



GSA Price List

Contract Number:GS-35F-0527N

Contract Period:

23 APRIL 2003 – 20 APRIL 2018

**Flatter & Associates, Inc.
805 Princess Anne Street
Fredericksburg, VA 22401
Phone - 540-658-1922
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Website: www.flatterassociates.com

Business Size: Small

Business Type: Service-Disabled Veteran-Owned Small Business

POC Email:

Tony.Molinaro@FlatterAssociates.com



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

Special Item No. 132-51 Information Technology Professional Services

FDPS Code D301	IT Facility Operation and Maintenance
FDPS Code D302	IT Systems Development Services
FDPS Code D306	IT Systems Analysis Services
FDPS Code D307	Automated Information Systems Design and Integration Services
FDPS Code D308	Programming Services
FDPS Code D310	IT Backup and Security Services
FDPS Code D311	IT Data Conversion Services
FDPS Code D316	IT Network Management Services
FDPS 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 professional services, and cannot be purchased separately.

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

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

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Contract Number: GS-35F-0527N

Period Covered by Contract: 21 APRIL 2013 – 20 APRIL 2018

Pricelist Current through Modification PS0010, Dated 21 April 2013



**General Services Administration
Federal Supply Schedule**

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

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**INFORMATION FOR ORDERING OFFICES
APPLICABLE TO ALL SPECIAL ITEMS 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, FAR 8.404 requires agencies to consider the catalog/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) contains 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 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:

The forty-eight (48) contiguous states and the District of Columbia, including Alaska, Puerto Rico, and Hawaii, as well as overseas areas.

2. Contractor's Ordering Address and Payment Information:

**Flatter & Associates, Inc.
805 Princess Anne Street
Fredericksburg, Virginia 22401**

The Government purchase card will be acceptable for payment equal to or less than the micro-purchase threshold for oral and written delivery orders. The Government purchase card will also be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice. Below are the telephone and facsimile numbers along with the e-mail address for ordering agencies to obtain technical and/or ordering assistance:

(540) 658-1922 (Tel)

(540) 658-1722 (Fax)

tony.molinaro@flatterassociates.com



3. Liability for Injury or Damage:

Flatter & Associates will not be liable for any injury to Government personnel or damage to Government property arising from the use of equipment being maintained, unless such injury or damage is due to our own fault or negligence.

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

Block 9: G. Order/Modification under Federal Schedule
Block 16: Data Universal Numbering System (DUNS): 03-409-6466
Block 30: Type of Contractor - B. Other Small Business
Block 31: Service Disabled Veteran Owned Small Business- Yes
Block 36: Contractor's Tax Identification Number (TIN) 75-3038113

4a. CAGE Code: 1YYU3

4b. Central Contractor Registration: Flatter & Associates has registered with the Central Contractor Registration Database.

5. FOB Destination:

6. Delivery Schedule:

a. Time of Delivery: Flatter & Associates will deliver Information Technology Professional Services within the number of calendar days after receipt of order (ARO), as set forth below:

Special Item Number	Delivery Time (Days ARO)
132-51	Negotiated by Agency and Contractor

b. Urgent Requirements: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact Flatter & Associates for the purpose of obtaining accelerated delivery. Flatter & Associates will reply to the inquiry within three (3) workdays after receipt. (Telephonic replies will be confirmed by Flatter & Associates, in writing.) If the company offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame will be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.



1. Discounts:

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

- a. Prompt Payment: Net 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: None.
- c. Dollar Volume: None
- d. Government Educational Institutions: Receive the same discount as all other Government customers.

8. Trade Agreement Act of 1979, as amended:

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

9. Statement Concerning Availability of Export Packing: Not applicable.

10. Small Requirements: The minimum dollar value of orders to be issued is \$100.00

11. Maximum Order

(All dollar amounts are exclusive of any discount for prompt payment.):

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

12. Use of Federal Supply Service Information Technology Schedule Contracts.

In accordance with FAR 8.404:

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

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



b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the supply or service representing the best value, the ordering office may consider--

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

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

Review additional Schedule Contractors'

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

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

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



(3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

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

e. Price reductions. In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

f. Small business. For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

g. Documentation. Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

13. Federal Information Technology/Telecommunication Standards Requirements:

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

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



adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

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

14. Security Requirements.

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is less.

15. Contract Administration for Ordering Offices:

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

16. GSA Advantage!

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



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

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

17. Purchase of Open Market Items

Note: Open Market Items are also known as incidental items, non-contract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

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

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (parts 13, 14, and 15), and small business programs (part 19);
- (2) The ordering office contracting officer has determined the price for 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 Flatter & Associates.

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.

None

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

20. Blanket Purchase Agreements (BPAs)

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

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

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

21. Contractor Team Arrangements

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.



22. Installation, Deinstallation, Reinstallation

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall 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 requisitioning activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

23. Section 508 Compliance.

All pertinent Section 508 Compliance information on Flatter & Associates' supplies and services for this contract are available at our website: www.flatterassociates.com.

The Electronic and Information Technology (EIT) standard can be found at: www.Section508.gov/.

24. Prime Contractor Ordering from Federal Supply Schedules.

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

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

(b) The following statement:

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



**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (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. Flatter & Associates will provide services only at their location. However, professional services may also be provided at the Government's location upon negotiations and agreement between Flatter & Associates and the ordering office.

2. Performance Incentives

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

3. Ordering Procedures for Services (Requiring a Statement of Work)

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

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



(a) When ordering services ordering offices shall -

(1) Prepare a Request (Request for Quote or other communication tool):

(i) A statement of work (a performance based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptable criteria, and

(ii) any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

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

(iii) The request may ask Flatter & Associates, if necessary or appropriate, to submit a project plan for performing the task, and information on the company's experience and/or past performance performing similar tasks.

(iv) The request shall notify Flatter & Associates what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the companies are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2) (i) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

i) Based upon an initial evaluation of catalogs and pricelists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132-51 ONLY, the ordering office, at its discretion, may limit



consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

(ii) The request should be given to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not to exceed 11 the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for 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 FAR 8.404)

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

(1) Inform contractors in the request (based on the agency's requirements) if a single BPA or Multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

(i) SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The Schedule Contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

(ii) MULTIPLE BPAs: When the ordering office determines multiple BPAs are



needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing BPAs. When multiple BPAs are established, the authorized users must follow the procedure in (a) (2) (ii) above and then place the order with the Schedule contractor that represents the best value.

(2) Review BPAs Periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

- (b) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or
- (c) ceiling price.
- (d) When the ordering office's requirement involves both products as well as executive, administrative and/or professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

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

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

4. Order

a. Agencies may use written orders, EDI orders, blanket purchase orders, individual purchase orders, or task orders for ordering services under this contract. BPAs 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 that extend beyond the fiscal year for which funds are available shall include FAR 52.232-19, Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.



5. Performance of Services

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

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

7. Responsibilities of the Contractor

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

8. Responsibilities of the Government

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

9. Independent Contractor

All IT Professional Services performed by Flatter & Associates under the terms of this contract shall be as an independent contractor, and not as an agent or employee of the Government.



10. Organizational Conflicts of Interest

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is 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 Government contract, without some restrictions on activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

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

11. Invoices

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

12. Payments

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

(Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under

this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour



Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

13. Resumes

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

14. Incidental Support Costs

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

15. Approval of Subcontracts

The ordering activity may require that Flatter & Associates 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. Flatter & Associates has provided (starting with Page 17) a description of each type of IT Service offered under Special Item 132-51.
- b. Pricing for all Flatter & Associates IT Services are provided on a fixed-price, hourly basis by labor category and presented on Page 19.



SIN 132-51 Information Technology Services

Flutter & Associates provides Information Technology Services (IT) that deliver high impact solution sets in the areas of IT management, infrastructure, security, and enterprise applications. Services focusing on architecture, implementation, and operations, include implementing network and application services, consolidating data centers, and building scalable, reliable, and secure solutions.

Flutter & Associates can provide experts in both small and large implementations specializing in:

- ❖ Systems specification, configuration, administration, and maintenance.
- ❖ Enterprise-wide integration and management
- ❖ System administration, programming, and scripting.
- ❖ Disaster recovery planning. Exchange installation, configuration, and troubleshooting
- ❖ Web server configuration and maintenance.
- ❖ CGI and custom script authoring.
- ❖ Web-Application Development.
- ❖ Java
- ❖ Cold Fusion MX
- ❖ Oracle Applications
- ❖ Unix
- ❖ SQL
- ❖ XML, VML

Flutter & Associates offers expertise in a wide range of network environments from the very small office to the worldwide enterprise

- ❖ Specify, design, implement, and maintain the enterprise portal solutions.
- ❖ Integrate disparate networking protocols
- ❖ Plan and implement secure remote access.
- ❖ Specify and configure network components
- ❖ High availability design and implementation.
- ❖ Capacity planning, network and systems monitoring, and troubleshooting.
- ❖ Designing and implementing virtual private networks (VPN)

Flutter & Associates specializes in Oracle E-Business Suite (Oracle Applications) and supporting technologies, in the areas of installation, customization, and migration.

- ❖ Oracle Applications (E-Business Suite) - Oracle Technologies
- ❖ Implementation services
- ❖ Installation
- ❖ Customization
- ❖ 3rd party integration
- ❖ Upgrades



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SIN 132-51 Information Technology Services (continued)

- ❖ Migration
- ❖ Operations Services
- ❖ Performance tuning
- ❖ Security audits & remediation
- ❖ Capacity planning
- ❖ Co-location/Outsourcing
- ❖ High-Availability
- ❖ Clustering (9i RAC)
- ❖ Contingency planning
- ❖ Fail-over/Standby database
- ❖ Backup/Recovery
- ❖ Health check/Systems audits
- ❖ DBA support contracts (long & short term)
- ❖ Primary Toolsets
- ❖ Oracle RDBMS (Database) Releases 7.4, 8.0, 8i (8.1.7), 9i (9.2)
- ❖ Enterprise Edition:
 - Advanced Security, Partitioning, Replication
- ❖ Networking:
 - Listener, SQL*Net, Net8, ANO, Net Services, Oracle Net
- ❖ Development:
 - Developer, SQL*Plus, iSQL*Plus, PL/SQL, XML, OCI, ODBC, JDBC
- ❖ Recovery Manager (RMAN)
- ❖ Web/HTTP/App Servers
- ❖ Enterprise Manager (OEM)
- ❖ Diagnostic, tuning, change management packs.
 - Management Pack for Oracle Applications



LABOR CATEGORY DESCRIPTIONS

SUBJECT MATTER EXPERT

Minimum/General Experience: Minimum of Six years of relevant experience in supporting the management of large projects with highly specialized expertise in an information technology related discipline.

Functional Description: Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex systems in the subject matter area. Makes recommendations and advises on organization-wide system improvements; risk management/electronic analysis; software; life-cycle management; software development methodologies; and modeling and simulation.

Minimum Education: Must have a Master's degree with six years of experience, a Bachelor's degree with eight years' experience, or a high school diploma with twelve years of specialized experience. Degree must be in a relevant business, computer science, information systems, engineering, or other related scientific or technical discipline.

PROGRAM MANAGER

Minimum/General Experience: Minimum of four years of relevant experience with a demonstrated ability in the management of large information technology based projects.

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

Minimum Education: Must have a Master's degree with four years of experience, a Bachelor's degree with six years' experience, or a high school diploma with ten years' experience, or a Project Management Professional (PMP) Certification. Degree must be in a relevant business, computer science, information systems, engineering, or other related scientific or technical discipline.

NETWORK ENGINEER/ARCHITECT

Minimum/General Experience: This position requires a minimum of two years of specialized experience and knowledge of concepts, practices, and procedures in several fields of technical activity.



Functional Description: Provides network architecture planning; technical support in one or more specific areas associated with network-architecture technology, interoperability, or integration; supports development of technical analyses, white papers, or research for specific technical areas of network architecture; general analyses on network interoperability topologies, technologies, interfaces, and protocols.

Minimum Education: Master's Degree in computer science, electrical or electronics engineering, information systems, or equivalent. A Bachelor's Degree in computer science, electrical engineering, information systems, or equivalent and 2 years general work experience or a High School Diploma and 4 years general work experience are considered equivalent to a Master's Degree.

SYSTEMS SECURITY ENGINEER

Minimum/General Experience: This position requires a minimum of ten years of substantial and progressively intensive experience in system security analysis and implementation; design assurance or testing for information assurance products and systems; integration or testing for information assurance products and systems. Experience in heterogeneous computer networking technology and work in protocol and/or interface standards specification is recommended. Experience in software engineering including demonstrated experience in designing, developing/programming information assurance-related software and in designing and developing large software systems is desirable.

Functional Description: Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems. Analyzes complex information assurance requirements based on direct interface with customers. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in computer security. Applies sound information assurance principles, methods, and knowledge of security to specific areas task order requirements. Supports the integration of information assurance solutions and technologies into networks with particular attention to protocols, interfaces, system design and supports the design, development and integration of software-based solutions to include cryptographic solutions that provide and/or enhance the security of individual platforms, systems or networks. Analyzes and defines security requirements for computer systems which may include mainframes, workstations, personal computers, local and wide area networks. Designs, develops, engineers, integrates and implements solutions that meet network security requirements. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle. Supports the development and enhancement of user interfaces to existing information assurance software. Configures testbeds and conducts testing, records and analyzes results, and provides recommendations for improvements for the products/systems under test. Test developed systems at each point of entry for ease of unregulated entry; systems resources denial; system information corruption; unlawful use of system resources; vulnerability to electronic disruption. Designs test scenarios, exercises and simulations and supports testing of new and enhanced software products. Provides work direction and guidance to other personnel;



ensures accuracy of the work of other personnel, operates under deadlines, able to work on multiple tasks.

Minimum Education: Must have a Master's degree with ten years of experience, a Bachelor's degree with twelve years' experience, or a high school diploma with fourteen years' experience. Degree must be in a relevant business, computer science, information systems, engineering, or other related scientific or technical discipline. Information Technology professional certifications are desirable; Information Assurance related certifications are preferred. .

SYSTEMS SECURITY ANALYST

Minimum/General Experience: This position requires a minimum of five years of substantial and progressively intensive experience in system security analysis and implementation; design assurance or testing for information assurance products and systems; integration or testing for information assurance products and systems. Experience designing and developing software systems and designing/programming implementing information assurance-related software is desirable.

Functional Description: Provides customer support in solving phases of complex Information assurance-related technical problems. Analyzes complex information assurance requirements based on direct interface with customers. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in computer security. Reviews and recommends information assurance solutions to customer problems based on an understanding of products/systems test results. Solutions are based on a firm understanding of government/industry policy, practices, procedures, customer requirements, and emerging security technologies and future trends in support of information system and network security. Configures testbeds and conducts testing, records and analyzes results, and provides recommendations for improvements for the products/systems under test. Test developed systems at each point of entry for ease of unregulated entry; systems resources denial; system information corruption; unlawful use of system resources; vulnerability to electronic disruption. Conducts systems security analysis and implementation, system engineering, design assurance, testing, software engineering, program design, configuration management, integration and testing of information assurance products and techniques. Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems. Supports the integration of information assurance solutions and technologies into networks with particular attention to protocols, interfaces, and system design. Analyzes designs, develops, engineers, and implements solutions that meet network security requirements for computer systems which may include mainframes, workstations, and personal computers. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle. Applications may include cryptographic solutions that provide and/or enhance the security of individual platforms, systems or networks. Supports the development and enhancement of user interfaces to existing information assurance software. Designs test scenarios, exercises and simulations and supports testing of new and enhanced software products. Provides work direction and guidance to other personnel; ensures accuracy of the work of other personnel, operates under deadlines, able to work on multiple tasks.



Minimum Education: Must have a Master's degree with five years of experience, a Bachelor's degree with eight years' experience, or a high school diploma with ten years' experience. Degree must be in a relevant business, computer science, information systems, engineering, or other related scientific or technical discipline. Information Technology professional certifications are desirable; Information Assurance related certifications are preferred.

SYSTEMS SECURITY SPECIALIST

Minimum/General Experience: This position requires a minimum of two years of substantial experience in system security analysis and implementation; design assurance or testing for information assurance products and systems; integration or testing for information assurance products and systems. Two years of experience in software engineering including demonstrated experience in designing, developing/programming information assurance-related software is desirable.

Functional Description: Provides customer support in solving low-level information assurance-related technical problems. Analyzes complex information assurance requirements based on direct interface with customers. Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in computer security. Solutions are based on a firm understanding of government/industry policy, practices, procedures, customer requirements, and emerging security technologies and future trends in support of information system and network security. Supports vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle. Applies principles, methods, and knowledge of security to specific areas task order requirements. Conducts systems security analysis and implementation, testing, configuration management, and testing of information assurance products and techniques. Analyzes, designs, develops, engineers, and implements solutions that meet network security requirements, to include the design, development and integration of software-based solutions and supports the development and enhancement of user interfaces to existing information assurance software. Supports the integration of information assurance solutions and technologies into networks with particular attention to protocols, interfaces, system design and software applications to include cryptographic solutions that provide and/or enhance the security of individual platforms, systems or networks. Configures testbeds and conducts testing, records and analyzes results, and provides recommendations for improvements for the products/systems under test. Designs test scenarios, exercises and simulations and supports testing of new and enhanced software products. Test developed systems at each point of entry for ease of unregulated entry; systems resources denial; system information corruption; unlawful use of system resources; vulnerability to electronic disruption.

Minimum Education: Must have a Bachelor's degree with two years' experience, or a high school diploma with six years' experience. Degree must be in a relevant business, computer science, information systems, engineering, or other related scientific or technical discipline. Information Technology professional certifications are desirable; Information Assurance related certifications are preferred.



APPLICATIONS PROGRAMMER

Minimum/General Experience: Minimum of one year of experience in computer programming and/or analysis in business and/or engineering.

Functional Description: Participates in all phases of software development, including analysis, design, testing, integration, programming, documentation and/or implementation. Performs analytical and programming tasks. Formulates recommendations for improved system performance and service to the applications user. Assesses the performance of appropriate software systems to identify and correct problems.

Minimum Education: Must have a Master's degree plus one year of software related experience, a Bachelor's degree plus two years of experience, or a high school diploma plus four years' experience. Degree must be in a relevant business, computer science, information systems, engineering, or other related scientific or technical discipline.

SYSTEMS PROGRAMMER/ANALYST

Minimum/General Experience: Must have a Bachelor's degree plus six years of software related experience, or a high school diploma plus eight years of software related experience. Experience should be increasingly complex and progressive in performing systems analysis, development, and implementation of business, mathematical, engineering or scientific settings using a variety of information technology resources. Has experience with current technologies and, where required for the task, emerging technologies.

Functional Description: Formulates and defines system scope and objectives through research and fact-finding to develop or modify moderately complex information systems. Prepares detailed specifications for programs. Designs, codes, tests, debugs, documents, and maintains programs. May be called on to work on special graphics application programs such as, but not limited to; CAD, CAD/CV, or GIS. Works on most phases of applications systems analysis and programming activities including the installation of enhancements, security features, and analytical tools, but requires instruction and guidance in other phases.

Minimum Education: Must have a Bachelor's degree plus six years of experience or a high school diploma plus eight years' experience. Degree must be in computer science or application development from an accredited college or university. Information Technology professional certifications are desirable; specific, related certifications are preferred.

DATABASE MANAGER

Minimum/General Experience: This position requires a minimum of eight years of specialized experience and knowledge of concepts, practices, and procedures in several fields of technical activity.



Functional Description: Performs concept exploration and assessment, systems integration, systems of systems integration, performance management, technology assessment, testing and validation; development and staffing of a systems integration management plan; supports other engineers and managers, as needed; analyzes and develops technical documentation detailing the integration and system performance; coordinates the activities of system integration engineers assigned to specific systems integration projects.

Minimum Education: Master's Degree and 8 years of experience; or Bachelor's Degree and 10 years of experience; or High School Diploma and 14 years of experience

DATABASE ANALYST

Minimum/General Experience: Minimum of four years of experience in a database development or data management functional area.

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

Minimum Education: Must have a Bachelor's degree plus four years of technical experience or a high school diploma plus six years of professional experience. Degree must be in a relevant business, computer science, information systems, engineering, or other related scientific or technical discipline from an accredited college or university. Experience must be in progressively complex and varied database development or data management environment. Information Technology professional certifications are desirable; specific, related certifications are preferred.

DATABASE MANAGEMENT SPECIALIST

Minimum/General Experience: Minimum of two years of experience in a database development or data management functional area.

Functional Description: Designs, develops, installs and/or maintains databases to satisfy engineering, scientific, or business data acquisition and management. Develops and maintains necessary public synonyms, database links, and user access controls. Provides database tuning and monitoring to ensure effective and efficient data access to include comparison of performance ratios, tuning of memory configuration, disk I/O, and application software. Designs and maintains the physical layout of the databases and calculates disk space requirements for database tables and indexes. Provides technical expertise in the use of database management



systems. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

Minimum Education: Must have a Bachelor's degree plus two years of technical experience or a high school diploma plus six years of professional experience. Degree must be in a relevant business, computer science, information systems, engineering, or other related scientific or technical discipline. High School Diploma and eight years' experience may be substituted for education.

PRINCIPAL ANALYST

Minimum/General Experience: Minimum of ten years of general experience with eight years specialized in management, business development, resource allocation or IT.

Functional Description: Provide consulting to directors and senior managers on strategic analysis & organizational engineering, resource management, cost and economic analysis, and information systems development and integration. Develop, lead, and conduct workshops, benchmarking and surveys. Facilitates process improvement efforts. Manage a team of consultants and analysts. Assist in developing, analyzing, and promoting customer's needs and issues, including the responsiveness if required deliverables.

Minimum Education: A Master's Degree and ten years of general experience eight years of which are specialized in management, business development, resource allocation or IT. High School Diploma and ten years' experience may be substituted for education.

SENIOR ANALYST

Minimum/General Experience: Minimum of ten years of general experience with six years specialized in the application of research and analytical methodologies and tools.

Functional Description: Acts as a lead in performing analysis of IT systems and functional areas. Senior Analyst will provide leadership and/or coordination of the evaluation and redesign of current business and IT processes to ensure effective use of IT resources and technology, and to improve process performance. Must be adept at problem definition and resolution. Analyze users' needs to determine functional

Minimum Education: A Bachelor's Degree and 2 years of general experience to include specialization in the application of research and analytical methodologies and tools. High School Diploma and eight years' experience may be substituted for education.

SYSTEMS ANALYST



Minimum/General Experience: Minimum of two years of experience supporting the design or analysis of information systems.

Functional Description: Applies logical analyses or test and evaluation on assigned programs. Performs analyses of hardware/software concepts, designs and test requirements. Reviews, analyzes, integrates and conducts test and evaluation of source data and develops interim documentation. Performs system concept formulation, system design analysis, and subsystems design analysis.

Minimum Education: Must have a Master's degree plus two years of analytical experience, a Bachelor's degree plus four years' experience, or a high school diploma plus six years' experience. Degree must be in computer science, information systems, engineering, or other related scientific or technical discipline.



NETWORK ANALYST

Minimum/General Experience: Minimum of seven years of general network experience with three specialized in analyzing network characteristics and components.

Functional Description: Provides senior level technical direction and manages large complex network operations involving legacy systems and state of the art technology. Operate and maintain large complex enterprise telecommunications networks. Evaluate existing networks to identify deficiencies and recommend performance improvements. Analyze network performance, usage and traffic flows, accesses and interfaces, transmission techniques, and protocols. Provide technical direction to other network personnel concerning data communications, front end devices, simulation and queuing analysis, and the configuration, integration, and testing of complex large scale computer integrated networks. Work independently or as a team leader to ensure the integrity of multiple complex network systems. Analyze new software releases and hardware upgrades to determine impact on existing components. Perform complex diagnostic testing, analysis and optimization of all components of the network including power, communications, hardware, lines, modems, and workstations. Analyze network characteristics such as traffic, transmission speeds, and throughput. Review communications networks as to their ability to support current requirements and develops methodology for utilizing new technology to perform existing activities more effectively.

Minimum Education: A Bachelor's Degree in Computer Science or related field and seven years of general network experience three years of which are specialized experience. A High School Diploma and five years of specific job related experience or eight years of general related experience may be substituted for the Bachelor's Degree requirement.

FUNCTIONAL ANALYST

Minimum/General Experience: Minimum of two years of experience supporting the design or analysis of information systems.

Functional Description: Applies logical analyses or test and evaluation on all programs within the contractual scope. Performs comprehensive analyses of hardware/software concepts, designs and test requirements. Reviews, analyzes, integrates and conducts test and evaluation of contractor or Government -generated source data and develops interim documentation. Performs system concept formulation, system design analysis and subsystems design analysis. As a result of the above functions, a Secret clearance may be required for the position.

Minimum Education: Must have a Bachelor's degree plus two years' experience or a high school diploma plus four years' experience. Experience must be in progressively complex and varied information systems environments. Degree must be in computer science, information systems, engineering, or other related scientific or technical discipline from an accredited college or university. Information Technology professional certifications are desirable; specific, related certifications are preferred.



ANALYST

Minimum/General Experience: Minimum of four years of general experience with one yearspecialized in application of research and analytical methodologies and tools.

Functional Description: Participates in data collection, modeling, analysis, and product generation. Organizes and translates data into useful automated information. Conducts analyses including defining parameters of requested data output and analysis. Assists in preparation of reports, briefings, and documentation deliverables.

Minimum Education: A Bachelor's Degree and four years of general experience one year of which is specialized in application of research and analytical methodologies and tools or a high school diploma plus 5 years' experience.

USER SUPPORT SPECIALIST III

Minimum/General Experience: Minimum of two years' experience of which one year must be specialized. Specialized experience includes: knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and work on a help desk. General experience includes information systems development and other work in the client/server field, or related fields. Information Technology professional certifications are desirable; specific, related certifications are preferred.

Functional Description: Provides phone and in-person support to users in problem solving activities using information center tools. May also include support in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this task or predecessors. Serves as the initial point of contact for callers. Must have a demonstrated ability to communicate orally and in writing. A positive customer service attitude is essential.

Minimum Education: Must have a Bachelor's degree plus two years of technical experience, an Associate's degree plus three years' experience, or a high school diploma plus four years of professional experience. Degree must be in a relevant computer science, information systems, engineering, or other related technical discipline.

USER SUPPORT SPECIALIST II

Minimum/General Experience: Minimum of two years' experience. General experience includes information systems development and other work in the client/server field, or related fields. Information Technology professional certifications are desirable; specific, related certifications are preferred.

Functional Description: Provides phone and in-person support to users in problem solving activities using information center tools. May also include support in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this task



or predecessors. Serves as the initial point of contact for callers. Must have a demonstrated ability to communicate orally and in writing. A positive customer service attitude is essential.

Minimum Education: Must have an Associate's degree plus two years of technical experience, an high school diploma plus three years of professional experience. Degree must be in a relevant computer science, information systems, engineering, or other related technical discipline.

PROGRAM ADMINISTRATIVE SPECIALIST

Minimum/General Experience: Minimum of four years of general office experience, with a demonstrated ability to operate automated office and other information systems.

Functional Description: Supports office operational activities to assist management and technical staff. Provides support in the production of project deliverables, personnel and presentation records and materials, and management reports. Coordinates meetings, schedules, and travel; and assists in project administration responsibilities.

Minimum Education: Must have a high school diploma or equivalency plus four years' experience.

TECHNICAL SUPPORT SPECIALIST

Minimum/General Experience: Two years' experience in financial management and administrative activities, such as budgeting, manpower resource planning, and financial reporting.

Functional Description: Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, which would require a report and recommend solutions. Develops work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff.

Minimum Education: Bachelor's Degree or Associate's Degree with 2 years of experience or six years of general experience.

ADMINISTRATIVE SPECIALIST

Minimum/General Experience: Must have at least two years' experience in data entry and verification. Experienced in office administration and developing graphic/artistic presentations for publications and documents. Experienced in using automated word processing, graphics systems and spreadsheet applications. Formal specialized training may be substituted on the basis of one month's training for one month's experience.

Functional Description: Performs data entry via on-line data terminal, key-to-tape, key-to-disk, or similar devices. Verifies data entered, where applicable. Supports program/project



management by maintaining personnel and other files, prepares reports, resumes and other contract documentation. Assists in graphics preparation and presentations. May supervise other administrative assistants, as required.

Minimum Education: Bachelor's Degree or Associate's Degree or High school graduate (or equivalent) and two years' general experience.

ADMINISTRATIVE ASSISTANT

Minimum/General Experience: One year experience in data entry and verification preferred. Typically required to work under close supervision and direction.

Functional Description: Performs data entry via on-line data terminal, key-to-tape, key-to-disk, or similar devices. Verifies data entered, where applicable

Minimum Education: Bachelor's Degree or Associate's Degree or High School Diploma (or equivalent) and one year of general experience.



IT PROFESSIONAL SERVICES LABOR RATES

Labor Category	Hourly Rate
Subject Matter Expert	\$259.50
Program Manager	\$155.69
Network Engineer/Architect	\$137.92
Systems Security Engineer	\$150.00
Systems Security Analyst	\$125.00
Systems Security Specialist	\$91.49
Applications Programmer	\$134.95
Systems Programmer Analyst	\$110.00
Database Manager	\$130.00
Database Analyst	\$107.42
Database Management Specialist	\$103.81
Principal Analyst	\$130.00
Senior Analyst	\$113.26
Systems Analyst	\$108.12
Network Analyst	\$98.33
Functional Analyst	\$86.59
Analyst	\$80.16
User Support Specialist III	\$77.25
User Support Specialist II	\$74.11
Program Administrative Specialist	\$76.33
Technical Support Specialist	\$56.36
Administrative Specialist	\$51.02
Administrative Assistant	\$49.89

Note: The use of non-professional labor categories must be incidental to and used solely to support professional services, and cannot be purchased separately.



USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

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

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 which 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 businesses to supply products and services to our company.

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

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

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

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact:

John R. Flatter, President & CEO
(540) 226-3003 (Tel)
(540) 658-1722 (Fax)
Jr.flatter@flatterassociates.com





(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

IT PROFESSIONAL LABOR CATEGORY	*SPECIAL BPA DISCOUNT/PRICE
---------------------------------------	------------------------------------

_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULE/DATES
--------------------	--------------------------------

_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

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) Special Item Number; (132-51)
 - (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 Contractor's invoice, the provisions of this BPA will take precedence.



BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

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