



**AUTHORIZED FEDERAL SUPPLY SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST**

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

- ◆ **Systems Engineering and Analysis**
- ◆ **Legacy System Migration**
- ◆ **Software Engineering**
- ◆ **Workflow and Electronic Content Management**
- ◆ **System Integration, Deployment, and Field Support**
- ◆ **Program Management and Process Improvement Support**

Special Item Numbers: SIN 132-51, Information Technology Professional Services

FPDS Classes: D302, D306, D307, D308, D310, D311, D316, D399

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

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

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

Flatirons Solutions Corporation
1608 Spring Hill Road, Ste 302
Vienna, VA 22182
(703) 424-7777

DUNS: 039716852

Web Site: www.FlatironsSolutions.com

Email: Andy.Makowka@FlatironsSolutions.com

Contract Number: GS-35F-0446N

**Period Covered By Contract:
3/25/2008 – 3/24/2013**

**General Services Administration
Federal Supply Service**

Pricelist current through Modification # _____, dated _____.

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

TABLE OF CONTENTS

INFORMATION FOR ORDERING OFFICES	1
APPLICABLE TO ALL SPECIAL ITEM NUMBERS	1
SPECIAL NOTICE TO AGENCIES: SMALL BUSINESS PARTICIPATION	1
1. GEOGRAPHIC SCOPE OF CONTRACT	1
2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION.....	1
3. LIABILITY FOR INJURY OR DAMAGE.....	1
4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279.....	2
5. FOB: Destination.....	2
6. DELIVERY SCHEDULE.....	2
7. DISCOUNTS.....	2
8. TRADE AGREEMENTS ACT OF 1979, AS AMENDED.....	3
9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING	3
10. SMALL REQUIREMENTS	3
11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)... 3	3
12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS (In accordance with FAR 8.404.).....	3
13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS	5
14. SECURITY REQUIREMENTS.....	5
15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES.....	5
16. GSA ADVANTAGE!	5
17. PURCHASE OF OPEN MARKET ITEMS	6
18. CONTRACTOR COMMITMENTS, WARRANTIES, AND REPRESENTATIONS	6
19. OVERSEAS ACTIVITIES.....	6
20. BLANKET PURCHASE AGREEMENTS (BPAs)	7
21. CONTRACTOR TEAM ARRANGEMENTS	7
22. INSTALLATION, DEINSTALLATION, REINSTALLATION.....	7
23. SECTION 508 COMPLIANCE	7
24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES	8
TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SIN 132-51)	9
1. SCOPE	9

2. PERFORMANCE INCENTIVES	9
3. ORDERING PROCEDURES FOR SERVICES.....	9
4. ORDER	11
5. PERFORMANCE OF SERVICES	12
6. INSPECTION OF SERVICES	12
7. RESPONSIBILITIES OF THE CONTRACTOR.....	12
8. RESPONSIBILITIES OF THE GOVERNMENT	12
9. INDEPENDENT CONTRACTOR.....	12
10. ORGANIZATIONAL CONFLICTS OF INTEREST	12
11. INVOICES	13
12. PAYMENTS	13
13. RESUMES.....	13
14. INCIDENTAL SUPPORT COSTS	13
15. APPROVAL OF SUBCONTRACTS	13
16. DESCRIPTION OF IT SERVICES AND PRICES	14
IT SERVICES DESCRIPTION	14
1. SYSTEMS ENGINEERING AND ANALYSIS	14
2. LEGACY SYSTEM MIGRATION.....	15
3. SOFTWARE ENGINEERING.....	15
4. WORKFLOW AND ELECTRONIC CONTENT MANAGEMENT	16
5. SYSTEMS INTEGRATION, DEPLOYMENT, AND FIELD SUPPORT	17
6. PROGRAM MANAGEMENT AND PROCESS IMPROVEMENT SUPPORT	17
LABOR CATEGORY DESCRIPTIONS	18
LABOR CATEGORY RATES	22
USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS	24
1. PREAMBLE.....	24
2. COMMITMENT	24
BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”	28

INFORMATION FOR ORDERING OFFICES**APPLICABLE TO ALL SPECIAL ITEM NUMBERS****SPECIAL NOTICE TO AGENCIES: SMALL BUSINESS PARTICIPATION**

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

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

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT

Offerors are requested to check one of the following boxes:

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

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION

Flatirons Solutions
4747 Table Mesa Road, Suite 200
Boulder, CO 80305

Flatirons Solutions is 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.

TECHNICAL AND ORDERING ASSISTANCE

Ordering agencies can obtain technical and/or ordering assistance by calling Flatirons Solutions at (703) 424-7777.

3. LIABILITY FOR INJURY OR DAMAGE

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

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): 039716852

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

Block 36: Contractor's Taxpayer Identification Number (TIN): 84-158-5100

4a. CAGE CODE: 1V9G8**4b. Central Contractor Registration Database:** Flatirons Solutions has registered with the Central Contractor Registration Database.**5. FOB:** Destination**6. DELIVERY SCHEDULE****6a. TIME OF DELIVERY**

Flatirons Solutions shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER
132-51

DELIVERY TIME (Days ARO)
As mutually agreed by Flatirons Solutions and the customer

EXPEDITED DELIVERY TIMES

Flatirons Solutions will expedite services, and provide overnight and 2-day delivery as mutually agreed upon by Flatirons Solutions and the customer, and specified in each task order.

6b. 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 Flatirons Solutions for the purpose of obtaining accelerated delivery. Flatirons Solutions shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by Flatirons Solutions in writing.) If Flatirons Solutions 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.

7a. PROMPT PAYMENT

Flatirons Solutions does not offer discounts for prompt payment. Payment is Net 30.

7b. QUANTITY

Flatirons Solutions does not offer quantity discounts.

7c. DOLLAR VOLUME

None.

7d. GOVERNMENT EDUCATIONAL INSTITUTIONS.

Government educational institutions are offered the same discounts as all other Government customers.

7e. OTHER

Flatirons Solutions does not offer other discounts.

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

None.

10. SMALL REQUIREMENTS

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

11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)**11a. MAXIMUM ORDER FOR SPECIAL ITEM NUMBERS**

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

12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS (In accordance with FAR 8.404.)

[NOTE: Special ordering procedures have been established for Special Item Number (SIN) 132-51, IT Professional Services; 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.

12a. 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.

12b. 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 Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the supply or services 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 that of a comparable item;

4. Warranty considerations;
5. Maintenance availability;
6. Past performance; and
7. Environmental and energy efficiency considerations.

12c. 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 12b above, and before placing an order that exceeds the maximum threshold, ordering offices shall:

1. Review additional Schedule Contractor's 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 Reduction 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).

12d. 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.

12e. PRICE REDUCTIONS

In addition to the circumstances outlined in paragraph 12c above, there may be instances when ordering agencies 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.

12f. 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.

12g. DOCUMENTATION

Orders should be documented, at a minimum, by identifying the Contractor from whom the item was purchased, 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.

13a. 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.

13b. 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 that 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 less.

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 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.]

For administrative convenience, an ordering office 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 office 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 representation 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:

The Services herein are available to overseas activities outside the scope of this contract on an open market basis. They will be negotiated between Flatirons Solutions and the ordering agency.

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. BLANKET PURCHASE AGREEMENTS (BPAs)

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

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

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, 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 requisitioning activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

23. SECTION 508 COMPLIANCE

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

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES

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

- a. A copy of the authorization from the Agency 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.

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION
TECHNOLOGY (IT) PROFESSIONAL SERVICES (SIN 132-51)****1. SCOPE**

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

2. PERFORMANCE INCENTIVES

- a. When using a performance based statement of work, performance incentives may be agreed upon between Flatirons Solutions and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.
- b. The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate Flatirons Solutions. Incentives shall be based on objectively measurable tasks.
- d. The above procedures do not apply to Time and Material or labor hour orders.

3. ORDERING PROCEDURES FOR SERVICES**3a. PROCEDURES FOR IT PROFESSIONAL SERVICES PRICED ON GSA SCHEDULE AT
HOURLY RATES (REQUIRING A STATEMENT OF WORK)**

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

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

- a. When ordering services, ordering offices shall:
 1. Prepare a Request (Request for Quote or other communication tool):
 - i. A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
 - ii. The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering 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 rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

- iii. The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.
 - iv. The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2)(i) below, the request shall notify the contractors that will be the case.
2. Transmit the request to Contractors:
- i. 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 Contractor's locations, as appropriate). When buying IT professional services under SIN 132-51 ONLY, the ordering office, at its discretion, may limit consideration to those Schedules Contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINS as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet agencies' needs are available, if the order is estimated to exceed the micro-purchase threshold.
 - ii. The request 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 agencies' needs. Ordering offices should strive to minimize the Contractor's 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. Oral presentations should be considered, when possible.
3. Evaluate Responses and Select the Contractor to Receive the Order:
- i. After responses have been evaluated against the factors identified in the request, the order should be placed with the Schedule Contractor that represents the best value. (See FAR 8.404)
 - b. The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall:

1. Inform Contractors in the request (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.
 - i. 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 should be awarded the BPA. (See FAR 8.404).
 - ii. Multiple BPAs – When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value.
2. Review BPAs periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)
- c. The ordering 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.
- d. When the ordering office's requirement involves both products as well as executive, administrative and/or 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 best value. (See FAR 8.404)

The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

3b. ORDERING PROCEDURES FOR OTHER SERVICES AVAILABLE ON THE SCHEDULE AT FIXED PRICES FOR SPECIFICALLY DEFINED SERVICES OR TASKS.

Ordering procedures for other services available on schedule at fixed prices for specifically defined services or tasks should use the procedures in FAR 8.404. These procedures are listed in the pricelist, under "Information for Ordering Offices," paragraph #12.

4. ORDER

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

5. PERFORMANCE OF SERVICES

- a. Flatirons Solutions shall commence performance of services on the date agreed to by Flatirons Solutions and the ordering office.
- b. Flatirons Solutions agrees to render services only during normal working hours, unless otherwise agreed to by Flatirons Solutions 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 Flatirons Solutions travel required in the performance of IT services will 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 Flatirons Solutions travel. Contractors cannot use GSA city pair contracts.

6. 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.

7. RESPONSIBILITIES OF THE CONTRACTOR

Flatirons Solutions 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 Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE GOVERNMENT

Subject to security regulations, the ordering office shall permit Flatirons Solutions access to all facilities necessary to perform the requisite IT services.

9. INDEPENDENT CONTRACTOR

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

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

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed Government contract, without some 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.

11. INVOICES

Flatirons Solutions, 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.

12. PAYMENTS

For firm-fixed price orders, the Government shall pay Flatirons Solutions, 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 2002) (Alternate II (FEB 2002)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user agency 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 agency in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that Flatirons Solutions 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 PRICES

IT SERVICES DESCRIPTION

Flatirons Solutions provides highly technical IT services and solutions to Government and commercial customers. IT services span the full engineering life cycle from requirements analysis, software development, and test and evaluation to installation, training, and field support. Flatirons Solutions consultants, engineers, analysts, and programmers offer customers expertise in:

- Systems engineering and analysis
- Legacy system migration
- Software engineering
- Workflow and Electronic Content Management
- Systems integration, deployment, and field support
- Program Management and Process Improvement Support

Flatirons Solutions is committed to providing quality products and services to our customers. Process- and data-driven methods and procedures underpin all engineering tasks. Our standard engineering and management procedures comply with recommended practices for Level 3 of the Software Engineering Institute's (SEI) Capability Maturity Model (CMM) and International Standards Organization (ISO) 9000 standards.

The following paragraphs describe the range of services offered by Flatirons Solutions. For assistance with your specific IT technical requirements or general questions about this GSA Schedule, please call Flatirons Solutions at (703) 424-7777.

1. SYSTEMS ENGINEERING AND ANALYSIS

Flatirons Solutions offers systems engineering and analysis services in support of a variety of information technology requirements, systems, and domains. Activities include, but are not limited to:

- Assessing technical parameters and ensuring compatibility of all physical, functional, and technical program interfaces
- Transforming operational needs into descriptions and models of the system configuration that best satisfy the needs
- Translating operational requirements into an integrated system architecture and design
- Assessing the viability and interoperability of Commercial-Off-The-Shelf (COTS), Government-Off-The-Shelf (GOTS), Non-Developmental-Item (NDI), and reusable components
- Integrating the efforts of all engineering disciplines into a comprehensive engineering effort

Flatirons Solutions performs a broad range of systems analysis, assessment, and study tasks, including, but not limited to:

- Trade studies
- Analytical studies
- Feasibility studies
- Architectural and design analyses
- Risk and threat analyses
- Component reuse analyses
- Life cycle cost and design-to-cost analyses
- On-site assessments of operational systems
- Engineering process assessment

Flatirons Solutions provides customer-specific documentation to satisfy the unique requirements of each systems engineering task. Task order deliverables may include but are not limited to: requirements blueprints, design models, systems/software baselines and target architectures, systems/software prototypes, risk and impact assessments, and requirements descriptions and specifications.

2. LEGACY SYSTEM MIGRATION

Flatirons Solutions provides consulting and engineering services to convert legacy systems to modern distributed computing systems. Our specialists minimize software conversions and retain or extend the best features of legacy systems to reduce the cost of transitioning to modern architectures and commercially available technologies and applications. Our specialists perform a full requirement analysis of legacy software for reuse or modification and develop hardware/software technical solutions that are compliant with open systems standards. Flatirons Solutions engineers use an object oriented development methodology to eliminate obsolete or redundant code and document remaining code and changes to system interfaces. Our staff uses COTS technical solutions to customer requirements whenever possible. Most importantly, our experts use rapid prototyping to refine the target system design and ensure complete customer satisfaction.

Our engineers are fully experienced with migration of secure and non-secure single and distributed systems. Our technical solutions use state-of-the-art technologies and comply with evolving industry standards and Government policies. Flatirons Solutions provides customer-specific documentation and products including, but not limited to:

- Technical assessments of production system environments for restructure and reuse
- Functional assessments that identify capabilities, data flow, and deficiencies
- Redevelopment feasibility assessments and plans that provide insights into redevelopment/reuse strategies for migrating existing applications
- Systems/software prototypes
- Migration plans that provide a comprehensive phased schedule

Flatirons Solutions offers comprehensive consultant, integration, and installation services for multi-vendor hardware and software that emphasize the seamless integration of new technologies into the customer's environment. Our specialists plan and design implementation strategies that minimize operational disruptions.

Flatirons Solutions provides documentation in accordance with applicable Government standards as well as customer-specific products. Task order deliverables include, but are not limited to:

- Impact analyses and recommendations
- Phased migration and installation plans
- Site-specific configuration documentation
- Site-specific software development or conversion in support of integration activities
- Test plans, problem reports, and test results

3. SOFTWARE ENGINEERING

Flatirons Solutions offers software engineering services in support of a wide variety of requirements and domains, including air traffic management, transportation, communications, intelligence, and security. Our experienced software engineers apply a systematic and disciplined process to the development and maintenance of software. The process encompasses the full development lifecycle - requirements analysis, design, code, and test – and is applied using the most appropriate process model – linear sequential, prototyping, rapid application development, or evolutionary (i.e, spiral, incremental, concurrent). State-of-the-art tools and methods enhance engineer efficiency and productivity. Quality engineering, testing, configuration management, and metrics-based tracking underpin the process to ensure delivery of software systems that satisfy customer expectations and meet operational requirements.

Our software engineers have extensive knowledge of

- Business, data, and process modeling
- Object oriented analysis, design, and programming
- Complex algorithm development
- Component-based development
- Client/Server and web-based architectures
- Software estimating methods
- Software Engineering Institute (SEI) Capability Maturity Model (CMM)

Flatirons Solutions provides customer-specific documentation to satisfy the unique requirements of each software engineering task. Task order deliverables may include but are not limited to: software development plans, requirements specifications and traceability matrices, design descriptions, operations and users manuals, test descriptions and procedures, and software configuration baselines.

4. WORKFLOW AND ELECTRONIC CONTENT MANAGEMENT

Flatirons Solutions offers workflow and content management services in support of a variety of information technology requirements. Electronic content management includes development of a secure repository for information assets (text, graphics, images, video, etc.), providing efficient workflows to collaboratively create, edit and approve information, “chunking” the information into reusable components, dynamically assembling information for the purpose at hand, and making this information accessible through a variety of formats and media (web portals, paper documents, electronic interchange with other agencies, etc.). Typical applications include:

- Web content management
 - Government-to-citizen information portals
 - Web-based self-service applications (taxes, permits, invoicing, etc.)
- Document management
 - Internal efficiency improvements in collaboratively creating, editing, and approving information (publications, technical manuals, standards and procedures, etc.)
 - Records management and information archiving/retrieval
- Imaging and digital asset management (certificates, land records, deeds, etc.)
- Knowledge Management
 - Shared knowledge bases to optimize staff and program effectiveness
 - Collaborative activities among teams, organizations, government agencies
- Optimizing information re-use through XML-based or SGML-based applications
- Using XML to help meet multi-lingual and accessibility requirements

Flatirons Solutions performs a broad range of analysis, design, and solution implementation tasks which include but are not limited to:

- Trade studies
- Feasibility studies
- Requirements analyses
- Information architecture and component re-use analyses
- XML Document Type Definition (DTD), schema and transformation design
- Workflow analysis and redesign
- High-level and detailed solution designs

- Integration of commercial-off-the-shelf (COTS) products
- Solution implementation, testing and deployment
- Data and document migration
- Solution maintenance and support
- User and maintainer training

Flatirons Solutions provides customer-specific documentation to satisfy the unique requirements of each task. Task order deliverables include but are not limited to: requirements blueprints, information architectures, workflow models, risk and impact assessments, systems/software architectures and designs, systems/software prototypes, and fully implemented solutions.

5. SYSTEMS INTEGRATION, DEPLOYMENT, AND FIELD SUPPORT

Flatirons Solutions offers comprehensive consultant, integration, deployment, and field services for multi-vendor hardware and software that emphasize the seamless integration of new technologies into the customer's environment. Our engineers plan and design implementation strategies that minimize disruptions at operational sites. We specialize in bridging the gap between development and deployment to ensure successful system deployment and user acceptance. Flatirons Solutions offers experience with personal computer, mainframe, or workstation-based systems and networks in the field.

System/Network Analysis. Flatirons Solutions engineers monitor local and wide-area network peak performance and maintain system hardware. Our specialists define and document performance objectives and measurable technical performance criteria to drive technical evaluations, performance management analyses, and capacity management analyses. They identify areas for improvement and recommend technical solutions to optimize system and network performance. They analyze, evaluate, and plan methods and approaches for solving complex telecommunications and network requirements.

System/Network Operations and Administration. Flatirons Solutions specialists operate, monitor, and analyze systems, networks, and associated equipment for data processing and communications, including operations such as monitoring network performance, loading new application and operating system releases, and observing and responding to control displays for errors or operator messages. They also establish and maintain user accounts and password control.

Training. Flatirons Solutions engineers design courses for technical and management personnel on techniques, tools, and methodologies employed for a task order, including formal classroom lectures, hands-on training, and one-on-one training courses. Task order deliverables include, but are not limited to training objectives, course curricula, lesson plans, student handbooks and training materials, slides and audio-visual training aids, and end-of-course evaluations.

6. PROGRAM MANAGEMENT AND PROCESS IMPROVEMENT SUPPORT

Flatirons Solutions offers program management and process improvement consulting services. Consultants with years of practical, applied experience assist customers with planning, monitoring, and controlling programs as well as assessing programmatic and technical factors that affect program effectiveness. Activities and deliverables are tailored for each task to ensure customer objectives are met. Program management support activities may include developing market analyses, acquisition strategy papers, procurement requests, Statements of Work, sole source justifications, cost benefit studies, trade-off studies, integrated program plans, integrated master schedules, and risk plans. Process improvement support addresses the full scope of programmatic, management, and engineering factors, and all key process areas. Consulting services offered include, but are not limited to, process assessment, improvement planning, procedure and tool development, monitoring progress, and measuring improvements.

LABOR CATEGORY DESCRIPTIONS

	Labor Category	Description and Minimum Requirements
1	Subject Matter Expert (SME) 6	<p><u>Minimum/General Experience:</u> Twenty years of relevant technical experience with at least six years experience handling large, enterprise level projects / applications.</p> <p><u>Functional Responsibility:</u> Provides functional and technical leadership for a selection of applications and/or business capabilities. Applies proven expertise and in-depth knowledge to serve as a technical or specialized resource within the business and across functions; Analyzes user needs to determine functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Manages multi-vendor technical interdependencies and interfaces. Assists development, test and production support teams in technical execution. Ensures compliance with standards and guidelines. Provides functional leadership for a complex application or portfolio of applications and/or business capabilities.</p> <p><u>Minimum Education:</u> BS/BA Degree or three additional years experience; PhD and fifteen years experience; MS Degree and eighteen years experience</p>
2	Subject Matter Expert (SME) 4	<p><u>Minimum/General Experience:</u> Eighteen years of relevant technical experience with at least four years experience handling large, enterprise level projects / applications.</p> <p><u>Functional Responsibility:</u> Provides functional and technical leadership for a selection of applications and/or business capabilities. Applies proven expertise and in-depth knowledge to serve as a technical or specialized resource within the business and across functions; Analyzes user needs to determine functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Manages multi-vendor technical interdependencies and interfaces. Assists development, test and production support teams in technical execution. Ensures compliance with standards and guidelines. Provides functional leadership for a complex application or portfolio of applications and/or business capabilities.</p> <p><u>Minimum Education:</u> BS/BA Degree or three additional years of experience.</p>
3	Subject Matter Expert (SME) 2	<p><u>Minimum/General Experience:</u> Fifteen years of relevant technical experience with at least two years experience handling large, enterprise level projects / applications.</p> <p><u>Functional Responsibility:</u> Provides functional and technical leadership for a selection of applications and/or business capabilities. Applies proven expertise and in-depth knowledge to serve as a technical or specialized resource within the business and across functions; Analyzes user needs to determine functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Manages multi-vendor technical interdependencies and interfaces. Assists development, test and production support teams in technical execution. Ensures compliance with standards and guidelines. Provides functional leadership for a complex application or portfolio of applications and/or business capabilities.</p> <p><u>Minimum Education:</u> BA/BS Degree or three additional years of experience.</p>
4	Senior Manager	<p><u>Minimum/General Experience:</u> Fifteen years of experience in a related field with at least 10 years management experience.</p> <p><u>Functional Responsibility:</u> Provides management and technical direction to program</p>

	Labor Category	Description and Minimum Requirements
		<p>managers or other program or project personnel. Exercises independent judgment and a high level of analytical skills in solving technical, administrative, and managerial problems. Accountable for project planning, execution, and performance.</p> <p><u>Minimum Education:</u> BA/BS Degree or three additional years experience.</p>
5	Chief Engineer / Scientist / Analyst	<p><u>Minimum/General Experience:</u> Ten years of applicable technical experience in the industry.</p> <p><u>Functional Responsibility:</u> Provides expert advice on highly complex technical matters. Conducts studies to address significant, complex technical or operational issues. Provides consulting and services in the analysis, design, development, integration, or installation of information technology software and systems. Independently performs exceptionally complex tasks including designing complex software, applications, or information systems by leveraging formal training, domain proficiency, and experience. Provides technical direction to professional staff or teams working on multiple tasks in area of discipline or related areas.</p> <p><u>Minimum Education:</u> BA/BS Degree or three additional years experience.</p>
6	Senior Architect	<p><u>Minimum/General Experience:</u> Ten years of experience in a related field with at least 5 years management experience.</p> <p><u>Functional Responsibility:</u> Establishes system information requirements using detailed analysis in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Evaluates analytically and systematically problems of workflows, organization, and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.</p> <p><u>Minimum Education:</u> BA/BS Degree or three additional years experience</p>
7	Manager	<p><u>Minimum/General Experience:</u> Ten years of experience in a related field with at least 5 years management experience.</p> <p><u>Functional Responsibility:</u> Serves as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the client’s Contracting Officer (KO), the task order-level TMs, Government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner.</p> <p><u>Minimum Education:</u> BA/BS Degree or three additional years experience</p>
8	Principal Engineer	<p><u>Minimum/General Experience:</u> Seven years of applicable engineering experience.</p> <p><u>Functional Responsibility:</u> Provides consulting and services in the analysis, design, development, integration, or installation of information technology software and systems. Independently performs complex tasks including designing software, applications, or information systems to a customer’s unique requirements. Performs high-level systems analysis and programming tasks. Provides comprehensive definition of all aspects of system development from analysis of mission needs to verification of system performance. Provides technical direction to professional staff or team working on tasks in area of discipline or related areas.</p> <p><u>Minimum Education:</u> BA/BS Degree or three additional years experience.</p>

	Labor Category	Description and Minimum Requirements
9	Senior Engineer	<p><u>Minimum/General Experience:</u> Five years of applicable engineering experience.</p> <p><u>Functional Responsibility:</u> Provides consulting and services in the analysis, design, development, integration, or installation of information technology software and systems. Independently performs complex tasks including designing software, applications, or information systems to a customer’s unique requirements. Performs high-level systems analysis or programming tasks. Defines and executes systems engineering activities within a project. Activities may consist of systems planning, performance management, capacity planning, testing and validation, benchmarking, information engineering, and development and staffing of a systems engineering plan. Provides technical direction to professional staff or team working on tasks in area of discipline or related areas.</p> <p><u>Minimum Education:</u> BA/BS Degree or three additional years experience.</p>
10	Engineer 9	<p><u>Minimum/General Experience:</u> Four years of applicable engineering experience.</p> <p><u>Functional Responsibility:</u> Provides consulting and services in the analysis, design, development, integration, or installation of information technology software and systems. Independently performs complex tasks including designing software, applications, or information systems to a customer’s unique requirements. Performs high-level systems analysis or programming tasks. Defines and executes systems engineering activities within a project. Activities may consist of systems planning, performance management, capacity planning, testing and validation, benchmarking, information engineering, and development and staffing of a systems engineering plan.</p> <p><u>Minimum Education:</u> BA/BS Degree or three additional years experience.</p>
11	Engineer 7	<p><u>Minimum/General Experience:</u> Three years of applicable engineering experience.</p> <p><u>Functional Responsibility:</u> Provides consulting and services in the analysis, design, development, integration, or installation of information technology software and systems. Independently performs complex tasks including designing software, applications, or information systems to a customer’s unique requirements. Performs high-level systems analysis or programming tasks. Defines and executes systems engineering activities within a project. Activities may consist of systems planning, performance management, capacity planning, testing and validation, benchmarking, information engineering, and development and staffing of a systems engineering plan.</p> <p><u>Minimum Education:</u> BA/BS Degree or three additional years experience.</p>
12	Engineer 5	<p><u>Minimum/General Experience:</u> Two years of applicable engineering experience.</p> <p><u>Functional Responsibility:</u> Provides consulting and services in the analysis, design, development, integration, or installation of information technology software and systems. Independently performs complex tasks including designing software, applications, or information systems to a customer’s unique requirements. Performs high-level systems analysis or programming tasks. Defines and executes systems engineering activities within a project.</p> <p><u>Minimum Education:</u> BA/BS Degree or three additional years experience.</p>
13	Engineer 3	<p><u>Minimum/General Experience:</u> One year of applicable engineering experience.</p> <p><u>Functional Responsibility:</u> Participates in the analysis, design, development, integration, or installation of information technology software and systems. Assists the Senior Engineer in performing complex tasks including designing software, applications, or information systems to a customer’s unique requirements.</p>

	Labor Category	Description and Minimum Requirements
		<u>Minimum Education:</u> BA/BS Degree or three additional years experience.
14	Engineer 1	<p><u>Minimum/General Experience:</u> Zero years of applicable engineering experience.</p> <p><u>Functional Responsibility:</u> Participates in the analysis, design, development, integration, or installation of information technology software and systems. Assists the Senior Engineer in performing complex tasks including designing software, applications, or information systems to a customer’s unique requirements.</p> <p><u>Minimum Education:</u> BA/BS Degree or three years additional experience</p>
15	Data Entry Clerk	<p><u>Minimum/General Experience:</u> Three years of relevant experience.</p> <p><u>Functional Responsibility:</u> Enters a wide variety of source documents such as computer generated reports, program coding sheets, and other narrative and statistical information using PC-based database management software and systems. In accordance with established procedures, reviews source documents for completeness and accuracy. Detects and rejects illegible or incomplete source documents and information. Verifies accuracy and corrects data using automated data edit reports if possible. Provides administrative support such as technical typing, editing of word processing and other computer-based manuscripts, integration of various sources into a cohesive product which may be delivered as computer-based magnetic media, preparation of graphical and narrative presentation material.</p> <p><u>Minimum Education:</u> High School diploma or GED certification or two additional years experience.</p>

LABOR CATEGORY RATES

SPECIAL ITEM NUMBER 132-51

Flatirons Site:

Number	Labor Category	Hourly Rates Gov't Site Yr 2 6/1/09 – 5/30/10	Hourly Rates Gov't Site Yr 3 6/1/10 – 5/30/11	Hourly Rates Gov't Site Yr 4 6/1/11 – 5/30/12	Hourly Rates Gov't Site Yr 5 6/1/12 – 3/24/13
1	Subject Matter Expert (SME) 6	\$199.50	\$206.48	\$213.71	\$221.19
2	Subject Matter Expert (SME) 4	\$178.60	\$184.85	\$191.32	\$198.02
3	Subject Matter Expert (SME) 2	\$168.15	\$174.04	\$180.13	\$186.43
4	Senior Manager	\$157.02	\$162.51	\$168.20	\$174.09
5	Chief Engineer/ Scientist/Analyst	\$144.93	\$150.00	\$155.25	\$160.69
6	Senior Architect	\$140.60	\$145.52	\$150.61	\$155.89
7	Manager	\$133.00	\$137.66	\$142.47	\$147.46
8	Principal Engineer	\$126.83	\$131.26	\$135.86	\$140.61
9	Senior Engineer	\$114.73	\$118.75	\$122.90	\$127.20
10	Engineer 9	\$111.15	\$115.04	\$119.07	\$123.23
11	Engineer 7	\$103.55	\$107.17	\$110.93	\$114.81
12	Engineer 5	\$95.95	\$99.31	\$102.78	\$106.38
13	Engineer 3	\$88.35	\$91.44	\$94.64	\$97.96
14	Engineer 1	\$64.60	\$66.86	\$69.20	\$71.62
15	Data Entry Clerk	\$57.00	\$59.00	\$61.06	\$63.20

Government Site (represents a 5% discount):

Number	Labor Category	Hourly Rates Gov't Site Yr 2 6/1/09 – 5/30/10	Hourly Rates Gov't Site Yr 3 6/1/10 – 5/30/11	Hourly Rates Gov't Site Yr 4 6/1/11 – 5/30/12	Hourly Rates Gov't Site Yr 5 6/1/12 – 3/24/13
1	Subject Matter Expert (SME) 6	\$199.50	\$206.48	\$213.71	\$221.19
2	Subject Matter Expert (SME) 4	\$178.60	\$184.85	\$191.32	\$198.02
3	Subject Matter Expert (SME) 2	\$168.15	\$174.04	\$180.13	\$186.43
4	Senior Manager	\$147.73	\$152.91	\$158.26	\$163.80
5	Chief Engineer/ Scientist/Analyst	\$136.36	\$141.14	\$146.08	\$151.19
6	Senior Architect	\$140.60	\$145.52	\$150.61	\$155.89
7	Manager	\$133.00	\$137.66	\$142.47	\$147.46
8	Principal Engineer	\$119.33	\$123.51	\$127.83	\$132.30
9	Senior Engineer	\$107.95	\$111.73	\$115.64	\$119.68
10	Engineer 9	\$111.15	\$115.04	\$119.07	\$123.23
11	Engineer 7	\$103.55	\$107.17	\$110.93	\$114.81
12	Engineer 5	\$95.95	\$99.31	\$102.78	\$106.38
13	Engineer 3	\$88.35	\$91.44	\$94.64	\$97.96
14	Engineer 1	\$64.60	\$66.86	\$69.20	\$71.62
15	Data Entry Clerk	\$57.00	\$59.00	\$61.06	\$63.20

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

1. PREAMBLE

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

2. COMMITMENT

To actively seek and partner with small businesses.

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

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

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

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged, and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please call us at (703) 393-0589.

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

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

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULE/DATES
_____	_____
_____	_____

- (3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.
- (4) This BPA does not obligate any funds.
- (5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.
- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.
- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
 - (a) Name of Contractor;
 - (b) Contract Number;
 - (c) BPA Number;
 - (d) Model Number or National Stock Number (NSN);
 - (e) Purchase Order Number;

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

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency requirements. These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions 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 customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.