



**AUTHORIZED FEDERAL SUPPLY SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES**

Special Item No. 132-51 Information Technology Professional Services

Note: 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.

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

FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D308	Programming Services
FPDS Code D311	IT Data Conversion Services

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

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

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



VMD Systems Integrators, Inc.
1144 Commerce Park Drive, Suite 400
Reston, VA 20191
517.612.2424
<http://www.vmdsystems.com/>

Contract Number: GS-35F-0633P

Period Covered by Contract: July 1, 2014 – June 29, 2019

General Services Administration
Federal Acquisition Service

Pricelist current through June 29, 2018

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System at <http://www.gsaadvantage.gov/>

Table of Contents

1.0 INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS.....	1
2.0 TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51).....	8
3.0 USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS	13
4.0 BEST VALUE BLANKET PURCHASE AGREEMENT – FEDERAL SUPPLY SCHEDULE	14
5.0 BASIC GUIDELINES FOR USING CONTRACTOR TEAM ARRANGEMENTS.....	17
6.0 PRICING TO INCLUDE LABOR CATEGORY DESCRIPTIONS AND CURRENT GSA IT70 CEILING RATES	18

1.0 INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

For orders exceeding the micro purchase threshold, FAR8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!TM on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!TM 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, adwomen-owned small businesses among those considered when selecting pricelists for a best value determination.

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

1. Geographic Scope of Contract:

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

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

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:

VMD Systems Integrators, Inc.
1144 Commerce Park Drive, Suite 400
Reston, VA 20191
517-612-2424

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

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

Technical and Ordering Assistance: 571-612-2437

3. Liability for Injury or Damage

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

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

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: **118324461**

Block 30: Type of Contractor – **Small Disadvantaged Business**

Block 31: Woman-Owned Small Business – **Yes**

Block 36: Contractor's Taxpayer Identification Number (TIN): **04-3671521**

4a.CAGECode: **3GOL3**

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

5. FOB Destination

6. Delivery Schedule

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

Special Item Number : **132-51** Delivery Time: * **Days**

*Delivery time for VMD services will be determined with the purchasing agency at the time of order and dependent upon the specific needs of said agency.

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

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

- a. Prompt Payment: 0 % - 30 days from receipt of invoice or date of acceptance, whichever is later.
b. Quantity: None
c. Dollar Volume: None
d. Government Educational Institutions Prices shown are NET Prices; Basic Discounts have been deducted
e. Other: None

8. Trade Agreements Act of 1979, as amended:

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

9. Statement Concerning Availability of Export Packing: N/A

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.)

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

12. Ordering Procedures for Federal Supply Schedule Contracts

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

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

- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. Federal Information Technology/Telecommunication Standards Requirements:

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

13.1 Federal Information Processing Standards Publications (FIPS PUBS):

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

13.2 Federal Telecommunication Standards (FED-STDS):

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

14. Contractor Tasks/Special Requirements(C-FSS-370) (NOV2001) FSS A/L FC 01-5

- a. **Security Clearances:** The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- b. **Travel:** The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- c. **Certifications, Licenses and Accreditations:** As commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- d. **Insurance:** As a commercial practice, the Contractor maybe required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- e. **Personnel:** The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

- f. **Organizational Conflicts of Interest:** Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- g. **Documentation/Standards:** The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- h. **Data/Deliverable Requirements:** Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- i. **Government-Furnished Property:** As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- j. **Availability of Funds:** Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

15. Contract Administration for Ordering Activities:

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

16. GSA Advantage!

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

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

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

17. Purchase of Open Market Items

NOTE: Open Market Items are also known as incidental items, no contract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated at open market purchases. Ordering Activities procuring open market items must follow FAR 8.401(d).

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

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

18. Contractor Commitments, Warranties and Representations

- a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
 - 1) Time of delivery/installation quotations for individual orders;
 - 2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
 - 3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. Overseas Activities

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

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

20. Blanket Purchase Agreements (BPA)

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPA) 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, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. Installation, Deinstallation, Reinstallation

The Davis-Bacon Act (40U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and

decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act apply.

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

23. Section 508 Compliance.

If applicable, Section508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: N/A

The EIT standard can be found at: <http://www.section508.gov/>

24. Prime Contractor Ordering From Federal Supply Schedules.

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

- a. A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- b. The following statement:
This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. Insurance—Work On A Government Installation (JAN1997) (FAR52.228-5)28.310

- a. The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- b. Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
 - 1) For such period as the laws of the State in which this contract is to be performed prescribe; or
 - 2) Until30days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- c. The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Scheduler elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. Software Interoperability

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

27. Advance Payments

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

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

1. Scope

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

2. Performance Incentives

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

3. Ordering Procedures For Services (Requiring A Statement Of Work) (G-FCI-920) (MAR 2003)

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

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

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering activity using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

- a. When ordering services, ordering activities shall—
 - 1) Prepare a Request (Request for Quote or other communication tool):
 - i. A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
 - ii. The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering activity makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort

required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour anytime-and-materials orders.

- iii. The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.
- iv. The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2) below, the request shall notify the contractors that will be the case.

2) Transmit the Request to Contractors:

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

NOTE: When buying IT professional services under SIN132—51ONLY, 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 SIN132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

- i. The request should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.
- ii. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the ordering activity's needs.
- iii. In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.
- iv. Ordering activities should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

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

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR8.404)

- b. The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering activity the opportunity to secure volume discounts. When establishing BPAs, ordering activities shall—

- 1) Inform contractors in the request (based on the ordering activity's requirement) if 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. SINGLEBPA: Generally, a single BPA should be established when the ordering activity can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)
- ii. MULTIPLE BPAs: When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing the BPAs, the procedures in (a) (2) above must be followed. The procedures at (a) (2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the Schedule contractor that represents the best value.
 - 2) Review BPAs Periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)
- c. The ordering activity should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
- d. When the ordering activity's requirement involves both products as well as executive, administrative and/or professional, services, the ordering activity should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)
- e. The ordering activity, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For ordering activity requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made unmaking the selection.

4. Order

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

5. Performance of Services

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

6. Stop-Work Order (FAR 52.242-15) (AUG 1989)

- a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
 - 1) Cancel the stop-work order; or
 - 2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
 - 1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - 2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- c. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- d. If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

7. Inspection of Services

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

8. Responsibilities of the Contractor

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

9. Responsibilities of the Ordering Activity

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

10. Independent Contractor

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

11. Organizational Conflicts of Interest

- a. a. Definitions.
“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or

corporation that is a party to this contract.

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

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

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

12. Invoices

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

13. Payments

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

14. Resumes

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

15. Incidental Support Costs

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

16. Approval of Subcontracts

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

17. Description of IT Services and Pricing

- a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 and 132-52. IT Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- b. Pricing for all IT Services shall be in accordance with the Contractor’s customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE:

Labor Category/Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure, and management practices.

Functional Description/Responsibility: Guides users in formulating requirements, advises alternative approaches, and conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science

3.0 USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

To develop and promote company policy initiatives that 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 ordering activity contracts. To accelerate potential opportunities please contact.

Point of Contact:

Susan Ovalle, Senior Contracts Manager & Compliance Officer
VMD Systems Integrators, Inc.
11440 Commerce Park Dr. # 400
Reston, VA 20191
Office: 571.612.2431
Fax: 571.612.2425
Email: sovalle@vmdsystems.com

4.0 BEST VALUE BLANKET PURCHASE AGREEMENT – FEDERAL SUPPLY SCHEDULE

BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

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

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

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

Signatures

Ordering Activity Date Contractor Date

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

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

(2)Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4)This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

(a)Name of Contractor;

(b)Contract Number;

(c)BPA Number;

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

(e)Purchase Order Number;

(f)Date of Purchase;

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

(h)Date of Shipment.

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

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

5.0 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 an ordering activity requirements.

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

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

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

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

Here is a general outline on how it works:

- The customer identifies their requirements.
- 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.

6.0 PRICING TO INCLUDE LABOR CATEGORY DESCRIPTIONS AND CURRENT GSA IT70 CEILING RATES

Information Technology Labor Category Descriptions:

Labor Category:	Program Manager
General Experience:	Seven years of technical experience, at least five years of management experience
Functional Description:	Responsible for overall program management of complex, multi-task IT contracts. Oversees all technical operations, prepares financial and budget reports, and tracks financial and contractual requirements. Responsible for cost and quality control. Works with client representatives to ensure smooth contract operation. Manages technical and administrative personnel. Works independently without direct supervision.
Minimum Education:	BA/BS in related Business or relevant field; MA/MS in related field or MBA is highly preferred.

Labor Category:	Program Manager II
General Experience:	Ten years of technical experience, at least seven years of management experience
Functional Description:	Responsible for overall program management of complex, multi-task IT contracts. Oversees all technical operations, prepares financial and budget reports, and tracks financial and contractual requirements. Responsible for cost and quality control. Works with client representatives to ensure smooth contract operation. Manages technical and administrative personnel. Works independently without direct supervision.
Minimum Education:	BA/BS in related Business or relevant field; MA/MS in related field or MBA is highly preferred.

Labor Category:	Project Manager
General Experience:	Minimum four years of related technical experience. Minimum one year of supervisory experience
Functional Description:	Manages small projects or single tasks on large, complex projects. Directs completion of tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Ensures compliance with contract requirements. May be a senior technical expert who provides advice, design, and development on complex technical tasks. Works independently without direct supervision.
Minimum Education:	BA/BS in Business or related field.

Labor Category:	Project Manager II
General Experience:	Minimum of 5 years project management experience overseeing development projects using various Software Development Lifecycle methodologies. At least 8 years of combined IT experience that includes business and system requirements definition, system design, system development and/or system testing.
Functional Description:	Manages small projects or single tasks on large, complex projects. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Ensures compliance with contract requirements. May be a senior technical expert who provides advice, design, and development on complex technical tasks. Leads software projects on a variety of software platforms. Skills should include cost and budget management, risk management, resource management and very strong customer interfacing abilities. Must be strong at creating and verifying software project documentation including systems requirements, systems designs, test plans, and project reviews. Works independently without direct supervision. Must possess strong written and oral communication skills to ensure effective interaction with customers and project team members.
Minimum Education:	BA/BS in Business or related field.

Labor Category:	Principal Information Engineer
General Experience:	Seven years of technical experience
Functional Description:	Performs advanced specialized systems programming duties including design, specifications development, and computerized information systems implementation to include web-based applications. Supervises programmers and other technical staff on complex projects. Consults with user management and technical staff to clarify client needs, problems, and strategy. Assigns, coordinates, and reviews work developers. May train lower-level staff. Works independently without direct supervision.
Minimum Education:	BA/BS in relevant field. Computer Science or related field.

Labor Category:	Systems Administrator
General Experience:	Four years of technical experience
Functional Description:	Administration of UNIX, Windows NT, Banyan Vines or Novell systems or open systems and/or legacy systems. General experience includes operations experience on a large-scale computer system or a multi-server local area network. Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.
Minimum Education:	BA/BS in Computer Science or related field

Labor Category:	Network/Hardware Specialist
General Experience:	Four years of technical experience
Functional Description:	System analysis and evaluation of hardware and network capabilities and configurations. Must demonstrate the ability to work independently or under only general direction. Reviews computer systems in terms of machine capabilities and man-machine YY. Prepares reports and studies concerning hardware. Prepares functional requirements and specifications for hardware acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements. Designs and optimizes network topologies. Directs and leads preparation of engineering plans and site installation Technical Design Packages. Develops hardware installation schedules. Directs and leads preparation of drawings documenting configuration changes at each site. Prepares site installation and test reports.
Minimum Education:	AA/AS in Computer Science or technical certification.

Labor Category:	Network Specialist
General Experience:	Four years of related experience
Functional Description:	Designs, installs, maintains, and coordinates the use of complex networks. Evaluates hardware and software. Develops security procedures. Analyzes network designs and researches new technologies. Troubleshoots and resolves complex problems. Implements and coordinates network policies, procedures, and standards. Trains end users. Supervisory responsibilities. May be responsible for penetration testing, survivability and vulnerability analysis, and contingency/disaster recovery planning. Works independently without direct supervision.
Minimum Education:	BA/BS in relevant Computer Science or related field. Network engineer certification (CNE, MSCE) may be substituted for educational requirement and may be required.

Labor Category:	Systems Security Specialist
General Experience:	Five years of technical experience
Functional Description:	System analysis and evaluation of hardware and network capabilities and configurations. Must demonstrate the ability to work independently or under only general direction. Reviews computer systems in terms of machine capabilities and man-machine interface. Prepares reports and studies concerning hardware. Prepares functional requirements and specifications for hardware acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements. Designs and optimizes network topologies. Directs and leads preparation of engineering plans and site installation Technical Design Packages. Develops hardware installation schedules. Directs and leads preparation of drawings documenting configuration changes at each site. Prepares site installation and test reports.
Minimum Education:	BS

Labor Category:	Junior Developer
General Experience:	Two years of technical experience
Functional Description:	Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Responsible for implementing software from formal specifications, data flow diagrams, and other accepted design techniques. Interprets software requirements and design specifications to code, and integrates and tests software components. Works independently with minimal direct supervision.
Minimum Education:	Associates degree in relevant field. Computer Science or related field.

Labor Category:	Developer
General Experience: F	four years of technical experience
Functional Description:	Work closely with management, technical team and customers to clarify project objectives. Assists in defining software requirements and establishing standards and methodologies for design and development of software applications. Responsible for implementing software from formal specifications, data flow diagrams, another accepted design techniques. Interprets software requirements and design specifications to code, and integrates and tests software components. May have supervisory responsibility.
Minimum Education:	BA/BS in relevant field. Computer Science or related field.

Labor Category:	Senior Developer
General Experience:	Seven years of technical experience
Functional Description:	Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, and other accepted design techniques. Interprets software requirements and design specifications to code, and integrates and tests software components. Estimates software development costs and schedule. May supervise a staff of programmers and/or other engineers. Works independently without direct supervision.
Minimum Education:	BA/BS in relevant field. Computer Science or related field.

Labor Category:	Systems Analyst I
General Experience:	Four One year of related experience
Functional Description:	Analyzes, develops, and reviews computer systems. Defines and analyzes problems and develops system requirements and program specifications. Prepares required systems documentation.
Minimum Education:	AA/AS in Computer Science or related field

Labor Category:	Systems Analyst II
General Experience:	Four years of related experience
Functional Description:	Analyzes user needs to determine requirements and conducts feasibility studies. Identifies resources required for each task. May supervise a small support staff and/or serve as liaison to client staff. Researches developments in field of expertise and applies them to the client environment including emerging technologies, lessons learned, best practices, and assessment methodologies. Interfaces with client personnel at all organizational levels. Develops white papers and system documentation. Converts functional specifications to technical specifications. Works independently without direct supervision.
Minimum Education:	BA/BS in Computer Science or related field

Labor Category:	Systems Analyst III
General Experience:	Seven years' experience in a software engineer or analyst role, ten years total professional experience.
Functional Description:	Possesses an understanding of requirements analysis and requirements management, along with broad familiarity with a range of technology solution areas and current knowledge of industry trends and developments. Guides clients through the analytical portions of a software project by leading client meetings, strategy sessions and making recommendations when necessary. Works closely with customers, managers and other technical team members to synthesize information into a clear development approach. Has extensive experience with full lifecycle development methodologies, including the Rational Unified Process, in particular Use-Case development and UML Modeling. Possesses excellent written and oral communication skills and has excellent time management, job scoping, and estimating skills as well. Assists project manager with the planning and re-sourcing of design, development, testing and delivery phases of projects
Minimum Education:	BS or MS in Computer Science or related field

Labor Category:	Business Analyst I
General Experience:	Two to Four years' experience working on full lifecycle IT development projects.
Functional Description:	Documents business requirements, authors test scripts, and develops other software documentation. Conducts requirements analysis and testing; helps build a strong client relationship; and provides client

Labor Category:	Business Analyst I
	assistance with solving problems. In addition to supporting requirements evaluation, the business analyst supports all phases of the Software Development Life Cycle (SDLC) including project management support, process implementation, product evaluation, quality assurance, and systems documentation. Works closely with various project stakeholders including customers, project managers, technical leads and others. Experience with the full lifecycle development is required; experience using tools to author, manage and test requirements is a plus (i.e. Rational RequisitePro). Experience using the Rational Unified Process methodology, particularly Use-Case development, is a plus. Excellent written and verbal skills are required. The candidate must be a self starter with a great attitude and good communication skills.
Minimum Education:	BA/BS in Computer Science or related field.
Labor Category:	Senior Business Analyst
General Experience:	Seven years of related experience
Functional Description:	Oversees plans for automated data processing systems from project inception to conclusion. Analyzes user needs to determine requirements and conducts feasibility studies. Identifies resources required for each task. May supervise a large support staff and/or serve as liaison to client staff. Provides strategic guidance to other technical staff in areas such as specifications, architectures, and information system design. Researches developments in field of expertise and applies them to the client environment including emerging technologies, lessons learned, best practices, and assessment methodologies. Interfaces with client personnel at all organizational levels. Develops white papers and system documentation. Converts functional specifications to technical specifications. Works independently without direct supervision.
Minimum Education:	Associates degree in relevant field. Computer Science or related field.
Labor Category:	Management Analyst I
General Experience:	Five years of related experience. Ability to prepare documentation and reports in support of IT and non-IT systems and contracts. Knowledge of the SDLC and Microsoft Office Suite of Products is required. Has a strong background in skills in required areas of support. Ability to act as a team leader. Ability to manage multiple tasks at once and meet deadlines accordingly.
Functional Description:	Responsible for a multiple of program management areas to include but not limited to finance, contracts and security. Researches, analyzes, and develops reports, spreadsheets, forms and databases. Responsible for automated support and reporting for Program Management, and direct support to management efforts as directed.
Minimum Education:	AA/AS in relevant field.
Labor Category:	Management Analyst II
General Experience:	Six years of related experience. Ability to prepare documentation and reports in support of IT and non-IT systems and contracts. Knowledge of the SDLC is required. Ability to manage multiple tasks at once and meet deadlines accordingly. An expert knowledge of Microsoft Office Suite of Products is required.
Functional Description:	Responsible for a multiple of program management areas to include but not limited to finance, contracts and security. Researches, analyzes, and develops reports, spreadsheets, forms and databases. In addition, scope of work shall require specialized experience in a certain areas for support in order to be able to do the job. Contractor personnel shall have higher level of responsibility in areas of support.
Minimum Education:	AA/AS in relevant field.
Labor Category:	Principal Management Analyst
General Experience:	5 years professional experience in Accounting and Government Comptroller functions within DOD. Ability to prepare documentation and reports in support of IT and non-IT systems and contracts. Knowledge of the SDLC and Microsoft Office Suite of Products is required.
Functional Description:	Responsible for direct support to the program manager providing functions to include systems acquisition planning and electronic commerce. Responsible for financial reporting, accounting support, financial planning, audit support, and general financial management support services.
Minimum Education:	BA/BS in related field.

Labor Category:	Senior Management Analyst
General Experience:	Eight years related experience. Must be an expert in the areas of support to be considered a Sr. level person. Ability to prepare documentation and reports in support of IT and non-IT systems and contracts. Knowledge of the SDLC and Microsoft Office Suite of Products is required. Must be able to provide support for major projects in multiple areas.
Functional Description:	Responsible for accounting services, transcription services, financial data entry, and financial reporting support
Minimum Education:	BS in related field.

Labor Category:	Engineer/Scientist VII
General Experience:	Fifteen or more years relevant experience desired. Must have complete understanding of engineering principles, industry standards, and the requirements of the assigned project.
Functional Description:	Makes decisions and recommendations that are recognized as authoritative and have an important impact on engineering activities. Requires the use of advanced techniques and the modification and of theories, precepts, and practices of the field and related sciences and disciplines.
Minimum Education:	BS degree and/or advanced degree in an engineering or scientific field related to work area in which the individual performs.

Labor Category:	Business Transformation Engineer/Senior
General Experience:	Eight years' experience in business process re-engineering with demonstrated, increasing responsibilities within this field. Strong verbal and written communication skills, including the ability to create frequent business presentations. Influencing skills are critical. Ability to communicate verbally and in writing with business and technical personnel at all levels.
Functional Description:	Identify, assess, and record near-, medium-, and long-term business needs and technology solutions. Conduct requirements gathering meetings, prepare meeting notes, and follow up on agreed action items. Provide use-case scenarios. Prepare and track project plans for project inception to completion. Manage day-to-day individual workload, monitor milestones and critical dates. Document business requirements and communicate them to build team. Facilitate the implementation of new functionality, training, and troubleshooting. Promote teamwork and knowledge sharing in pursuit of effective problem solving. Position requires three years of business technology experience with a variety of assignments.
Minimum Education:	BA/BS in related Business or relevant field; MA/MS in related field or MBA is highly preferred.

Labor Category:	Senior Expert / Consultant
General Experience:	Twelve years' experience, with at least four relevant to Enterprise Architecture or other IT Strategy field, with demonstrated and increasing responsibilities.
Functional Description:	Demonstrated experience and ability to confer with client executive management using industry expertise to define the client's strategic enterprise goals, and advises in the reengineering of high level business processes to meet these goals. Demonstrated experience and ability to analyze client requirements and recommend development or acquisition strategies. Demonstrated experience and ability to assist client in developing strategies and concepts. Ability to make recommendations and advise on system-wide improvements, risk management, information management/information technology, optimization, and maintenance efforts in the functional area being addressed. Demonstrated experience and ability to effectively communicate, both orally and in writing.
Minimum Education:	Master's degree in related Business or relevant field.

Labor Category:	Subject Matter Expert
General Experience:	Individual should possess unique capability or experience not available under basic labor categories in this contract.
Functional Description:	Highly skilled individual who has the technological expertise in the specific functional tasks required for performance of the task order. Significant professional accomplishments relevant to the engineering/scientific topic or key considerations.
Minimum Education:	BS/MS/PhD in technical, business or management area.

Current GSA IT70 Ceiling Rates as Determined by Most Recent Contract Modification (Mar. 2017):

VMD Systems Integrations, Inc. Price List	
Labor Category (All Correlate to SIN 132-51)	Hourly Rate
Program Manager	\$ 117.72
Program Manager II	\$ 135.53
Project Manager	\$ 94.16
Project Manager II	\$ 115.37
Principal Information Engineer	\$ 107.31
Systems Administrator	\$ 117.72
Network/Hardware Specialist	\$ 74.16
Network Specialist	\$ 105.93
Systems Security Specialist	\$ 114.16
Junior Developer	\$ 71.80
Developer	\$ 108.29
Senior Developer	\$ 149.37
Systems Analyst I	\$ 82.39
Systems Analyst II	\$ 90.62
Systems Analyst III	\$ 100.82
Business Analyst I	\$ 79.23
Senior Business Analyst	\$ 107.10
Management Analyst I	\$ 31.02
Management Analyst II	\$ 35.15
Principal Management Analyst	\$ 41.69
Senior Management Analyst	\$ 54.06
Engineer/Scientist VII	\$ 176.45
Business Transformation Engineer/Senior	\$ 179.49
Senior Expert / Consultant	\$ 221.54
Subject Matter Expert	\$ 225.38