



AUTHORIZED FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE PRICELIST

GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES

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

FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

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

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

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

METHODS Technology Solutions, Inc.
4734 Jamestown Avenue
Baton Rouge, LA 70808-3222
Telephone (225) 201-0992
<http://www.methods-net.com>

Contract Number: GS-35F-0901R

Period Covered by Contract: September 29, 2010 – September 29, 2015

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/>

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**INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

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

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.

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Ordering Information	Payment Information
METHODS Technology Solutions, Inc. ATTN: Debra G. Lazare 4734 Jamestown Avenue Baton Rouge, LA 70808 225-201-0992 voice / 225-201-0989 fax dlazare@methods-net.com	METHODS Technology Solutions, Inc. ATTN: Contracts / Accounts Management PO Box 14903 Baton Rouge, LA 70898 225-201-0992 voice / 225-201-0989 fax

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 and/or ordering assistance:

Debra G. Lazare; (225) 201-0992; dlazare@methods-net.com

3. LIABILITY FOR INJURY OR DAMAGE

METHODS Technology Solutions, Inc. 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: 96-860-3456
Block 30: Type of Contractor - A. Small Disadvantaged Business
Block 31: Woman-Owned Small Business - No
Block 36: Contractor's Taxpayer Identification Number (TIN): 72-1316631

4a. CAGE Code: 1ME04

4b. **METHODS** Technology Solutions, Inc. has registered with the Central Contractor Registration Database.

5. **FOB DESTINATION** n/a

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
<u>132-51</u>	as negotiated between ordering agency and METHODS

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: None
- e. Other: N/A

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

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

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

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

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

- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

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

16. GSA Advantage!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f). For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

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

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

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

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

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:

N/A

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

23. SECTION 508 COMPLIANCE.

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

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

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

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
 - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
 - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

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

27. ADVANCE PAYMENTS

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

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

1. SCOPE

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

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

4. PERFORMANCE OF SERVICES

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

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

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

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

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

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

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

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

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

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit **METHODS** Technology Solutions, Inc. access to all facilities necessary to perform the requisite IT Services.

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

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

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Number 132-51. IT Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

METHODS Technology Solutions, Inc. provides program/project management, system integration, software engineering, database design/administration, geographic information systems, document management, automated workflow, Web development, training, application hosting and network engineering services. **METHODS** proposes to provide the following information technology services as it relates to SIN 132-51.

- FPDS Code D302 IT Systems Development Services
- FPDS Code D306 IT Systems Analysis Services
- FPDS Code D307 Automated Information Systems Design and Integration Services
- FPDS Code D308 Programming Services
- FPDS Code D311 IT Data Conversion Services
- FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
- FPDS Code D316 IT Network Management Services
- FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

Service Category	Description
Project Management and Oversight	Provide project planning, management, oversight and quality assurance services.
Needs Determination and Consulting	Provide needs assessment services to identify organizational, operational, information management, and/or telecommunications needs.
System Engineering / Software Development / System Integration	Provide a full range of software and system engineering services to implement information management systems. Services generally include requirements gathering and analysis, design specification, prototyping, construction, testing, system integration, data migration/conversion, documentation, training, implementation and maintenance.
Database Management / Data	Provide data repository design, construction, population, administration,

Warehouse Development	upgrade, migration, performance monitoring and tuning services.
Web Applications / Hosting	Provide a full range of information and application engineering services to design, host and maintain Web-based applications (e.g., on-line forms, enterprise portals, etc). Services also include website hosting and technical support.
Network Management	Provide network architecture design, configuration, administration, performance monitoring and tuning services.

METHODS Technology Solutions, Inc. currently offers program/project management, systems integration, software development and database administration services for the collection, manipulation, conversion, storage, retrieval, analysis, and reporting of a broad range of different types of data. We design and build custom software system solutions. We integrate commercial-off-the-shelf (COTS) software with custom software to develop complex information management systems. Our software systems are designed to run on all major hardware and network platforms. Software applications are written using a variety of languages. We also build specialized business solutions such as geographic information systems, electronic document management systems, automated workflow systems and mobile applications. We are an Oracle Certified Partner, a Microsoft Certified Partner and an ESRI Business Partner.



The following commercial job titles/labor categories will be offered by **METHODS** Technology Solutions, Inc.

Job Title / Labor Category	Qualifications and Position Description	
<p>Program Manager</p> <p><i>Other Possible Titles</i> Account Manager, Program Director, Engagement Manager</p>	<p>Minimum / General Experience:</p> <p>Functional Responsibility:</p>	<p>7 or more years experience supporting or performing information technology tasks, including at least 5 years experience in a lead administrative and/or technical capacity. Experience managing multiple projects simultaneously. Proven success in developing and implementing project work plans, procedures, schedules and budgets. Excellent verbal and written communication skills with ability to communicate at all levels within an organization.</p> <ul style="list-style-type: none"> • Technical leader responsible for the day-to-day oversight and development of information technology products, web application development technology and other current electronic technologies. • Provides client interface and ensures project staffing and coordination. • Proactively anticipates project deviations and communicates corrective action and escalation • Conducts project meetings and ensures design performance, quality and maintenance. • Reports on progress, obstacles encountered and develops solution alternatives. • Interfaces with other technical support staff, project managers and government representatives for technical and administrative requirements, project review and status updates.

<p><i>Business Process Modeler, Business Process Manager, JAD Facilitator, Senior Systems Architect</i></p>	<p>Functional Responsibility:</p> <p>Minimum Education:</p>	<p>to communicate at all levels within an organization. Broad knowledge of current business processes and practices.</p> <ul style="list-style-type: none"> • Ability to facilitate large group meeting with in-depth knowledge of vision, mission, workflow, and communication strategy. • Ability to generate process models and function hierarchy diagrams. <p>Bachelor’s degree in Computer Science, Information Systems, Engineering, Business or other related discipline. Professional certifications strongly preferred.</p>
<p>Senior Database Administrator</p> <p><i>Other Possible Titles Senior Database Analyst, Senior Database Architect</i></p>	<p>Minimum / General Experience:</p> <p>Functional Responsibility:</p> <p>Minimum Education:</p>	<p>5 or more years of specialized experience planning, analyzing, designing, developing, testing and implementing database systems and applications. Demonstrated expertise in various CASE tools, data modeling tools and tuning utilities</p> <ul style="list-style-type: none"> • Skilled in logical and physical modeling. • Performs performance and tuning tasks. • Configures and maintains database environment. • Installs, maintains, patches database server and application software tools. • Performs backups and recoveries. • Maintains environments/database instances as directed by project team. • Interacts with system and network personnel. <p>Bachelor’s degree in Computer Science, Information Systems, Engineering or relevant technical or scientific field from an accredited college or university. Professional certifications strongly preferred.</p>
<p>Database Administrator</p> <p><i>Other Possible Titles Database Analyst, Database Architect</i></p>	<p>Minimum / General Experience:</p> <p>Functional Responsibility:</p> <p>Minimum Education:</p>	<p>0 - 5 years of specialized experience planning, analyzing, designing, developing, testing and implementing database systems and applications. Demonstrated expertise in various CASE tools, data modeling tools and tuning utilities</p> <ul style="list-style-type: none"> • Skilled in logical and physical modeling. • Performs performance and tuning tasks. • Configures and maintains database environment. • Installs, maintains, patches database server and application software tools. • Performs backups and recoveries. • Maintains environments/database instances as directed by project team. • Interacts with system and network personnel.

		<p>Bachelor’s degree in Computer Science, Information Systems, Engineering or relevant technical or scientific field from an accredited college or university. Professional certifications strongly preferred.</p>
<p>Data Warehouse Architect</p> <p><u>Other Possible Titles</u> <i>Data Warehouse Metadata Administrator, Data Warehouse Programmer, Data Warehouse Specialist, Data Warehouse Architect, ETL Developer</i></p>	<p>Minimum/General Experience:</p> <p>Functional Responsibility:</p> <p>Minimum Education:</p>	<p>5 or more years experience with full life cycle software development database management applications, executive information systems, or decision support system tools. At least 3 years experience in the development of complex data management systems and/or data warehouses.</p> <ul style="list-style-type: none"> • Develops data warehouse architecture plan definition. • Designs and develops interfaces between systems feeding data warehouse and target database system. • Evaluates and recommends OLAP or ROLAP tools, data mining tools and data quality assurance tools. • Programs tool interfaces, various programming language with embedded SQL, designs or contributes to the design of star schema data models and metadata databases. • Identifies necessary components of data warehouse solution to satisfy objectives. • Implements required connectivity to activate data warehouse solutions. • Coordinates data warehouse solution implementation with other 3rd party tools as required. • Provides oversight and management to technical teams, as needed. • Interfaces with business users to ensure warehoused data supports business objectives and that executive information system functions are supported. • Measures the risk for data error, identify risks of data integrity corruption and develop test procedures to validate assumptions. <p>Bachelor’s degree in Computer Science, Information Systems, Engineering or relevant technical or scientific field from an accredited college or university. Professional certifications strongly preferred.</p>
<p>Document Management Specialist</p>	<p>Minimum/General Experience:</p>	<p>2 or more years experience in the electronic document management systems (EDMS) field in process analysis, application development, , database development, system integration and deployment of EDMS systems.</p>

	<p>Functional Responsibility:</p> <p>Minimum Education:</p>	<ul style="list-style-type: none"> Analyzes and develops EDMS systems including the on-site implementation of system and related user training. Assesses, plans and designs an EDMS to meet clients' requirements. Directs and performs extensive customization and application interface programming on required hardware and software platforms as needed to provide integrated applications. <p>Bachelor's Degree in Computer Science, Information Systems, or relevant technical, engineering or scientific field (or equivalent combination of education and related IT experience). Professional certifications strongly preferred.</p>
<p>Senior GIS Specialist</p> <p><i>Other Possible Titles</i> <i>GIS Manager, Senior GIS Analyst, Senior GIS Architect, Senior GIS Programmer, Senior GIS Developer</i></p>	<p>Minimum/General Experience:</p> <p>Functional Responsibility:</p> <p>Minimum Education:</p>	<p>5 or more years of technical experience relating to the use of GIS tools and spatial analysis. Ability to train others to use GIS concepts and procedures.</p> <ul style="list-style-type: none"> Establishes feasibility studies, understand existing databases and has broad knowledge of GIS tools. Creates custom GIS that support client needs to manipulate and query spatial databases. Performs customization, integration, testing, implementation and training tasks. <p>Bachelor's degree in Computer Science, Information Systems, Engineering, Geography or other related discipline. Professional certifications strongly preferred.</p>
<p>GIS Specialist</p> <p><i>Other Possible Titles</i> <i>GIS Analyst, GIS Architect, GIS Programmer, GIS Developer</i></p>	<p>Minimum/General Experience:</p> <p>Functional Responsibility:</p> <p>Minimum Education:</p>	<p>3 to 5 years of technical experience relating to the use of GIS tools and methodologies. Ability to train others to use GIS concepts and procedures.</p> <ul style="list-style-type: none"> Establishes feasibility studies, understand existing databases and has broad knowledge of GIS tools. Creates custom GIS that support client needs to manipulate and query spatial databases. Performs customization, integration, testing, implementation and training tasks. <p>Bachelor's degree in Computer Science, Information Systems, Engineering, Geography or other related discipline. Professional certifications strongly preferred.</p>
<p>Information Technology Specialist</p>	<p>Minimum/General Experience:</p>	<p>Over 7 years experience in IT consulting or equivalent experience. In-depth knowledge of</p>

<p><u>Other Possible Titles</u> Task Lead, Team Lead, Implementation Manager, Solutions Manager, Technical Area Manager</p>	<p>Functional Responsibility:</p> <p>Minimum Education:</p>	<p>formal system development methodologies. Has extensive database, tools and technical application product knowledge. Recognized authority in a technical field.</p> <ul style="list-style-type: none"> • Develops technical system architecture blueprint. • Performs analysis, design, development, testing, integration. • Leads design of project solutions. • Brings a broad mix of experience and accomplishment to project. • Provides strategic guidance in areas of formulating requirements, analyzing project proposals, recommending optimum approaches and developing system designs. <p>Bachelor’s degree in Computer Science, Information Systems, Engineering or other related discipline. Professional certifications strongly preferred.</p>
<p>Subject Matter Expert</p> <p><u>Other Possible Titles</u> Technical Lead, Functional Lead, Functional Analyst, Senior Engineer, Senior Scientist</p>	<p>Minimum/General Experience:</p> <p>Functional Responsibility:</p> <p>Minimum Education:</p>	<p>5 or more years experience in IT consulting, Engineering or equivalent experience. Recognized authority in a technical, functional or programmatic field, capable of establishing new methodologies and project strategy. Proven track record of complex system design and construction.</p> <ul style="list-style-type: none"> • Ensures problem resolution and customer satisfaction resolving unique business problems. • Provides highly specialized guidance with regard to solutions to complex processing problems. • Provides functional direction for personnel performing on a task. • Develops databases, software tools and statistical data models as needed. • Performs complex data analysis and process modeling. <p>Bachelor’s degree in Computer Science, Information Systems, Engineering, Business or other related discipline or experience equivalent. Advanced degree and professional certifications strongly preferred.</p>
<p>Senior System/Software Architect</p> <p><u>Other Possible Titles</u> Senior System Analyst, Senior Computer Systems Analyst</p>	<p>Minimum/General Experience:</p>	<p>5 or more years of experience working in mainframe, client/server and/or Web-based application development environments utilizing a high-level language to develop applications. Strong skills in interface design and database access technology.</p>

	<p>Functional Responsibility:</p> <p>Minimum Education:</p>	<ul style="list-style-type: none"> • Works on modules, large subroutines, small applications or database updates and modifications. Identifies and utilizes current application and database technologies. • Provides support in the analysis of system requirements and development of specifications for application programs and modules; assists in the development and production of on-line demonstration projects and required documentation, including end-user and system administration manuals and training materials. • Troubleshoots and resolves software problems. • Participates in project planning and status meeting and contributes design advice, as required. <p>Bachelor's degree in Computer Science, Information Systems, Engineering or relevant technical or scientific field from an accredited college or university. Professional certifications strongly preferred.</p>
<p>Intermediate System/Software Architect</p> <p><i>Other Possible Titles</i> <i>Intermediate System Analyst,</i> <i>Intermediate Computer Systems Analyst</i></p>	<p>Minimum/General Experience:</p> <p>Functional Responsibility:</p> <p>Minimum Education:</p>	<p>3 – 5 years experience working in mainframe, client/server and/or Web-based application development environments utilizing a high-level language to develop applications. Strong skills in interface design and database access technology.</p> <ul style="list-style-type: none"> • Works on modules, large subroutines, small applications or database updates and modifications. Identifies and utilizes current application and database technologies. • Provides support in the analysis of system requirements and development of specifications for application programs and modules; assists in the development and production of on-line demonstration projects and required documentation, including end-user and system administration manuals and training materials. • Troubleshoots and resolves software problems. • Participates in project planning and status meeting and contributes design advice, as required. <ul style="list-style-type: none"> • Bachelor's degree in Computer Science, Information Systems, Engineering or relevant technical or scientific field from an accredited college or university. Professional certifications strongly preferred.
<p>System/Software Architect</p>	<p>Minimum/General Experience:</p>	<p>1 -3 years experience working in mainframe, client/server and/or Web-based application development environments utilizing a high-level</p>



<p><u><i>Other Possible Titles</i></u> <i>Junior System Analyst, Junior Computer Systems Analyst</i></p>	<p>Functional Responsibility:</p> <p>Minimum Education:</p>	<p>language to develop applications. Strong skills in interface design and database access technology.</p> <ul style="list-style-type: none"> • Works under general supervision on modules, large subroutines, small applications or database updates and modifications. • Identifies and utilizes current application and database technologies. • Provides support in the analysis of system requirements and development of specifications for application programs and modules; assists in the development and production of on-line demonstration projects and required documentation, including end-user and system administration manuals and training materials. • Troubleshoots and resolves software problems. Participates in project planning and status meeting and contributes design advice, as required. <p>Bachelor's degree in Computer Science, Information Systems, Engineering or relevant technical or scientific field from an accredited college or university. Professional certifications strongly preferred.</p>
<p>Senior Programmer Analyst</p> <p><u><i>Other Possible Titles</i></u> <i>Senior Web Developer, Senior Application Developer, Senior Application Programmer, Senior Database Programmer, Senior Computer Programmer</i></p>	<p>Minimum/General Experience:</p> <p>Functional Responsibility:</p> <p>Minimum Education:</p>	<p>5 or more years experience working in mainframe, client/server and/or Web-based application development environments utilizing a high-level language to develop applications. Strong skills in interface design and database access technology.</p> <ul style="list-style-type: none"> • Works under general supervision on modules, large subroutines, small applications or database updates and modifications. • Identifies and utilizes current application and database technologies. • Provides support in the analysis of system requirements and development of specifications for application programs and modules; assists in the development and production of on-line demonstration projects and required documentation, including end-user and system administration manuals and training materials. • Troubleshoots and resolves software problems. • Participates in project planning and status meeting and contributes design advice, as required. <p>Bachelor's degree in Computer Science, Information Systems, Engineering or relevant technical or scientific field from an accredited</p>

<p>Intermediate Programmer Analyst</p> <p><u>Other Possible Titles</u> <i>Intermediate Web Developer, Intermediate Application Developer, Intermediate Application Programmer, Intermediate Database Programmer, Intermediate Computer Programmer</i></p>	<p>Minimum/General Experience:</p> <p>Functional Responsibility:</p> <p>Minimum Education:</p>	<p>college or university. Professional certifications strongly preferred.</p> <p>3 – 5 years of experience working in mainframe, client/server and/or Web-based application development environments utilizing a high-level language to develop applications. Strong skills in interface design and database access technology.</p> <ul style="list-style-type: none"> • Works under general supervision on modules, large subroutines, small applications or database updates and modifications. • Identifies and utilizes current application and database technologies. • Provides support in the analysis of system requirements and development of specifications for application programs and modules; assists in the development and production of on-line demonstration projects and required documentation, including end-user and system administration manuals and training materials. • Troubleshoots and resolves software problems. • Participates in project planning and status meeting and contributes design advice, as required. <p>Bachelor’s degree in Computer Science, Information Systems, Engineering or relevant technical or scientific field from an accredited college or university. Professional certifications strongly preferred.</p>
<p>Programmer Analyst</p> <p><u>Other Possible Titles</u> <i>Junior Web Developer, Junior Application Developer, Junior Application Programmer, Junior Database Programmer, Junior Computer Programmer</i></p>	<p>Minimum/General Experience:</p> <p>Functional Responsibility:</p>	<p>0 - 3 years of experience working in mainframe, client/server and/or Web-based application development environments utilizing a high-level language to develop applications. Strong skills in interface design and database access technology.</p> <ul style="list-style-type: none"> • Works under general supervision on modules, large subroutines, small applications or database updates and modifications. • Identifies and utilizes current application and database technologies. • Provides support in the analysis of system requirements and development of specifications for application programs and modules; assists in the development and production of on-line demonstration projects and required documentation, including end-user and system administration manuals and training materials. • Troubleshoots and resolves software problems. Participates in project planning and status meeting and contributes design advice, as

	<p>Minimum Education:</p>	<p>required. Bachelor's degree in Computer Science, Information Systems, Engineering or relevant technical or scientific field from an accredited college or university. Professional certifications strongly preferred.</p>
<p>Quality Assurance Manager</p>	<p>Minimum/General Experience:</p> <p>Functional Responsibility:</p> <p>Minimum Education:</p>	<p>3 or more years experience performing verification and validation following accepted software engineering and quality assurance practices</p> <ul style="list-style-type: none"> • Under limited supervision, carries out procedures to ensure that all systems products, project collateral and customer services adhere to contract and company standards. • Plans and conducts quality audits and report findings to support quality assurance, quality control, issue management and risk management. Reports progress on issue mitigation and/or resolution. • Generates and executes test plans and test cases to thoroughly examine software products to ensure proper operation and freedom from defects. • Devises improvements to current procedures and develops modes of possible future configurations • Performs workflow analysis and recommends quality improvements. <p>Bachelor's degree in Computer Science, Information Systems, Industrial Engineering or relevant technical or scientific field from an accredited college or university. Professional certifications strongly preferred.</p>
<p>Quality Assurance Specialist/Analyst</p> <p><i>Other Possible Titles Quality Engineer, Software Tester, QA Specialist, QA Analyst, Help Desk Analyst</i></p>	<p>Minimum/General Experience:</p> <p>Functional Responsibility:</p>	<p>3 or more years experience performing verification and validation following accepted software engineering and quality assurance practices</p> <ul style="list-style-type: none"> • Under general supervision, carries out procedures to ensure that all systems products, project collateral and customer services adhere to contract and company standards. • Plans and conducts quality audits and report findings to support quality assurance, quality control, issue management and risk management. Reports progress on issue mitigation and/or resolution. • Generates and executes test plans and test cases to thoroughly examine software products to ensure proper operation and freedom from

	<p>Minimum Education:</p>	<p>defects.</p> <ul style="list-style-type: none"> • Devises improvements to current procedures and develops modes of possible future configurations • Performs workflow analysis and recommends quality improvements. <p>Bachelor’s degree in Computer Science, Information Systems, Industrial Engineering or relevant technical or scientific field from an accredited college or university. Professional certifications strongly preferred.</p>
<p>Software Testing Analyst</p>	<p>Minimum/General Experience:</p> <p>Functional Responsibility:</p> <p>Minimum Education:</p>	<p>1 - 3 years of experience performing verification and validation following accepted software engineering and quality assurance practices</p> <ul style="list-style-type: none"> • Under general supervision, carries out procedures to ensure that all systems products, project collateral and customer services adhere to contract and company standards. • Plans and conducts quality audits and report findings to support quality assurance, quality control, issue management and risk management. Reports progress on issue mitigation and/or resolution. • Generates and executes test plans and test cases to thoroughly examine software products to ensure proper operation and freedom from defects. • Devises improvements to current procedures and develops modes of possible future configurations • Performs workflow analysis and recommends quality improvements. <p>Bachelor’s degree in Computer Science, Information Systems, Industrial Engineering or relevant technical or scientific field from an accredited college or university. Professional certifications strongly preferred.</p>
<p>Training Specialist</p> <p><i>Other Possible Titles: Training Manager, Training Analyst</i></p>	<p>Minimum/General Experience:</p> <p>Functional Responsibility:</p>	<p>2 or more years experience in in-house and client-based training programs.</p> <ul style="list-style-type: none"> • Administers, organizes and conducts training programs for clerical, supervisory, technical and management personnel. • Researches, plans, organizes and conducts training programs, seminars, and workshops. • Assists with preparing and distributing training aids such as instructional material, handouts, evaluation forms, and visual aids.

	<p>Minimum Education:</p>	<ul style="list-style-type: none"> • Sets up audiovisual equipment and makes presentation as necessary. • Evaluates training program and conducts pre-tests and post-tests. <p>Bachelor’s degree in Computer Science, Information Systems, Engineering or relevant technical or scientific field from an accredited college or university. Professional certifications strongly preferred.</p>
<p>Technical Writer</p> <p><i>Other Possible Titles: Technical Editor, Documentation Specialist</i></p>	<p>Minimum/General Experience:</p> <p>Functional Responsibility:</p> <p>Minimum Education:</p>	<p>2 or more years of experience developing technical documentation.</p> <p>Under general supervision, prepares and/or maintains systems, programming, and operations documentation, including user manuals. Maintains internal documentation library. Competent to work on most phases of documentation including proposals and grant applications. Accuracy of content may fall under this position or the programmer, depending on the expertise of the editor. Ensures that documents follow the style laid out in the organization’s style guide. May also be responsible for maintaining the style guide. Suggests revisions to the style guide as appropriate.</p> <p>Bachelor’s degree in English, Mass Communications, Computer Science, Information Systems or relevant business or technical from an accredited college or university. High school diploma or equivalent experience acceptable.</p>
<p>Project Administrator</p> <p><i>Other Possible Titles: Project Liaison, Senior Administrative Assistant, Senior Customer Support Representative, Executive Assistant</i></p>	<p>Minimum/General Experience:</p> <p>Functional Responsibility:</p>	<p>2 or years experience providing general administrative project support. Experienced with desktop publishing and office automation systems. Knowledgeable of project operations and relationship with support functions.</p> <ul style="list-style-type: none"> • Responds to end user concerns related to contractual compliance. • Advises management and staff of relevant contractual and performance issues, policies, and procedures. • Performs functional and technical analyses as required. • Compiles and presents information to the client. • Coordinates and/or performs a variety of support functions. • Able to advise other project staff on their functional relevance to the project’s mission.

	<p>Minimum Education:</p>	<ul style="list-style-type: none"> Supports the Project Manager as a backup resource as required. <p>Bachelor’s degree in Business Management, Mass Communications, Industrial Engineering, Computer Science, Information Systems or relevant technical or business field from an accredited college or university. High school diploma or equivalent experience acceptable. Professional certifications strongly preferred.</p>
<p>Office Machine Operator</p> <p><i>Other Possible Titles: Secretary, Word Processor, Library Technician, Media Specialist</i></p>	<p>Minimum/General Experience:</p> <p>Functional Responsibility:</p> <p>Minimum Education:</p>	<p>1 year or more of experience providing general administrative or operational support.</p> <p>Provides general-purpose administrative and clerical support for project tasks. May include secretarial support, word-processing support, graphics support, desktop publishing support, editing support, copying support and coordination.</p> <p>No degree required. Associate’s degree with Post-High School training or Trade School certificate and zero years experience or a High School diploma and zero years experience</p>
<p>Switchboard Operator</p> <p><i>Other Possible Titles: Receptionist, Visitor Control Specialist</i></p>	<p>Minimum/General Experience:</p> <p>Functional Responsibility:</p> <p>Minimum Education:</p>	<p>1 year or more of experience providing general administrative or operational support.</p> <p>Provides general-purpose administrative and clerical support for project tasks. May include secretarial support, receptionist duties, visitor control support and coordination.</p> <p>No degree required. Associate’s degree with Post-High School training or Trade School certificate and zero years experience or a High School diploma and zero years experience</p>
<p>General Clerk</p> <p><i>Other Possible Titles: Mail Clerk, Order Clerk, Accounting Clerk, Library Technician, Stock Clerk</i></p>	<p>Minimum/General Experience:</p> <p>Functional Responsibility:</p> <p>Minimum Education:</p>	<p>1 year or more of experience providing general administrative or operational support.</p> <p>Provides general-purpose administrative and clerical support for project tasks. May include mail pickup/delivery, order and inventory management, secretarial, word-processing, graphics, desktop publishing, editing and coordination.</p> <p>No degree required. Associate’s degree with Post-High School training or Trade School certificate and zero years experience or a High School diploma and zero years experience.</p>

<p>Engineering Technician</p> <p><i>Other Possible Titles: Engineer, IT Engineer, Electronic Engineer, Help Desk Analyst</i></p>	<p>Minimum/General Experience:</p> <p>Functional Responsibility:</p> <p>Minimum Education:</p>	<p>1 year or more of experience providing general technical support.</p> <p>Performs technical support work; performs complicated tests or analyses; operates or maintains complex mechanical/electronic equipment</p> <p>Associate’s degree. Associate’s degree may be substituted with Post-High School training or Trade School certificate and zero years experience or a High School diploma and zero years experience. Bachelor’s degree preferred.</p>
<p>Configuration Manager</p> <p><i>Other Possible Titles: Release Manager, Senior Configuration Analyst, Senior Configuration Specialist</i></p>	<p>Minimum/General Experience:</p> <p>Functional Responsibility:</p> <p>Minimum Education</p>	<p>5 or more years of direct related experience.</p> <p>Establishes and enforces procedures to ensure that software and hardware components are reviewed, approved, and baselined at the appropriate points in their life cycles. Ensures that the proper documentation is available to deploy and maintain each version of a software or hardware system. Responsible for the integrity of the configuration repository.</p> <p>Bachelor’s degree (preferably in Computer Science, Information Systems, Engineering or Business).</p>
<p>Configuration Analyst</p> <p><i>Other Possible Titles: Configuration Specialist</i></p>	<p>Minimum/General Experience:</p> <p>Functional Responsibility:</p> <p>Minimum Education</p>	<p>3 to 5 years direct related experience.</p> <p>Establishes and enforces procedures to ensure that software products are reviewed, approved, and baselined at the appropriate points in their life cycles. Ensures that the proper documentation is available to deploy and maintain each version of a software product. Responsible for data management integrity.</p> <p>Associate’s degree. Associate’s degree may be substituted with post-High School training or Trade School certificate and zero years experience or a High School diploma and zero years experience. Bachelor’s degree preferred.</p>
<p>Senior Server Administrator</p> <p><i>Other Possible Titles: Enterprise Administrator,</i></p>	<p>Minimum/General Experience:</p> <p>Functional Responsibility:</p>	<p>5 or more years of direct related experience.</p> <p>Under minimal direction, provides integrated team support and maintenance of LAN hardware, middleware and software. Maintains integrity of</p>

<p><i>Computer System Administrator</i></p>	<p>Minimum Education</p>	<p>the LAN hardware and software. Installs LAN software upgrades, including planning and scheduling, testing and coordination. Studies vendor products to determine those which best meet organization needs; assists in presentation of information to management resulting in purchase, and installation of hardware, software, and telecommunications equipment. Performs LAN security procedures, including implementing login requests. Evaluates new products and technologies to determine impact on existing system configurations. Prepares proposals, cot/benefit analyses, and feasibility studies. Provides liaison support between the PC/LAN team, vendors and internal support group as needed.</p> <p>Bachelor's degree in Computer Science, Engineering, Information Systems or relevant technical or business field from an accredited college or university. High school diploma or equivalent experience acceptable. Professional certifications strongly preferred.</p>
<p>Senior Unix Administrator</p> <p><i>Other Possible Titles:</i> <i>Senior System Administrator</i></p>	<p>Minimum/General Experience:</p> <p>Functional Responsibility:</p> <p>Minimum Education:</p>	<p>7 or more years of direct related experience.</p> <p>Under minimal direction, assigns personnel to various projects, directs their activities, and evaluates their work. Ensures long-term requirements of systems operations and administration are included in the overall information systems planning of the organization. Responsible for the installation, maintenance, configuration, and integrity of computer software. Implements operating system enhancements that will improve the reliability and performance of the system. Experience shall show utilization of third or fourth generation or state-of-the-art computer equipment and languages in support of management, technical and business applications, as well as development of operating systems scripts and utilities for one or more of the following areas: UNIX/LINUX/WINDOWS/ MVS/UNISYS systems for mainframe, mid-tier and personal computers. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision.</p> <p>Associate's degree. Associate's degree may be substituted with post-High School training or</p>

		Trade School certificate and zero years experience or a High School diploma and zero years experience. Bachelor's degree preferred.
Unix Administrator <u>Other Possible Titles:</u> <i>System Administrator</i>	Minimum/General Experience:	3 or more years of direct related experience.
	Functional Responsibility:	Under minimal direction, assigns personnel to various projects, directs their activities, and evaluates their work. Ensures long-term requirements of systems operations and administration are included in the overall information systems planning of the organization. Responsible for the installation, maintenance, configuration, and integrity of computer software. Implements operating system enhancements that will improve the reliability and performance of the system. Experience shall show utilization of third or fourth generation or state-of-the-art computer equipment and languages in support of management, technical and business applications, as well as development of operating systems scripts and utilities for one or more of the following areas: UNIX/LINUX/WINDOWS/ MVS/UNISYS systems for mainframe, mid-tier and personal computers. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision.
	Minimum Education	Associate's degree. Associate's degree may be substituted with post-High School training or Trade School certificate and zero years experience or a High School diploma and zero years

***Education Equivalent:** In lieu of a Bachelor's degree, a candidate must possess the stated number of years experience for the labor category plus four additional years of relevant experience and a high school diploma.



b. The following labor rates will be offered for these labor categories (with 1.1% annual escalation factor):

SIN	Labor Category	Established Rate	GSA Discount %	Year 1 2010-2011	Year 2 2011-2012	Year 3 2012-2013
132-51	Program Manager	\$170.96	3%	\$165.83	\$167.66	\$169.50
"	Project Manager	\$121.45	3%	\$117.81	\$119.10	\$120.41
"	Project Administrator	\$96.59	3%	\$93.69	\$94.72	\$95.76
"	Business Process Analyst	\$121.45	3%	\$117.81	\$119.10	\$120.41

SIN	Labor Category	Established Rate	GSA Discount %	Year 1 2010-2011	Year 2 2011-2012	Year 3 2012-2013
"	Senior Database Administrator	\$130.11	3%	\$126.21	\$127.59	\$129.00
"	Database Administrator	\$121.45	3%	\$117.81	\$119.10	\$120.41
"	Data Warehouse Architect	\$109.89	3%	\$106.59	\$107.77	\$108.95
"	Document Management Specialist	\$96.59	3%	\$93.69	\$94.72	\$95.76
"	Senior GIS Specialist	\$144.58	3%	\$140.24	\$141.79	\$143.34
"	GIS Specialist	\$121.45	3%	\$117.81	\$119.10	\$120.41
"	Information Technology Specialist	\$121.45	3%	\$117.81	\$119.10	\$120.41
"	Senior Programmer Analyst	\$92.53	3%	\$89.75	\$90.74	\$91.74
"	Intermediate Programmer Analyst	\$87.00	3%	\$84.39	\$85.32	\$86.26
"	Programmer Analyst	\$85.18	3%	\$82.62	\$83.53	\$84.45
"	Subject Matter Expert	\$109.89	3%	\$106.59	\$107.77	\$108.95
"	Senior System/Software Architect	\$133.02	3%	\$129.03	\$130.45	\$131.88
"	Intermediate System/Software Architect	\$126.15	3%	\$122.37	\$123.71	\$125.07
"	System/Software Architect	\$121.45	3%	\$117.81	\$119.10	\$120.41
"	Quality Assurance Manager	\$92.53	3%	\$89.75	\$90.74	\$91.74
"	Quality Assurance Specialist/Analyst	\$80.54	3%	\$78.12	\$78.98	\$79.85
"	Software Testing Analyst	\$80.54	3%	\$78.12	\$78.98	\$79.85
"	Training Specialist	\$80.54	3%	\$78.12	\$78.98	\$79.85
"	Technical Writer	\$75.18	3%	\$72.92	\$73.73	\$74.54
"	General Clerk	\$35.00	3%	\$33.95	\$34.32	\$34.70
"	Office Machine Operator	\$25.00	3%	\$24.25	\$24.52	\$24.79
"	Switchboard Operator	\$25.00	3%	\$24.25	\$24.52	\$24.79
"	Engineering Technician	\$35.00	3%	\$33.95	\$34.32	\$34.70
"	Configuration Manager	\$92.53	3%	\$89.75	\$90.74	\$91.74
"	Configuration Analyst	\$80.54	3%	\$78.12	\$78.98	\$79.85
"	Engineering Technician	\$35.00	3%	\$33.95	\$34.32	\$34.70
"	Senior Server Administrator	\$121.45	3%	\$117.81	\$119.10	\$120.41
"	Server Administrator	\$121.45	3%	\$117.81	\$119.10	\$120.41
"	Senior Unix Administrator	\$121.45	3%	\$117.81	\$119.10	\$120.41
"	Unix Administrator	\$121.45	3%	\$117.81	\$119.10	\$120.41

**USA COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS**

PREAMBLE

METHODS Technology Solutions, 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 agreements.

COMMITMENT

To actively seek and partner with small businesses.

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

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

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

To ensure 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 **Debra G. Lazare**, 225-201-0992 phone, dlazare@methods-net.com, 225-201-0989 fax.

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
_____	_____
_____	_____
_____	_____

Delivery: DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

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

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

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

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

BASIC GUIDELINES FOR USING
"CONTRACTOR TEAM ARRANGEMENTS"

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

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

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract. Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

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

Here is a general outline on how it works:

- The customer identifies their requirements.
- 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.