A. Small Disadvantaged Business

Block 31: Woman-Owned Small Business - No

Block 36: Contractor's Taxpayer Identification Number

(TIN) **54-1155405**

4a. CAGE Code: _____

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

5. FOB DESTINATION

When deliveries are made to destinations outside the 48 contiguous States, i.e., Alaska, Hawaii, the Commonwealth of Puerto Rico, and such overseas locations as specified, and are not covered the following conditions apply:

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- (1) Delivery will be f.o.b. inland carrier, point of exportation (FAR 52.247-38), with the transportation charges to be paid by the Government from the point of exportation to destination in Alaska, Hawaii, the Commonwealth of Puerto Rico, and such overseas locations specified, as designated by the ordering office. The Contractor shall add the actual cost of transportation to destination from the point of exportation in the 48 contiguous States nearest to the designated destination. Such costs will, in all cases, be based upon the lowest regularly established rates on file with the Interstate Commerce Commission, the U.S. Maritime Commission (if shipped by water), or any State regulatory body, or those published by the U.S. Postal Service; and must be supported by paid freight or express receipt or by a statement of parcel post charges including weight of shipment.
- (2) The right is reserved to ordering agencies to furnish Government bills of lading. Ordering offices will be required to pay differential between freight charges and express charges where express deliveries are desired by the Government.

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:

Items or Groups of Items (SIN or Nomenclature)	DELIVERY TIME (Days ARO)
132-51	As negotiated with ordering agency

- b. **URGENT REQUIREMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies 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 agency, 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 – Net 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: None
- c. Dollar Volume: None

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- d. Government Educational Institutions: Government Educational Institutions are offered the same discounts as all other Government customers.

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: Export packing is available at extra cost outside the scope of this contract.

10. SMALL REQUIREMENTS: The minimum dollar value of orders to be issued is **\$100.00**.

11. MAXIMUM ORDER: (All dollar amounts are exclusive of any discount for prompt payment.) 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. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS (In accordance with FAR 8.404):

Special ordering procedures have been established for Special Item Numbers (SINs) 132-51 IT Professional Services; please refer to the terms and conditions for that SIN.

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

- a. **Orders placed at or below the micro-purchase threshold.** Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- b. **Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.** Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the Catalogs/pricelists of at least three Schedule

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Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the supply or service representing the best value, the ordering office may consider--

- (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
- (2) Trade-in considerations;
- (3) Probable life of the item selected as compared with that of a comparable item;
- (4) Warranty considerations;
- (5) Maintenance availability;
- (6) Past performance; and
- (7) Environmental and energy efficiency considerations.

c. Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall—

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

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

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

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

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- e. **Price reductions.** In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.
- f. **Small business.** For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.
- g. **Documentation.** Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS: Federal departments and agencies acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). 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 offices, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS

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

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referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

- 13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):** Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619- 8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.
- 14. SECURITY REQUIREMENTS.** In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is lessor.
- 15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES:** Any ordering office, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the Government'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 category(ies).
 - (4)
- 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/>.

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17. PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

20. YEAR 2000 WARRANTY— COMMERCIAL SUPPLY ITEMS:

- (a) As used in this clause, "Year 2000 compliant" means, with respect to information technology, that the information technology accurately processes date/time data (including, but not limited to, calculating, comparing and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000, and leap year calculations, to the extent that other information technology used in

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combination with the information technology being acquired, properly exchanges date/time data with it.

- (b) The Contractor shall warrant that each hardware, software, and firmware product delivered under this contract shall be able to accurately process date time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by the Contractor, provided that all products (e.g. hardware, software, firmware) used in combination with products properly exchange date time data with it. If the contract requires that specific listed products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those products as a system. The duration of this warranty and the remedies available under this warranty shall include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing within ninety (90) days after acceptance (installation is considered acceptance). The Contractor may offer an extended warranty to the Government to include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing at any time prior to June 1, 2000, or for a period of 6 months following acceptance (installation is considered acceptance) whichever is later. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

21. BLANKET PURCHASE AGREEMENTS (BPAs)

Federal Acquisition Regulation (FAR) 13.201(a) defines Blanket Purchase Agreements (BPAs) as "... a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.202(c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract." Federal Supply schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA

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reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

22. CONTRACTOR TEAM ARRANGEMENTS

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency requirements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. See the additional information regarding Contractor Team Arrangements in this Schedule Pricelist.

**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 office.

2. ORDERING PROCEDURES

- a. Procedures for IT professional services priced on GSA schedule at hourly rates.
 - (1) FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for IT professional services (SIN 132-51) that are priced on schedule at hourly rates. These special ordering procedures which are outlined herein take precedence over the procedures in FAR 8.404.
 - (2) The GSA has determined that the rates for IT professional services contained in this pricelist are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm fixed price or ceiling price is fair and reasonable.
 - (3) When ordering IT professional services ordering offices shall –
 - (i) Prepare a Request for Quotation:
 - (A) A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
 - (B) A request for quotation should be prepared which includes the performance-based statement of work and requests the contractors submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the

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ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor hour and time and material orders.

- (C) The request for quotation may request the contractors, if necessary or appropriate, submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.
- (D) The request for quotation shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (ii) (A) below, the request for quotations shall notify the contractors that will be the case.

(ii) Transmit the Request for quotation to Contractors:

- (A) Based upon an initial evaluation of catalogs and pricelists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132-51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to

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offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

- (B) The request for quotation should be to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not to exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for quotation should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for proposals for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement.

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

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

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

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BPA's. When multiple BPA's are established, the authorized users must follow the procedure in (3)(ii)(B) above, and then place the order with the schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

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

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

(1) Orders placed at or below the micro-purchase threshold. Ordering

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offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

- (2) **Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.** Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the service offered under MAS contracts by using the “GSA Advantage!” on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency’s needs. In selecting the service representing the best value, the ordering office may consider— (i) special features of the service that are required in effective program performance and that are not provided by a comparable service; and (ii) past performance.
- (3) **Orders exceeding the maximum order threshold.** Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall--
- (i) Review additional Schedule Contractors’ catalogs/pricelists or use the “GSA Advantage!” on-line shopping service;
 - (ii) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
 - (iii) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

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

- (A) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
 - (B) Offer the lowest price available under the contract; or
 - (C) Decline the order (orders must be returned in accordance with FAR 52.216-19).
- (4) **Blanket purchase agreements (BPAs).** The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to

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fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.
- c. The Agency 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. INSPECTION OF SERVICES

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

6. RESPONSIBILITIES OF THE CONTRACTOR

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

7. RESPONSIBILITIES OF THE GOVERNMENT

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

8. 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 Government.

9. ORGANIZATIONAL CONFLICTS OF INTEREST

- a. Definitions.

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

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

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

- b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with 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.

10. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT services. Progress payments may be authorized by the ordering office 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.

11. PAYMENTS

For firm-fixed price orders the Government 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 (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

12. RESUMES

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

13. INCIDENTAL SUPPORT COSTS

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

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14. APPROVAL OF SUBCONTRACTS

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

15. DESCRIPTION OF IT SERVICES AND PRICING

Please refer to the attached descriptions of IT Services and Pricing.

Conwal Skill Category Descriptions

[Project Manager](#)
[Senior Research Analyst IV](#)
[Senior Research Analyst III](#)
[Senior Research Analyst II](#)
[Senior Research Analyst I](#)
[Research Analyst II](#)
[Research Analyst I](#)
[Project Planner/Analyst](#)
[Office Administrator III](#)
[Office Administrator II](#)
[Office Administrator I](#)
[Technical Assistant II](#)
[Technical Assistant I](#)
[Administrative Support II](#)
[Administrative Support I](#)
[Data Entry A](#)
[Senior Engineer](#)
[Engineer II](#)
[Engineer I](#)
[Senior Systems Analyst III](#)
[Senior Systems Analyst II](#)
[Senior Program Analyst II](#)
[Senior Program Analyst I](#)
[Program Analyst II](#)
[Program Analyst I](#)
[Senior Analyst I](#)
[Analyst II](#)
[Analyst I](#)
[Administrative Assistant II](#)
[Administrative Assistant I](#)
[Data Entry B](#)
[Program Manager](#)
[Senior Systems Engineer](#)
[Systems Engineer](#)
[Senior Systems Planner/Analyst](#)
[Project Analyst](#)

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Conwal Skill Category Descriptions

Job title: **Project Manager**

Minimum/General Experience:

Minimum of twelve years of experience with program development and management.

Functional Responsibility:

Responsibilities include overseeing technology development and/or application, marketing, and resource allocation within program client base. Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of all contractual items. Operates within client guidance, contractual limitations, and company business and policy directives. Has supervisory responsibilities for hiring, firing, and salary and performance management. Serves as a focal point of contact with client regarding program activities.

Minimum Education:

Bachelor's Degree is required. A Master's Degree is preferred.

Job title: **Senior Research Analyst IV**

Minimum/General Experience:

Minimum of thirteen years of experience using different research methods for decision making processes.

Functional Responsibility:

Responsibilities include managing projects that analyze actual and predictable operational activities to obtain a rational basis for decision making and resource allocation. Utilizes modeling and measuring techniques, mathematics, statistical methods, engineering methods, operational techniques, and other principles in determining solutions. Supervises a staff of Research Analysts.

Minimum Education:

A Master's Degree in a related field is preferred. A Ph.D. or significant work-related experience may be substituted for some of the experience.

Job title: **Senior Research Analyst III**

Minimum/General Experience:

Minimum of twelve years of experience using different research methods for decision-making processes.

Functional Responsibility:

Responsibilities include managing projects that analyze actual and predictable 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 GSA's Home Page via Internet as www.gsa.gov

operational activities to obtain a rational basis for decision making and resource allocation. Utilizes modeling and measuring techniques, mathematics, statistical methods, engineering methods, operational techniques, and other principles in determining solutions. Supervises a staff of Research Analysts.

Minimum Education:

Bachelor's Degree in a related field required. A Master's Degree in a related field is preferred. A Ph.D. or significant work-related experience may be substituted for some of the experience.

Job title: Senior Research Analyst II

Minimum/General Experience:

Minimum of ten years of experience using different research methods for decision making processes.

Functional Responsibility:

Responsibilities include managing projects that analyze actual and predictable operational activities to obtain a rational basis for decision making and resource allocation. Utilizes modeling and measuring techniques, mathematics, statistical methods, engineering methods, operational techniques, and other principles in determining solutions. Supervises a staff of Research Analysts.

Minimum Education:

Bachelor's Degree in a related field required. A master's degree in a related field or significant work-related experience may be substituted for some of the experience.

Job title: Senior Research Analyst I

Minimum/General Experience:

Minimum of eight years of experience using different research methods for decision making processes.

Functional Responsibility:

Responsibilities include managing projects that analyze actual and predictable operational activities to obtain a rational basis for decision making and resource allocation. Utilizes modeling and measuring techniques, mathematics, statistical methods, engineering methods, operational techniques, and other principles in determining solutions. Supervises a staff of Research Analysts.

Minimum Education:

Bachelor's Degree in a related field required. A master's degree in a related field or significant work-related experience may be substituted for some of the experience.

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Job title: Research Analyst II

Minimum/General Experience:

Minimum of seven years of experience using different research methods for decision making processes.

Functional Responsibility:

Responsibilities include analyzing actual and predictable operational activities to obtain a rational basis for decision making and resource allocation. Utilizes modeling and measuring techniques, mathematics, statistical methods, engineering methods, operational techniques, and other principles in determining solutions.

Minimum Education:

Bachelor's Degree in a related field required. A master's degree in a related field or significant work-related experience may be substituted for some of the experience.

Job title: Research Analyst I

Minimum/General Experience:

Minimum of four years of experience using different research methods for decision making processes.

Functional Responsibility:

Responsibilities include analyzing actual and predictable operational activities to obtain a rational basis for decision making and resource allocation. Utilizes modeling and measuring techniques, mathematics, statistical methods, engineering methods, operational techniques, and other principles in determining solutions.

Minimum Education:

Bachelor's Degree in a related field required. A master's degree in a related field or significant work-related experience may be substituted for some of the experience.

Job title: Project Planner/Analyst

Minimum/General Experience:

Minimum of five years of experience as an analyst conducting investigations and studies in program planning.

Functional Responsibility:

Perform investigations or studies and present solutions to short and long term program planning requirements. Classify and summarize data for the preparation and submission of reports on a recurring basis. Provide advice and assistance to managers which directly affect the conduct and attainment of agency goals and objectives.

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Minimum Education:

Bachelor's Degree or two years of equivalent experience.

Job title: Office Administrator III**Minimum/General Experience:**

Minimum of ten years directly related, comprehensive administrative experience. Reads, writes, and communicates at a level to solicit and/or explain information that is not highly complex or technical. Possesses computer skills such as word processing, graphics, and spreadsheets.

Functional Responsibility:

Responsibilities include overseeing various administrative functions to include general administrative support, finance and accounting, office facilities, security, purchasing and human resources. May also support a senior manager with advance administrative assistance services.

Minimum Education:

A Bachelor's Degree is preferred. Three years of relevant experience may be substituted for a Bachelor's Degree.

Job title: Office Administrator II**Minimum/General Experience:**

Minimum of six years directly related, comprehensive administrative experience. Reads, writes, and communicates at a level to solicit and/or explain information that is not highly complex or technical. Possesses computer skills such as word processing, graphics, and spreadsheets.

Functional Responsibility:

Responsibilities include overseeing various administrative functions to include general administrative support, finance and accounting, office facilities, security, purchasing and human resources. May also support a senior manager with advance administrative assistance services.

Minimum Education:

A Bachelor's Degree is preferred. Three years of relevant experience may be substituted for a Bachelor's Degree.

Job title: Office Administrator I**Minimum/General Experience:**

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Minimum of three years directly related, comprehensive administrative experience. Reads, writes, and communicates at a level to solicit and/or explain information that is not highly complex or technical. Possesses computer skills such as word processing, graphics, and spreadsheets.

Functional Responsibility:

Responsibilities include overseeing various administrative functions to include general administrative support, finance and accounting, office facilities, security, purchasing and human resources. May also support a senior manager with advance administrative assistance services.

Minimum Education:

A Bachelor's Degree is preferred. Three years of relevant experience may be substituted for a Bachelor's Degree.

Job title: Technical Assistant II

Minimum/General Experience:

Minimum of eight years of administrative Support experience. Experience in word processing, desktop publishing, conference logistics support, and office administration. Thoroughly familiar with Macintosh and IBM PC environments, including variety of software programs. Possesses Internet and E-mail skills.

Functional Responsibility:

Provides word processing and desktop publishing support for all areas. Produces reports, exhibits, forms, charts, and graphics. Edits and proofs conference documents. Complies and merges databases to produce logistic letters for conference participants.

Minimum Education:

Bachelor's Degree or equivalent experience.

Job title: Technical Assistant I

Minimum/General Experience:

Minimum of five years of experience in all aspects of professional publication production, strong computer skills including proficiency in various hardware and software packages. Experience in providing administrative and production support for a variety of projects.

Functional Responsibility:

Provides complete, in-house desktop publishing, concepts and graphic design and prepress services. Designs and manipulates computer images. Supervises outsourced printing services for many clients. Coordinates activities with printers and other vendors.

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Responsible for providing conference support. Provides troubleshooting for all corporate computers.

Minimum Education:

Bachelor's Degree or equivalent experience.

Job title: Administrative Support II

Minimum/General Experience:

Minimum of three years of administrative support experience, which requires filing, writing, editing, record keeping, and data processing. Possesses skills in a variety of software and hardware packages.

Functional Responsibility:

Direct support of a manager with writing and editing texts, assists in planning and preparation of proposals.

Minimum Education:

Bachelor's Degree or equivalent experience

Job title: Administrative Support I

Minimum/General Experience:

Minimum of two years of administrative support experience, which requires filing, writing, editing, record keeping, and data processing. Proficient in computer software packages and Internet.

Functional Responsibility:

Direct support of a manager with writing and editing texts, assists in planning and preparation of proposals. Provides assistance in preparation of graphics and presentations.

Minimum Education:

Bachelor's Degree

Job title: Data Entry A

Minimum/General Experience:

Minimum of one year of experience in data entry and verification.

Functional Responsibility:

Performs data entry and verification of data where applicable. Work requires the application of experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be input from a variety of source

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documents. Performs routine data preparation and distribution when incidental to data entry tasks.

Minimum Education:

High School Diploma

Job title: Senior Engineer

Minimum/General Experience:

Minimum of fifteen years of experience related to defining and executing systems engineering activities.

Functional Responsibility:

Responsibilities include systems planning, performance management, capacity planning, testing and validation, benchmarking, information engineering and development and staffing of a systems engineering management plan. Analyzes and develops technical documentation detailing the integration of systems performance.

Minimum Education:

A Master's Degree is preferred. Three years of relevant experience may be substituted for the Master's Degree.

Job title: Engineer II

Minimum/General Experience:

Minimum of six years of applicable engineering experience relating to troubleshooting and technical investigations.

Functional Responsibility:

Responsibilities include designing, developing, modifying, and evaluating devices or systems of an advanced nature within a particular engineering discipline. Diagnoses problems and prepares relevant solutions. Conducts independent technical investigations. Evaluates vendor capabilities. May provide guidance to lower level employees.

Minimum Education:

Bachelor's Degree in a related field. Four years of relevant work-related experience may substitute for the Bachelor's Degree.

Job title: Engineer I

Minimum/General Experience:

Minimum of five years of applicable engineering experience relating to troubleshooting and technical investigations.

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Functional Responsibility:

Responsibilities include designing, developing, modifying and evaluating devices or systems of a complex nature within a particular engineering discipline. Diagnoses problems and prepares relevant solutions. Conducts independent technical investigations.

Minimum Education:

Bachelor's Degree in a related field. Four years of relevant work-related experience may substitute for the Bachelor's Degree.

Job title: Senior Systems Analyst III**Minimum/General Experience:**

Minimum of twelve years of experience performing systems analysis of computers and communications/networks systems.

Functional Responsibility:

Responsibilities include overseeing the overall installation of computer operating systems, network, and application software. Performs systems analysis of computer and networking systems. Supports other Sr. Systems Analyst and Program Managers, as required. Analyzes and develops technical documentation detailing the installation procedures. Oversees the integration of all systems peripherals so that they can operate correctly within a predefined environment.

Minimum Education:

Bachelor's Degree or four years of experience is equivalent to a Bachelor's Degree. A Master's Degree is preferred. With a Master's Degree, four years of experience is acceptable.

Job title: Senior Systems Analyst II**Minimum/General Experience:**

Minimum of eight years of experience performing systems analysis of computers and communications/networks systems.

Functional Responsibility:

Responsibilities include overseeing the overall installation of computer operating systems, network, and application software. Performs systems analysis of computer and networking systems. Supports other Sr. Systems Analyst and Program Managers, as required. Analyzes and develops technical documentation detailing the installation procedures. Oversees the integration of all systems peripherals so that they can operate correctly within a predefined environment.

Minimum Education:

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Bachelor's Degree or four years of experience is equivalent to a Bachelor's Degree. A Master's Degree is preferred. With a Master's Degree, four years of experience is acceptable.

Job title: Senior Program Analyst II

Minimum/General Experience:

Minimum of twelve years of experience as an analyst conducting and managing investigations and studies in program planning.

Functional Responsibility:

Responsibilities include overseeing investigations or studies and present solutions to short and long term program planning requirements. Classify and summarize data from the preparation and submission of reports on a recurring basis. Receive advice and assistance from lower level analysts which directly affect the conduct and attainment of agency goals and objectives.

Minimum Education:

Bachelor's Degree in a related field required. A master's degree in a related field or significant work-related experience may be substituted for some of the experience.

Job title: Senior Program Analyst I

Minimum/General Experience:

Minimum of ten years of experience as an analyst conducting and managing investigations and studies in program planning.

Functional Responsibility:

Responsibilities include overseeing investigations or studies and present solutions to short and long term program planning requirements. Classify and summarize data for the preparation and submission of reports on a recurring basis. Receive advice and assistance from lower level analysts which directly affect the conduct and attainment of agency goals and objectives.

Minimum Education:

Bachelor's Degree in a related field required. A master's degree in a related field or significant work-related experience may be substituted for some of the experience.

Job title: Program Analyst II

Minimum/General Experience:

Minimum of three years of experience as an analyst conducting investigations and studies in program planning.

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Functional Responsibility:

Perform investigations or studies and present solutions to short and long term program planning requirements. Classify and summarize data for the preparation and submission of reports on a recurring basis. Provide advice and assistance to managers which directly affect the conduct and attainment of agency goals and objectives.

Minimum Education:

Bachelor's Degree or two years of equivalent experience.

Job title: Program Analyst I**Minimum/General Experience:**

Minimum of two years of experience as an analyst conducting investigations and studies in program planning.

Functional Responsibility:

Perform investigations or studies and present solutions to short and long term program planning requirements. Classify and summarize data for the preparation and submission of reports on a recurring basis. Provide advice and assistance to managers which directly affect the conduct and attainment of agency goals and objectives.

Minimum Education:

Bachelor's Degree or two years of equivalent experience.

Job title: Senior Analyst II**Minimum/General Experience:**

Minimum of five years of progressively responsible experience. Experience shall directly relate to the proposed task area of responsibility and shall include a broad range of assignments performing difficult analytical and/or technical requirements and analysis.

Functional Responsibility:

Responsibilities include providing complete and detailed advice and assistance in all areas of expertise. Shall provide direction to lower level analysts; review work products for correctness and adherence to user standards and progress in accordance with work schedules. Prepares deliverables and presentations to in all areas of expertise to colleagues, subordinates, and end-user government or commercial representative.

Minimum Education:

Bachelor's Degree in a related field required. A master's degree in a related field or significant work-related experience (approximately 3 years) may be substituted for the experience.

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Job title: Senior Analyst I

Minimum/General Experience:

Minimum of three years of progressively responsible experience. Experience shall directly relate to the proposed task area of responsibility and shall include a broad range of assignments performing difficult analytical and/or technical requirements and analysis.

Functional Responsibility:

Responsibilities include providing complete and detailed advice and assistance in all areas of expertise. Shall provide direction to lower level analysts; review work products for correctness and adherence to user standards and progress in accordance with work schedules. Prepares deliverables and presentations to in all areas of expertise to colleagues, subordinates, and end-user government or commercial representative.

Minimum Education:

Bachelor's Degree in a related field required. A master's degree in a related field or significant work-related experience may be substituted for the three years of experience.

Job title: Analyst II

Minimum/General Experience:

Minimum of two years of experience in analyzing, evaluating, writing and producing documents. Proficient in various computer programs.

Functional Responsibility:

Provide support to more senior analysts and colleagues and to work products in accordance with work schedules on government and commercial contracts. Assists in the preparation of deliverables and presentations to in all areas of expertise. Coordinates collection and retention of research data and supervises the administrative support.

Minimum Education:

Bachelor's Degree

Job title: Analyst I

Minimum/General Experience:

Minimum of one year of experience analyzing, evaluating, writing and producing documents. Experience shall directly relate to the proposed task area of responsibility.

Functional Responsibility:

Provide support to more senior analysts and colleagues and to work products in accordance with work schedules on government and commercial contracts. Assists in the preparation of deliverables and presentations to in all areas of expertise.

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Minimum Education:

Bachelor's degree

Job title: Administrative Assistant II**Minimum/General Experience:**

Minimum of one year of experience in administrative support and office environments. Also possesses experience in a variety of computer software packages.

Functional Responsibility:

Responsible for office organization and management, prepares documents and correspondence, updates client files.

Minimum Education:

Bachelor's Degree or equivalent experience.

Job title: Administrative Assistant I**Minimum/General Experience:**

Minimum of two years of customer service or administrative support experience. Possesses skills in various computer software packages, such as Wordperfect, Word, Powerpoint or desktop publishing. Demonstrates ability to work independently or under general direction.

Functional Responsibility:

Copying, filing, typing, and other administrative duties. Provides administrative support to the staff under the supervision of a manager. Assists in writing reports, preparing presentations, and maintaining records.

Minimum Education:

Associate's Degree or equivalent experience.

Job title: Data Entry B**Minimum/General Experience:**

Minimum of one year of experience in data entry and verification.

Functional Responsibility:

Performs data entry and verification of data where applicable. Work requires the application of experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be input from a variety of source documents. Performs routine data preparation and distribution when incidental to data entry tasks.

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Minimum Education:

Associate's Degree or equivalent experience.

Job Title: Program Manager**Minimum/General Experience:**

Minimum of ten years experience with program development and management

Functional Responsibility:

Responsibilities include overseeing technology development and/or application, marketing, and resource allocation within program client base. Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of all contractual items. Operates within client guidance, contractual limitations, and company business and policy directives. Has supervisory responsibilities for hiring, firing, and salary and performance management. Serves as a focal point of contact with client regarding program activities.

Minimum Education:

Bachelor's Degree is required. A Master's Degree is preferred.

Job Title: Senior Systems Engineer**Minimum/General Experience:**

Minimum of fourteen years of experience related to defining and executing systems engineering activities.

Functional Responsibility:

Responsibilities include systems planning, performance management, capacity planning, testing and validation, benchmarking, information engineering and staffing of a systems engineering management plan. Analyzes and develops technical documentation detailing the integration of systems performance.

Minimum Education:

Bachelor's Degree is required. A Master's Degree is preferred. Three years of relevant experience may be substituted for the Master's Degree.

Job Title: Systems Engineer**Minimum/General Experience:**

Minimum of twelve years of experience relating to defining and executing systems engineering activities.

Functional Responsibility:

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 GSA's Home Page via Internet as www.gsa.gov

Responsibilities include systems planning, performance management, capacity planning, testing and validation, benchmarking, information engineering and staffing of a systems engineering management plan. Analyzes and develops technical documentation detailing the integration of systems performance.

Minimum Education:

Bachelor's Degree or five years of relevant work-related experience may be substituted.

Job Title: Senior Systems Planner/Analyst

Minimum/General Experience:

Minimum of ten years of experience performing systems analysis of computers and communications/networks systems.

Functional Responsibility:

Responsibilities include overseeing the overall installation of computer operating systems, network, and application software. Performs system analysis of computer and networking systems. Supports other Sr. Systems Analysts and Program Managers, as required. Analyzes and develops technical documentation detailing the installation procedures. Oversees the integration of all systems peripherals so that they can operate correctly within the predefined environment.

Minimum Education:

Bachelor's Degree or four years of experience. A Master's Degree is preferred. With a Master's Degree, four years of experience is acceptable.

Job title: Project Analyst

Minimum/General Experience:

Minimum of three years of experience as an analyst conducting investigations and studies in program planning.

Functional Responsibility:

Perform Investigations or studies and present solutions to short and long term program planning requirements. Classify and summarize data for the preparation and submission of reports on a recurring basis. Provide advice and assistance to managers who directly affect the conduct and attainment of agency goals and objectives.

Minimum Education:

Bachelor's Degree or two years of equivalent experience.

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Conwal GSA FSS Authorized IT Schedule Pricelist

Proposes GSA Labor Categories	Year 1 GSA Price	Year 2 GSA Price	Year 3 GSA Price	Year 4 GSA Price	Year 5 GSA Price	Year 5 Revised GSA Price
Program Manager	\$106.73	\$110.89	\$115.22	\$119.71	\$124.38	\$124.07
Sr. Systems Engineer	\$96.19	\$99.94	\$103.84	\$107.89	\$112.10	\$111.82
Systems Engineer	\$89.30	\$92.78	\$96.40	\$100.16	\$104.07	\$103.81
Senior Systems Planner/Analyst	\$70.85	\$73.61	\$76.48	\$79.47	\$82.57	\$82.36
Project Analyst	\$37.68	\$39.15	\$40.68	\$42.26	\$43.91	\$43.80
Project Manager	\$113.88	\$118.32	\$122.94	\$127.73	\$132.71	\$132.38
Senior Research Analyst IV	\$72.91	\$75.75	\$78.71	\$81.78	\$84.97	\$84.76
Senior Research Analyst III	\$66.02	\$68.59	\$71.27	\$74.05	\$76.05	\$75.86
Senior Research Analyst III	\$60.21	\$62.56	\$65.00	\$67.53	\$70.17	\$69.99
Senior Research Analyst I	\$56.50	\$58.70	\$60.99	\$63.37	\$65.84	\$65.68
Research Analyst II	\$52.79	\$54.85	\$56.99	\$59.21	\$61.52	\$61.37
Research Analyst I	\$50.17	\$52.13	\$54.16	\$56.27	\$58.47	\$58.32
Project Planner/Analyst	\$40.16	\$41.73	\$43.35	\$45.04	\$46.80	\$46.68
Office Administrator III	\$58.39	\$60.67	\$63.03	\$65.49	\$68.05	\$67.88
Office Administrator II	\$45.46	\$47.23	\$49.08	\$50.99	\$52.98	\$52.85
Office Administrator I	\$34.38	\$35.72	\$37.11	\$38.56	\$40.07	\$39.97
Technical Assistant II	\$33.97	\$35.29	\$36.67	\$38.10	\$39.59	\$39.49
Technical Assistant I	\$30.88	\$32.08	\$33.34	\$34.64	\$35.99	\$35.90
Administrative Support II	\$28.72	\$29.84	\$31.00	\$32.21	\$33.47	\$33.39
Administrative Support I	\$26.52	\$27.55	\$28.63	\$29.75	\$30.91	\$30.83
Data Entry B	\$23.39	\$24.30	\$25.25	\$26.23	\$27.26	\$27.19
Senior Engineer	\$82.60	\$85.82	\$89.17	\$92.65	\$96.26	\$96.02
Engineer II	\$66.74	\$69.34	\$72.05	\$74.86	\$77.78	\$77.59
Engineer I	\$65.49	\$68.04	\$70.70	\$73.46	\$76.32	\$76.13
Senior Systems Analyst III	\$57.97	\$60.23	\$62.58	\$65.02	\$67.56	\$67.39
Senior Systems Analyst II	\$52.16	\$54.19	\$56.31	\$58.50	\$60.79	\$60.64
Senior Systems Analyst I	\$42.45	\$44.11	\$45.83	\$47.61	\$49.47	\$49.35
Systems Analyst II	\$32.65	\$33.92	\$35.25	\$36.62	\$38.05	\$37.95
Systems Analyst I	\$30.50	\$31.69	\$32.93	\$34.21	\$35.54	\$35.45
Senior Program Analyst II	\$43.14	\$44.82	\$46.57	\$48.39	\$50.27	\$50.14
Senior Program Analyst I	\$42.13	\$43.77	\$45.48	\$47.25	\$49.10	\$48.98
Program Analyst II	\$29.32	\$30.46	\$31.65	\$32.89	\$34.17	\$34.08
Program Analyst I	\$27.30	\$28.36	\$29.47	\$30.62	\$31.81	\$31.73
Senior Analyst II	\$49.11	\$51.03	\$53.02	\$55.08	\$57.23	\$57.09
Senior Analyst I	\$37.32	\$38.78	\$40.29	\$41.86	\$43.49	\$43.38
Analyst II	\$29.32	\$30.46	\$31.65	\$32.89	\$34.17	\$34.08
Analyst I	\$24.78	\$25.75	\$26.75	\$27.29	\$28.88	\$28.81
Administrative Assistant II	\$23.35	\$24.26	\$25.21	\$26.19	\$27.21	\$27.14
Administrative Assistant I	\$21.67	\$22.52	\$23.39	\$24.31	\$25.25	\$25.19
Data Entry A	\$19.68	\$20.45	\$21.24	\$22.07	\$22.93	\$22.87

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Conwal GSA FSS Authorized IT Schedule Pricelist (Cont.)

Proposes GSA Labor Categories	Option Yr 1 GSA Price	Option Yr 2 GSA Price	Option Yr 3 GSA Price	Option Yr 4 GSA Price	Option Yr 5 GSA Price
Program Manager	\$128.29	\$132.65	\$137.16	\$141.82	\$146.64
Sr. Systems Engineer	\$115.62	\$119.55	\$123.61	\$127.81	\$132.16
Systems Engineer	\$107.34	\$110.99	\$114.76	\$118.66	\$122.69
Senior Systems Planner/Analyst	\$85.16	\$88.06	\$91.05	\$94.15	\$97.35
Project Analyst	\$45.29	\$46.83	\$48.42	\$50.07	\$51.77
Project Manager	\$136.88	\$141.53	\$146.34	\$151.32	\$156.46
Senior Research Analyst IV	\$87.64	\$90.62	\$93.70	\$96.89	\$100.18
Senior Research Analyst III	\$78.44	\$81.11	\$83.87	\$86.72	\$89.67
Senior Research Analyst III	\$72.37	\$74.83	\$77.37	\$80.00	\$82.72
Senior Research Analyst I	\$67.91	\$70.22	\$72.61	\$75.08	\$77.63
Research Analyst II	\$63.45	\$65.61	\$67.84	\$70.15	\$72.54
Research Analyst I	\$60.31	\$62.36	\$64.48	\$66.67	\$68.94
Project Planner/Analyst	\$48.27	\$49.91	\$51.61	\$53.36	\$55.17
Office Administrator III	\$70.19	\$72.58	\$75.05	\$77.60	\$80.24
Office Administrator II	\$54.64	\$56.50	\$58.42	\$60.41	\$62.46
Office Administrator I	\$41.33	\$42.74	\$44.19	\$45.69	\$47.24
Technical Assistant II	\$40.83	\$42.22	\$43.66	\$45.14	\$46.67
Technical Assistant I	\$37.12	\$38.38	\$39.68	\$41.03	\$42.43
Administrative Support II	\$34.52	\$35.69	\$36.90	\$38.15	\$39.45
Administrative Support I	\$31.88	\$32.96	\$34.08	\$35.24	\$36.44
Data Entry B	\$28.12	\$29.08	\$30.07	\$31.09	\$32.15
Senior Engineer	\$99.28	\$102.66	\$106.15	\$109.76	\$113.49
Engineer II	\$80.22	\$82.95	\$85.77	\$88.69	\$91.71
Engineer I	\$78.72	\$81.40	\$84.17	\$87.03	\$89.99
Senior Systems Analyst III	\$69.68	\$72.05	\$74.50	\$77.03	\$79.65
Senior Systems Analyst II	\$62.70	\$64.83	\$67.03	\$69.31	\$71.67
Senior Systems Analyst I	\$51.02	\$52.75	\$54.54	\$56.39	\$58.31
Systems Analyst II	\$39.25	\$40.58	\$41.96	\$43.39	\$44.87
Systems Analyst I	\$36.66	\$37.91	\$39.20	\$40.53	\$41.91
Senior Program Analyst II	\$51.85	\$53.61	\$55.43	\$57.31	\$59.26
Senior Program Analyst I	\$50.64	\$52.36	\$54.14	\$55.98	\$57.88
Program Analyst II	\$35.24	\$36.44	\$37.68	\$38.96	\$40.28
Program Analyst I	\$32.81	\$33.93	\$35.08	\$36.27	\$37.50
Senior Analyst II	\$59.03	\$61.04	\$63.12	\$65.27	\$67.49
Senior Analyst I	\$44.86	\$46.39	\$47.97	\$49.60	\$51.29
Analyst II	\$35.24	\$36.44	\$37.68	\$38.96	\$40.28
Analyst I	\$29.79	\$30.80	\$31.85	\$32.93	\$34.05
Administrative Assistant II	\$28.06	\$29.01	\$30.00	\$31.02	\$32.07
Administrative Assistant I	\$26.04	\$26.93	\$27.85	\$28.80	\$29.78
Data Entry A	\$23.65	\$24.45	\$25.28	\$26.14	\$27.03

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