

General Services Administration Multiple Award Schedule (MAS) 70 General Purpose Commercial Information Technology (IT) Equipment, Software & Services

Authorized Federal Supply Schedule Price List



Contractor:



THE CENTECH GROUP, Inc.

TRUST • QUALITY • SERVICE • VALUE

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DUNS Number: 191341627
CAGE Code: OJLA1
TAX ID: 54-1468652

Business Size: Large

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

SIN 132-33 - PERPETUAL SOFTWARE LICENSES
FSC CLASS 7030 - INFORMATION TECHNOLOGY SOFTWARE
Large Scale Computers and Microcomputers
Application Software

NOTE: 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>.

SIN 132-34 - MAINTENANCE OF SOFTWARE

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

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
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

SIN 132-62- HSPD-12 PRODUCT AND SERVICE COMPONENTS (FPDS D399)

Personal Identity Verification (PIV) Credentials and Services. This facilitates trusted physical and electronic access to government facilities and networks using smart card technology. PIV Credentials and Services is a key enabler of identity assurance for access control and protects Federal facilities and information systems from unauthorized access, interception, and tampering.

THE CENTECH GROUP, Inc

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Contract Number: GS-35F-5440H
Period Covered by Contract: September 30, 2008 – April 10, 2013

General Services Administration
Federal Acquisition Service

Pricelist current through Modification # **PO0020** dated **October 20, 2009**.

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 Acquisition Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

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Information for Ordering Offices

SPECIAL NOTICE TO AGENCIES:

Small Business Participation

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

For orders exceeding the micro-purchase 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 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 requirements.

1. GEOGRAPHIC SCOPE OF CONTRACT

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

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

Offerors are requested to check one of the following boxes:

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

2. CENTECH's ORDERING AND PAYMENT INFORMATION

Government purchase cards will be acceptable for payment on any order equal to or less than the micro-purchase threshold. Credit cards will not be acceptable for payment above the

micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on each CENTECH invoice.

- For computer-to-computer EDI orders, the point of contact is:
Not Applicable
- For orders by facsimile transmission, the point of contact is:
Sandy Moreno, Contracts Specialist – Contracts, 703-525-4444
Facsimile Number: (703) 525-2349
- For mailed orders, the address is:
THE CENTECH GROUP, Inc.
Attn: Sandy Moreno, Contracts Specialist – Contracts
6402 Arlington Blvd., 10th Floor
Falls Church, Virginia 22042
- Remittance Address: (bank account information for wire transfer payments will be shown on each CENTECH invoice)
THE CENTECH GROUP, Inc.
Attn: Accounts Receivable
6402 Arlington Blvd., 10th Floor
Falls Church, Virginia 22042
- Below are the telephone numbers that can be used by ordering agencies to obtain technical and/or ordering assistance:
Toll Free: 800-938-1026
In the Metropolitan Washington, DC area: (703) 525-4444

3. LIABILITY FOR INJURY OR DAMAGE

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

4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS)- 19-134-1627
Block 30: Type of Contractor: C. Large Business
Block 31: Woman-Owned Small Business - **NO**
Block 36: Contractor's Taxpayer Identification Number (TIN) - 54-1468652

4a. CAGE CODE: 0JLA1

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

5. FOB DESTINATION

6. DELIVERY SCHEDULE

a. TIME OF DELIVERY.

SIN 132-33 & 132-34 - The delivery time for all new items will be thirty (30) days after receipt of order. Expedited delivery is available with a delivery time of fifteen (15) days after receipt of order.

SIN 132-51 - Not applicable under the scope of this contract. However, the delivery schedule for IT Professional Services will be 30 days ARO or as negotiated with the Government's Ordering Agency.

SIN 132-62 - The delivery time for all new items will be thirty (30) days after receipt of order. Expedited delivery is available with a delivery time of fifteen (15) days after receipt of order.

b. URGENT REQUIREMENTS. Not applicable under the scope of this contract.

7. DISCOUNTS

a. Prompt Payment: NET 30 days

b. Quantity: None

c. Dollar Volume:

The Government reserves the right to seek additional discounts in instances where the value of the order exceeds \$500,000, or when further discounts represent a good business decision.

d. Government Educational Institutions:

Government Educational Institutions are offered the same discounts as all other Government clients.

e. Other

None

8. TRADE AGREEMENTS ACT OF 1979, AS AMENDED:

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

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

Not applicable under the scope of this contract.

10. SMALL REQUIREMENTS:

SIN 132-33 & 132-34 – The minimum dollar value of orders to be issued is \$100.00.

SIN 132- 51 - The minimum dollar value of orders to be issued under this contract for all skill level CLINS shall be for a minimum period of performance of one full working day for any IT Professional Service labor category under this contract award.

SIN 132-62 – The minimum dollar value of orders to be issued is \$100.00.

11. MAXIMUM ORDER

The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:

- Special Item Number 132-33 - Perpetual Software Licenses.
- Special Item Number 132-34 – Maintenance of Software.
- Special Item Number. 132-51 – IT Professional Services.

The Maximum Order value for the following Special Item Numbers (SINs) is \$1,000,000:

- Special Item Number 132-62 – HSPD-12 Product and Service Components.

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

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 Telecommunications 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. CONTRACTORS 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 (1) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

16. GSA ADVANTAGE!

The 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 or 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:

NONE

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

20. BLANKET PURCHASE AGREEMENTS (BPAs)

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 ARRANGEMENT

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: www.centechgroup.com.

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of 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 -132-33 & 132-34

Applicable to Perpetual Software Licenses and Maintenance of Software

1. INSPECTION/ACCEPTANCE

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any software that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming software at no increase in contract price. The ordering activity must exercise its post-acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the software, unless the change is due to the defect in the software.

2. GUARANTEE/WARRANTY

a. Unless specified otherwise in this contract, the Contractor's standard commercial guarantee/warranty as stated in the contract's commercial pricelist will apply to this contract.

b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

3. TECHNICAL SERVICES

The Contractor, without additional charge to the ordering activity, shall provide a hot line technical support number _____ for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available from _____ to _____.

4. SOFTWARE MAINTENANCE

a. Software maintenance service shall include the following:

b. Invoices for maintenance service shall be submitted by the Contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

5. PERIODS OF MAINTENANCE (132-34)

a. The Contractor shall honor orders for periods for the duration of the contract period or a lesser period of time.

b. Maintenance may be discontinued by the ordering activity on thirty (30) calendar days written notice to the Contractor.

c. Annual Funding. When annually appropriated funds are cited on an order for maintenance, the period of maintenance shall automatically expire on September 30 of the contract period, or at the end of the contract period, whichever occurs first. Renewal of maintenance orders citing the new appropriation shall be required, if the maintenance is to be continued during any remainder of the contract period.

d. Cross-Year Funding Within Contract Period. Where an ordering activity's specific appropriation authority provides for funds in excess of a 12 month (fiscal year) period, the ordering activity may place an order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.

e. Ordering activities should notify the Contractor in writing thirty (30) calendar days prior to the expiration of an order, if maintenance is to be terminated at that time. Orders for the continuation of maintenance will be required if maintenance is to be continued during the subsequent period.

6. NOT APPLICABLE

7. NOT APPLICABLE

8. UTILIZATION LIMITATIONS - (132-33, AND 132-34)

a. Software acquisition is limited to commercial computer software defined in FAR Part 2.101.

b. When acquired by the ordering activity, commercial computer software and related documentation so legend shall be subject to the following:

(1) Title to and ownership of the software and documentation shall remain with the Contractor, unless otherwise specified.

(2) Software licenses are by site and by ordering activity. An ordering activity is defined as a cabinet level or independent ordering activity. The software may be used by any subdivision of the ordering activity (service, bureau, division, command, etc.) that has access to the site the software is placed at, even if the subdivision did not participate in the acquisition of the software. Further, the software may be used on a sharing basis where multiple agencies have joint projects that can be satisfied by the use of the software placed at one ordering activity's site. This would allow other agencies access to one ordering activity's database. For ordering activity public domain databases, user agencies and third parties may use the computer program to enter, retrieve, analyze and present data. The user ordering activity will take appropriate action by instruction, agreement, or otherwise, to protect the Contractor's proprietary property with any third parties that are permitted access to the computer programs and documentation in connection with the user ordering activity's permitted use of the computer programs and documentation. For purposes of this section, all such permitted third parties shall be deemed agents of the user ordering activity.

(3) Except as is provided in paragraph 8.b(2) above, the ordering activity shall not provide or otherwise make available the software or documentation, or any portion thereof, in any form, to any third party without the prior written approval of the Contractor. Third parties do not include prime Contractors, subcontractors and agents of the ordering activity who have the ordering activity's permission to use the licensed software and documentation at the facility, and who have agreed to use the licensed software and

documentation only in accordance with these restrictions. This provision does not limit the right of the ordering activity to use software, documentation, or information therein, which the ordering activity may already have or obtains without restrictions.

(4) The ordering activity shall have the right to use the computer software and documentation with the computer for which it is acquired at any other facility to which that computer may be transferred, or in cases of disaster recovery, the ordering activity has the right to transfer the software to another site if the ordering activity site for which it is acquired is deemed to be unsafe for ordering activity personnel; to use the computer software and documentation with a backup computer when the primary computer is inoperative; to copy computer programs for safekeeping (archives) or backup purposes; to transfer a copy of the software to another site for purposes of benchmarking new hardware and/or software; and to modify the software and documentation or combine it with other software, provided that the unmodified portions shall remain subject to these restrictions.

(5) "Commercial Computer Software" may be marked with the Contractor's standard commercial restricted rights legend, but the schedule contract and schedule pricelist, including this clause, "Utilization Limitations" are the only governing terms and conditions, and shall take precedence and supersede any different or additional terms and conditions included in the standard commercial legend.

9. SOFTWARE CONVERSIONS - (132-33)

Full monetary credit will be allowed to the ordering activity when conversion from one version of the software to another is made as the result of a change in operating system, or from one computer system to another. Under a perpetual license (132-33), the purchase price of the new software shall be reduced by the amount that was paid to purchase the earlier version.

10. DESCRIPTIONS AND EQUIPMENT COMPATIBILITY

The Contractor shall include, in the schedule pricelist, a complete description of each software product and a list of equipment on which the software can be used. Also, included shall be a brief, introductory explanation of the modules and documentation which are offered. **The complete description of each software product and associated maintenance is included as Appendix B – Authentication Products - Perpetual Software Licenses and Maintenance of Software.**

11. RIGHT-TO-COPY PRICING

NOT APPLICABLE

Terms and Conditions -132-51

Applicable to Information Technology (IT) Professional Services

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional 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/EC 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 Contractor access to all facilities necessary to perform the requisite IT/EC Services.

9. INDEPENDENT CONTRACTOR

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

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/EC 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. 52.216-

31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

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

CENTECH shall provide IT Professional Services to include, but not limited to, System Analysis and Design, System Installation, Programming, System Conversion and Implementation Support, Network Services, Project Management, Data/Records Management, Resources and Facilities Management, Database Planning and Design, Year 2000 Software Systems Solution, and Training in support of these services.

A set of labor category descriptions of the services available under this IT Professional Services Schedule is provided in Appendix A. These services are presented in the same manner that CENTECH sells to commercial and other government clients. Hourly rates are offered and are directly related to CENTECH's commercial offerings as found on CENTECH's home page on the Internet at <http://www.centechgroup.com>.

Appendix A presents descriptions of service offerings by labor categories. Figure 1 provides a detailed break-out of services provided within each of the IT functional areas. When determining the qualifications of an individual to fill one of the positions in Appendix A, substitutions for the education and experience requirements may be made as shown in Figure 2, Allowable Substitutions of Education and Experience.

Figure 1. Detailed Services Available Within Each Functional Area

Software Development/Support/Operation Services

All system development life cycle and software support services

- Analysis
- Maintenance
- Training
- Project Management
- Database Management
- Customization
- Planning
- Design
- Programming
- Home Page Development

Network Development/Support/Operation Services

All network design, installation, operation, and user support services

- Internet Access
- Analysis
- Administration
- Design
- Integration
- Training
- Project Management
- Planning
- Management
- Engineering
- Installation
- Maintenance
- Security/Firewalls

Help Desk Support Services

All on-site support for technical staff and end users

- Premise Monitoring
- Troubleshooting
- Resolution
- Installation
- Operation
- Project Management
- Remote Monitoring
- Analysis
- End-User Support
- Integration
- Management
- Training

Resource and Facility Management Services

All support services for operation, maintenance management for computer facilities

- Operation
- Resolution
- Data Back-Up/Recovery
- Diagnostics
- Project Management
- Performance Measurement and Monitoring

Documentation Services

All technical writing, editing, and desktop publishing support services

- Preparation and Maintenance of User and Reference Manuals
- Data Entry
- Data Conversion
- Clerical and Administrative Tasks
- Editorial Service
- Graphic Specialist
- Project Management

Multimedia Services

All multi-media production services in support of custom training requirements

- Production Planning
- Editing/Scripting
- Filming
- Directing
- Media Conversion and Duplication
- CD-ROM Mastering

Figure 2. Allowable Substitutions of Education and Experience

The minimum education and experience will be met when the equivalencies in the tables below are considered.

Additional educational achievements in excess of requirements can be substituted for experience requirements:

Required Education	Actual Education Obtained	Additional Years of Experience Credited the CENTECH employee
MA/MS	Ph.D.	4
BA/BS	Ph.D.	6
BA/BS	MA/MS	2
HS/GED	BA/BS	4

Additional experience in excess of requirements can be substituted for educational requirements:

Actual Education	Required Education	Additional Years of Experience Needed for Educational Requirements Equivalency
HS/GED	BA/BS	6
HS/GED	MA/MS	8
HS/GED	Ph.D.	10
BA/BS	MA/MS	2
BA/BS	Ph.D.	6
MA/MS	Ph.D.	2

Terms and Conditions -132-62

Applicable to Authentication of Products and Services

A. General Background.

Authentication Products and Services provide for authentication of individuals for purposes of physical and logical access control, electronic signature, performance of E-business transactions and delivery of Government services. Authentication Products and Services consist of hardware, software components and supporting services that provide for identity assurance.

Homeland Security Presidential Directive 12 (HSPD-12), "Policy for a Common Identification Standard for Federal Employees and Contractors" establishes the requirement for a mandatory Government-wide standard for secure and reliable forms of identification issued by the Federal Government to its employees and contractor employees assigned to Government contracts in order to enhance security, increase Government efficiency, reduce identity fraud, and protect personal privacy. Further, the Directive requires the Department of Commerce to promulgate a Federal standard for secure and reliable forms of identification within six months of the date of the Directive. As a result, the National Institute of Standards and Technology (NIST) released Federal Information Processing Standard (FIPS) 201: Personal Identity Verification of Federal Employees and Contractors on February 25, 2005. FIPS 201 requires that the digital certificates incorporated into the Personal Identity Verification (PIV) identity credentials comply with the X.509 Certificate Policy for the U.S. Federal PKI Common Policy Framework. In addition, FIPS 201 requires that Federal identity badges referred to as PIV credentials, issued to Federal employees and contractors comply with the Standard and associated NIST Special Publications 800-73, 800-76, 800-78, and 800-79.

B. Special Item Numbers.

The General Services Administration has established the E-Authentication Initiative (see URL: <http://cio.gov/eauthentication>) to provide common infrastructure for the authentication of the public and internal federal users for logical access to Federal E-Government applications and electronic services. To support the government-wide implementation of HSPD-12 and the Federal E-Authentication Initiative, GSA is establishing the following Special Item Numbers (SINs):

- SIN 132-62: HSPD-12 Product and Service Components. SIN 132-62 is established for products and services for agencies to implement the requirements of HSPD-12, FIPS-201 and associated NIST special publications. The HSPD-12 implementation components specified under this SIN are:
 - PIV enrollment and registration services,
 - PIV systems infrastructure,
 - PIV card management and production services,
 - PIV card finalization services,
 - Physical access control products and services,
 - Logical access control products and services,
 - PIV system integration services, and
 - Approved FIPS 201-Compliant products and services.

C. Qualification Information.

All of the products and services for the SINs listed above must be qualified as being compliant with Government-wide requirements before they will be included on a GSA Information Technology (IT) Schedule contract. The Qualification Requirements and associated evaluation procedures against the Qualification Requirements for each SIN and the specific Qualification Requirements for HSPD-12 implementation components are presented at the following URL: <http://www.idmanagement.gov>.

In addition, the National Institute of Standards and Technology (NIST) has established the NIST Personal Identity Verification Program (NPIVP) to evaluate integrated circuit chip cards and products against conformance requirements contained in FIPS 201. GSA has established the FIPS 201 Evaluation Program to evaluate other products needed for agency implementation of HSPD-12 requirements where normative requirements are specified in FIPS 201 and to perform card and reader interface testing for interoperability. Products that are approved as FIPS-201 compliant through these evaluation and testing programs may be offered directly through SIN 132-62 under the category "Approved FIPS 201-Compliant Products and services.

D. Qualification Requirements.

Offerors proposing products and services under Special Item Numbers 132-62 is required to provide the following:

1. Proposed items must be determined to be compliant with Federal requirements for that Special Item Number. Qualification Requirements and procedures for the evaluation of products and services are posted at the URL: <http://www.idmanagement.gov>. GSA will follow these procedures in qualifying offeror's products and services against the Qualification Requirements for applicable to SIN. Offerors are encouraged to submit a proposal under the Multiple Award Schedule (MAS) Information Technology (IT) solicitation at the same time they submits products and services to be qualified. Award for SIN 132-62 will be dependent upon receipt of official documentation from the Acquisition Program Management Office (APMO) listed below verifying satisfactory qualification against the Qualification Requirements of the proposed SIN(s).
2. After award, Contractor agrees that certified products and services will not be offered under any other SIN on any GSA Multiple Award Schedule.
3. a. If the Contractor changes the products or services previously qualified, GSA may require the contractor to resubmit the products or services for re-qualification.
b. If the Federal Government changes the qualification requirements or standards, Contractor must resubmit the products and services for re-qualification.

E. Demonstrating Conformance.

The Federal Government has established Qualification Requirements for demonstrating conformance with the Standards. The following websites provide additional information regarding the evaluation and qualification processes:

1. for Access Certificates for Electronic Services (ACES) and PKI Shared Service Provider (SSP) Qualification Requirements and evaluation procedures: <http://www.idmanagement.gov>;
2. for HSPD-12 Product and Service Components Qualification Requirements and evaluation procedures: <http://www.idmanagement.gov>;

3. for FIPS 201 compliant products and services qualification and approval procedures: <http://www.csrc.nist.gov/piv-project/> and <http://www.smart.gov> .

F. Acquisition Program Management Office (APMO).

GSA has established the APMO to provide centralized technical oversight and management regarding the qualification process to industry partners and Federal agencies. Contact the following APMO for information on the E-Authentication Qualification process.

1. The Acquisition Program Management Office point-of-contact for Access Certificates for Electronic Services (ACES – SIN 132-60) and PKI Shared Service Providers (PKI SSP – SIN 132-61) is:

Stephen P. Duncan
Program Manager
E-Authentication Program Management Office
2011 Crystal Drive, Suite 911
Arlington, VA 22202
stephen.duncan@gsa.gov
703.872.8537

2. The Acquisition Program Management Office point-of-contact for HSPD-12 Product and Service Components is:

Mike Brooks
Director, Center for Smartcard Solutions
Office of Center for Smartcard Solutions
1800 F Street, N.W., Room 5010
Washington, D.C. 20405
202.501.2765 (telephone)
202.208.3133 (fax)

1. ORDER

a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering authentication products and 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.

c. When placing an order, ordering activities may deal directly with the contractor or ordering activities may send the requirement to the Program Management Office to received assisted services for a fee.

2. 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 the Services under SIN 132-62 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.

3. 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.

4. 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.

5. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

6. INDEPENDENT CONTRACTOR

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

7. 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.

8. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for products and/or 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.

9. 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.

10. RESUMES

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

11. 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.

12. 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.

13. DESCRIPTION OF AUTHENTICATION PRODUCTS, SERVICES AND PRICING

- a. Information Technology (IT) Professional Services (132-51), Perpetual Software Licenses (132-33) and Software Maintenance (132-34) can be procured to support Authentication Services
- b. For Special Item Number 132-62, HSPD-12 Product and Service Components:
 - i. Bundled equipment pricing is requested for the following product components:
Not Applicable
 - ii. Seat pricing is requested for the following service components offered as managed services: **Not Applicable**
 - iii. Bundled equipment categories, managed service categories and the requirements for bundled equipment and managed service Qualification Requirements are presented at the website: <http://www.idmanagement.gov>.

USA COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS

PREAMBLE

(Name of Company) 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 business by purchasing from these businesses whenever practical.

To develop and promote company policies 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 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 enterprises 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 contract and increase their participation in Federal Government contracts. To accelerate potential opportunities, please contact (Insert Company Point of contact, phone number, e-mail address, fax number).

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE
(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act _____ (Agency) 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 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 **Government that works better and costs less.**

Signatures

AGENCY	DATE	CONTRACTOR	DATE
--------	------	------------	------

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number GS-35F-5440H, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

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

MODEL NUMBER/PART NUMBER

***SPECIAL BPA DISCOUNT/PRICE**

- (2) Delivery:

DESTINATION

DELIVERY SCHEDULE/DATES

- (3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.
- (4) This BPA does not obligate and 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 provision of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

***IMPORTANT** – A new feature to the Federal Supply Schedules Program permits contracts to offer price reductions in accordance with commercial practice. Teaming Arrangements are permitted with Federal Supply contractors in accordance with FAR 9.6.

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.

Appendix A – GSA Pricing for Information Technology (IT) Professional Services

(132-51 - IT Professional Services)

The price lists on the following pages reflect discounts from CENTECH’s commercial hourly rates for similar support services. The Government prices also represent the ceiling hourly rates under the GSA Schedule. Additional discounts may apply depending upon the size of a delivery order.

Following the price list, there are detailed descriptions of the services offered. The minimum experience, education, and functional responsibility for each service CLIN is provided to ensure that the CENTECH employee’s skills match the requirements of the delivery order.

IT PROFESSIONAL SERVICES PRICE LIST

THE CENTECH GROUP, Inc. GSA Schedule Base Year 2 Rates October 1, 2010 - September 30, 2011					
CLIN	Labor Category	Qualifications		GSA	GSA Contractor
#		Min. Edu.	Yrs. Exp.	Government Site Rate	Site Rate
1	Network Administrator 1	B.S.	2	\$75.85	\$91.03
2	Network Administrator 2	B.S.	10	\$121.60	\$145.92
3	Network Administrator 3	B.S.	3	\$149.45	\$179.34
4	Technician 1	Diploma	1	\$42.91	\$51.50
5	Technician 2	Diploma	1	\$52.96	\$63.55
6	Technician 3	Diploma	5	\$72.14	\$86.57
7	Technician 4	B.S.	2	\$92.72	\$111.27
8	Programmer/Developer/Analyst/Architect 1	Diploma	1	\$58.53	\$70.24
9	Programmer/Developer/Analyst/Architect 2	B.S.	2	\$65.03	\$78.04
10	Programmer/Developer/Analyst/Architect 3	B.S.	5	\$84.28	\$101.13
11	Programmer/Developer/Analyst/Architect 4	B.S.	6	\$91.31	\$109.57
12	Programmer/Developer/Analyst/Architect 5	B.S.	8	\$107.46	\$128.95
13	Programmer/Developer/Analyst/Architect 6	B.S.	10	\$119.20	\$143.04
14	Programmer/Developer/Analyst/Architect 7	B.S.	10	\$125.39	\$150.47
15	Programmer/Developer/Analyst/Architect 8	MBA	6	\$142.61	\$171.13
16	Programmer/Developer/Analyst/Architect 9	M.S.	8	\$168.23	\$201.87
17	Programmer/Developer/Analyst/Architect 10	M.S.	10	\$246.38	\$295.66
18	Information Systems Security Specialist 1	B.S.	4	\$99.35	\$119.22
19	Information Systems Security Specialist 2	B.S.	6	\$110.74	\$132.88
20	Information Systems Security Specialist 3	B.S.	8	\$126.22	\$151.46
21	Information Systems Security Specialist 4	M.S.	10	\$167.68	\$201.21

CLIN	Labor Category	Qualifications		GSA	GSA Contractor
#		Min. Edu.	Yrs. Exp.	Government Site Rate	Site Rate
22	Configuration Management Specialist 1	B.S.	2	\$65.03	\$78.04
23	Configuration Management Specialist 2	B.S.	4	\$79.96	\$95.95
24	Configuration Management Specialist 3	B.S.	3	\$105.46	\$126.55
25	Engineer 1	B.S.	2	\$57.44	\$68.92
26	Engineer 2	B.S.	5	\$77.56	\$93.07
27	Engineer 3	B.S.	2	\$110.78	\$132.94
28	Engineer 4	B.S.	10	\$115.73	\$138.88
29	Engineer 5	B.S.	10	\$165.37	\$198.45
30	Trainer 1	B.S.	4	\$58.53	\$70.24
31	Trainer 2	B.S.	4	\$65.03	\$78.04
32	Trainer 3	B.S.	6	\$67.07	\$80.49
33	Trainer 4	B.S.	8	\$88.12	\$105.74
34	Trainer 5	B.S.	10	\$97.97	\$117.57
35	Trainer 6	B.S.	12	\$123.13	\$147.75
36	Project Manager 1	B.S.	10	\$121.59	\$145.91
37	Project Manager 2	M.S.	5	\$142.68	\$171.22
38	Project Manager 3	M.S.	8	\$164.34	\$197.21
39	Project Manager 4	M.S.	10	\$198.99	\$238.79
40	Subject Matter Expert 1	MBA	10	\$119.19	\$143.03
41	Subject Matter Expert 2	MBA	12	\$132.05	\$158.46
42	Subject Matter Expert 3	PhD	0	\$149.29	\$179.15
43	Subject Matter Expert 4	MBA	20	\$198.99	\$238.79
44	Technical Writer 1	Diploma	2	\$52.96	\$63.55
45	Technical Writer 2	B.S.	2	\$85.84	\$103.00
46	Technical Writer 3	B.S.	4	\$98.26	\$117.91
47	Administrative 1	Diploma	1	\$34.91	\$41.90
48	Administrative 2	Diploma	3	\$46.17	\$55.40
49	Administrative 3	B.S.	1	\$52.96	\$63.55
50	Administrative 4	B.S.	2	\$63.82	\$76.59

Individual Service Descriptions

Commercial Job Title:	NETWORK ADMINISTRATOR 1
Minimum/General Experience: Two years of technical experience installing, maintaining, and managing Local Area Networks (LANs), Wide Area Networks (WANs), or Metropolitan Area Networks (MANs).	
Functional Responsibility: Performs a variety of network management functions related to the operation, performance, or availability of data communications networks. Experience with cable/LAN meters, protocol analyzers, SNMP- and RMON-based software products. Knowledge of Ethernet, FDDI, and high-speed WANs and routers. Analyze client LANs/WANs, isolate source of problems, recommend reconfiguration and implementation of new network hardware to increase performance. Working knowledge of network OSs. Modifies command language programs, network start up files, assigns/re-assigns network device logicals, participates in load balancing efforts throughout the network to achieve optimum device utilization and performance. Establishes new user accounts on the network granting access to required network files and programs. Manages network E-mail functions. Establishes mailboxes and monitors mail performance on the network. Troubleshoots network/user problems, presents resolutions for implementation. Prepares a variety of network resource reports.	
Minimum Education: Bachelor's degree in computer science or a related field.	

Commercial Job Title:	NETWORK ADMINISTRATOR 2
Minimum/General Experience: Combination of ten years of information technology experience, including three years recent experience in a management or supervisory capacity, plus three years of experience in the functional area of the project to be managed.	
Functional Responsibility: Performs a variety of network management functions in support of MIS services related to the operation, performance or availability of data communications networks. Modifies command language programs, network start up files, assigns/re-assigns network device logicals, analyzes network performance and recommends adjustments to wide variety of complex network management functions with responsibility for overall performance and availability of networks. LAN/WAN consultant skilled in network analysis, integration and tuning. Experience with cable/LAN meters, protocol analyzers, SNMP and RMON based software products. Knowledge of Ethernet, FDDI, and high speed WANs and routers. Analyze client LANs/WANs, isolate source of problems, recommend reconfiguration and implementation of new network hardware to increase performance. Working knowledge of network operating systems. Conducts load balancing efforts to achieve optimum device utilization and network performance. Manages network E-mail functions. Establishes mailboxes and monitors mail performance on the network. Coordinates with Systems or Communications Engineering to resolve hardware problems. Works with customer and operations staff in scheduling preventative and emergency maintenance activities. May serve as task leader on one or more delivery orders.	
Minimum Education: Bachelor's degree in computer science or a related field, or in the project's functional area.	

Commercial Job Title:	NETWORK ADMINISTRATOR 3
Minimum/General Experience: Two years of technical experience in applications software development or a degree or specific training in application software development.	
Functional Responsibility: Performs assigned portions of programming, and documentation for IS/ADP systems. Participates in all phases of software development with emphasis on the programming, testing, documentation, and acceptance phases. Designs and prepares technical reports and related documentation and makes charts and graphs to record results.	
Minimum Education: High school diploma.	

Commercial Job Title:	TECHNICIAN 1
Minimum/General Experience:	One year of experience in maintaining and upgrading personal computers at the board or component level.
Functional Responsibility:	Installs and terminates data cabling of all types. Works with other technicians to add or exchange externally connected PC accessories, data and communications equipment. Adds or replaces boards, batteries, disk drives, and similar components. Attaches, detaches, or exchanges connected PC accessories, data and telecommunications equipment. Works under supervision of a senior technician or manager
Minimum Education:	High school diploma, plus technical training in electronics or computer repair.

Commercial Job Title:	TECHNICIAN 2
Minimum/General Experience:	One year of experience in maintaining and upgrading personal computers at the board or component level.
Functional Responsibility:	Adds or exchanges externally connected PC accessories and data communications equipment. Troubleshoots LAN's/WAN's and provides problem resolution for PC and data communications hardware. Adds or replaces boards, batteries, disks drives, and other PC components. Installs cabling for LANs, WAN's, etc. Attaches, detaches, or exchanges LAN cabling to workstations, servers, network devices, telecommunications and data communications equipment.
Minimum Education:	High school diploma, plus technical training in electronics or computer repair.

Commercial Job Title:	TECHNICIAN 3
Minimum/General Experience:	Five years of technical experience in telecommunications programming including communication protocols, hardware, and real-time operating system programming.
Functional Responsibility:	Implements, installs, and repairs voice and data cable systems. Creates and maintains records on cable assignments, terminations and directory headings, telephone, circuit and other communications equipment type. May support video teleconferencing center equipment and microwave radio systems.
Minimum Education:	Bachelor's degree in computer science or a related field.

Commercial Job Title:	TECHNICIAN 4
Minimum/General Experience:	Two years of technical experience installing, maintaining, and managing Local Area Networks (LANs). Holds a current certification in LAN administration or engineering appropriate to the network environment being supported.
Functional Responsibility:	Adds or exchanges externally connected PC accessories and data communications equipment. Troubleshoots LANs/WANs and provides problem resolution for PC and data communications hardware. Adds or replaces boards, batteries, disks drives, and other PC components. Installs cabling for LANs, WANs, etc. Attaches, detaches, or exchanges LAN cabling to workstations, servers, network devices, telecommunications and data communications equipment. Works independently, may provide supervision and guidance to 2 or more network technicians.
Minimum Education:	Bachelor's degree in computer science or a related field.

Commercial Job Title:	PROGRAMMER/DEVELOPER/ANALYST/ ARCHITECT 1
Minimum/General Experience:	One year of technical experience in applications software development, one of which is in systems analysis. Competent to work at a high technical level for most phases of applications systems analysis and programming activities.
Functional Responsibility:	Performs assigned portions of design, programming, documentation for IT/ADP systems. Participates in assigned phases of software development with emphasis on the programming, testing acceptance phases. Supports the preparation of technical reports and related documentation
Minimum Education:	High school diploma.

Commercial Job Title:	PROGRAMMER/DEVELOPER/ANALYST/ ARCHITECT 2
Minimum/General Experience:	Two years of technical experience in applications software development, one of which is in systems analysis. Competent to work at a high technical level for most phases of applications systems analysis and programming activities.
Functional Responsibility:	Analyzing, defining, and documenting functional area system requirements is required. The individual shall be knowledgeable of functional area regulations, manuals, technical orders and standards
Minimum Education:	Bachelor's degree in computer science or a related field.

Commercial Job Title:	PROGRAMMER/DEVELOPER/ANALYST/ ARCHITECT 3
Minimum/General Experience:	Six years of technical experience in applications software development, one of which is in systems analysis. Competent to work at a high technical level for all phases of applications systems analysis and programming activities.
Functional Responsibility:	Supervisory responsibilities for two or more analysts responsible for, defining, and documenting functional area system requirements. The individual shall be highly knowledgeable of current Government procedures, regulations, manuals, technical orders, standards, and industry publications, that relate to the functional area specialty that is required to perform the task order.
Minimum Education:	Bachelor's degree in computer science or a related field.

Commercial Job Title:	PROGRAMMER/DEVELOPER/ANALYST/ ARCHITECT 4
Minimum/General Experience:	Two years experience in the development of Internet/Intranet applications such as home pages, interfaces with databases, and security. Proficient with HyperText Markup Language (HTML), JAVA, or other Internet/Intranet application engines as required.
Functional Responsibility:	Plans, organizes, directs and controls Web Applications Development activities identified in the Government task request. Must have thorough knowledge of evolving Web Technologies. Must have demonstrated capability for oral and written communications with all levels of management. Meets with Government personnel and contractor personnel to perform requirements analysis, formulate and review delivery order plans and deliverable items. Ensures conformance with delivery order schedules and costs.
Minimum Education:	Bachelor's degree in computer science or a related field.

Commercial Job Title:	PROGRAMMER/DEVELOPER/ANALYST/ ARCHITECT 5
Minimum/General Experience:	Eight years of technical experience in applications software development, three of which are in systems analysis and one year which is acting as technical lead to a team of programmer/analysts. Has a good understanding of the business or function for which the application is designed.
Functional Responsibility:	Plans, directs and monitors the work of team members. Sets priorities to meet the needs of users. Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, and documents those programs. May be involved in related areas such as database design/management, evaluation of Commercial Off-the-Shelf (COTS) products, and analysis of network hardware/software issues. May direct the work of other systems analysts and programmers. This skill is qualified to operate in advanced technical environments.
Minimum Education:	Bachelor's degree in computer science or a related field.

Commercial Job Title:	PROGRAMMER/DEVELOPER/ANALYST/ ARCHITECT 6
Minimum/General Experience:	Ten years of intensive and progressive experience in performing computer programming and systems analysis in broad-based ADP projects including system level analysis, design, development and implementation on contemporary computer hardware, software systems and programming languages. Two years of intensive, extensive, progressive, and continuous experience in application requirements, system development, and implementation must include the utilization of I-CASE Information Engineering processes, methodologies, automated I-CASE tools/toolsets, database modeling and design concepts.
Functional Responsibility:	Performs high-level systems analysis, design, programming, documentation, or implementation of very complex applications that require a thorough knowledge of specific fields of research. Provides expertise on the use of scientific software and hardware capabilities. Provides detailed assistance to programmers and users on the maintenance, operation, and use of scientific software. Prepares and delivers presentations and briefings as required by the tasks.
Minimum Education:	Bachelor's degree in computer science or a related field.

Commercial Job Title:	PROGRAMMER/DEVELOPER/ANALYST/ ARCHITECT 7
Minimum/General Experience:	Eight years of technical experience in applications software development, one of which is in systems analysis. Competent to work at a high technical level for all phases of applications systems analysis and programming activities.
Functional Responsibility:	Working directly with customer management, applies highly advanced principles, theories and concepts that contribute to sustained technical excellence of solutions. Manages the technical output of other Consultants, or works independently on unstructured problems and issues involving multivariate factors based on factual or hypothetical data-solution may be innovative or original in nature. Defines leading edge concepts for planning, deployment, operation and/or enhancement of advanced enterprise architecture functions including applications, application integration, business, infrastructure, operations, security, data, storage management, information assurance, presentation, desktop, developer tools, distributed computing, and search. Guides others on solution paths for resolving problems. Establishes technical recommendations in situations where customer has conflicting advice. Provides functional guidance, supervision, technical support, training and quality assurance/quality control to lower level personnel. Supports senior staff as required and ensures customer requirements and project milestones are met.
Minimum Education:	Bachelor's Degree in technical field.

Commercial Job Title:	PROGRAMMER/DEVELOPER/ANALYST/ ARCHITECT 8
Minimum/General Experience:	Six years of technical experience in applications software development, one of which is in systems analysis. Competent to work at a high technical level for all phases of applications systems analysis and programming activities.
Functional Responsibility:	Works directly with customer management in applying advanced principles, theories and concepts to a wide range of work in the areas of planning, deployment, operation and/or enhancement of advanced telecommunications and information technology systems networks. Works on complex problems and provides solutions that are innovative and often involve re-evaluation of established theories and practices, leading to new and creative solutions to problems. Learn the business drivers of customer's enterprise architecture. Develop understanding of customer business requirements and how the requirements are evolving. Defines network architecture alternative for interfacing transmission, switching, bandwidth management and network operations equipment and functions. Develops new means of achieving provisioning and billing process/system requirements. Provides practical guidance on deployment planning and for transition. Develops alternative technical solutions in situations where customer has conflicting advice. Provides functional guidance, supervision, technical support, training, and quality assurance/quality control to Senior and Junior Systems Architects.
Minimum Education:	Master's Degree in technical field.

Commercial Job Title:	PROGRAMMER/DEVELOPER/ANALYST/ARCHITECT 9
Minimum/General Experience:	Six years of technical experience in applications software development.
Functional Responsibility:	Performs design, programming, documentation, and implementation of applications that require knowledge of information systems and related systems concepts for effective development and deployment of software modules. Participates in all phases of software development with emphasis on the design, coding, testing, documentation, and acceptance phases. Must be able to verify the accuracy and completeness of programs and systems by preparing sample representative data and perform testing by means of cycle and system processing. Designs and prepares technical reports and related documentation.
Minimum Education:	High school diploma.

Commercial Job Title:	PROGRAMMER/DEVELOPER/ANALYST/ ARCHITECT 10
Minimum/General Experience:	Six years of technical experience in applications software development, one of which is in systems analysis. Competent to work at a high technical level for all phases of applications systems analysis and programming activities.
Functional Responsibility:	Performs systems analysis, design, programming, documentation, or implementation of complex system applications and related MIS/ADP systems concepts for effective implementation. Participates in all phases of the software development life cycle with emphasis on the planning, analysis, testing and acceptance phases. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required.
Minimum Education:	Bachelor's degree in computer science or a related field.

Commercial Job Title:	INFORMATION SYSTEMS SECURITY SPECIALIST 1
Minimum/General Experience:	Four years of technical information technology experience, including two years of data security experience.
Functional Responsibility:	Analyzes and defines security requirements for Multilevel Security (LS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Implements and monitors computer security policies/procedures covering data communications networks and other computer platforms. Reports on possible breaches of computer security. Requires knowledge of programming languages, database systems, operating systems and communications environments.
Minimum Education:	Bachelor's degree in computer science or a related field.

Commercial Job Title:	INFORMATION SYSTEMS SECURITY SPECIALIST 2
Minimum/General Experience:	Six years of technical information technology experience, including two years of data security experience.
Functional Responsibility:	Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Implements and monitors computer security policies/procedures covering data communications networks and other computer platforms. Reports on possible breaches of computer security. Requires knowledge of programming languages, database systems, operating systems and communications environments.
Minimum Education:	Bachelor's degree in computer science or a related field.

Commercial Job Title:	INFORMATION SYSTEMS SECURITY SPECIALIST 3
Minimum/General Experience:	Four years of technical information technology experience, including three years of information systems security experience.
Functional Responsibility:	With General Supervision, provides security analysis/implementation, requirements documentation, systems engineering, design assurance, testing, software engineering, program design, configuration management, integration and testing to support information assurance (IA) requirements, including, but not limited to, IA products and techniques.
Minimum Education:	Bachelor's degree in computer science or a related field.

Commercial Job Title:	INFORMATION SYSTEMS SECURITY SPECIALIST 4
Minimum/General Experience:	Ten years of technical information technology experience, including five years of data security experience.
Functional Responsibility:	Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Implements and monitors computer security policies/procedures covering data communications networks and other computer platforms. Reports on possible breaches of computer security. Requires knowledge of programming languages, database systems, operating systems and communications environments.
Minimum Education:	Bachelor's degree in computer science or a related field.

Commercial Job Title:	CONFIGURATION MANAGEMENT SPECIALIST 1
Minimum/General Experience:	Two years of experience in configuration management relating to required service.
Functional Responsibility:	Configures IT equipment, maintains records of configuration, parts specifications, receiving documents and other related information. Ensures that the proper documentation is available to deploy and maintain each version of a software product. Responsible for data management integrity.
Minimum Education:	Bachelor's degree in computer science or a related field.

Commercial Job Title:	CONFIGURATION MANAGEMENT SPECIALIST 2
Minimum/General Experience:	Four years of technical experience in applications software development, one of which is in systems analysis. Competent to work at a high technical level for most phases of applications systems analysis and programming activities.
Functional Responsibility:	Establishes and enforces procedures to ensure that software products are reviewed approved and baseline 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.
Minimum Education:	Bachelor's degree in computer science or a related field.

Commercial Job Title:	CONFIGURATION MANAGEMENT SPECIALIST 3
Minimum/General Experience:	Three years of experience performing help desk functions.
Functional Responsibility:	Configures IT equipment, maintains records of configuration, parts specifications, receiving documents and other related information. 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.
Minimum Education:	Bachelor's degree in computer science or a related field.

Commercial Job Title:	ENGINEER 1
Minimum/General Experience:	Two years of experience in the evaluation, installation, configuration management, and user support of hardware and software.
Functional Responsibility:	Perform similar duties as the Systems Engineer or Communications Engineer. Duties are performed under the direct guidance and assistance of a senior engineer.
Minimum Education:	Bachelor's degree in computer science or a related field.

Commercial Job Title:	ENGINEER 2
Minimum/General Experience: Five years of technical experience in telecommunications programming including communication protocols, hardware, and real-time operating system programming.	
Functional Responsibility: Responsible for the design and implementation of data communications or telecommunications networks. May support video teleconferencing center equipment and communication requirements. Plans and monitors the installation of communications circuits. Manage and monitor local area networks and associated equipment (e.g., bridges, routers, modem pools, gateways, etc.) Conducts short- and long-term planning to meet communications requirements.	
Minimum Education:	Bachelor's degree in computer science or a related field.

Commercial Job Title:	ENGINEER 3
Minimum/General Experience: Two years of technical experience installing, maintaining, and managing Local Area Networks (LANs). Holds a current certification in LAN administration or engineering appropriate to the network environment being supported	
Functional Responsibility: Responsible for acquisition, installation, maintenance, and usage of systems. Determines best products to meet needs and presents results. Manages system performance and maintains system security. Installs network hardware and software. Evaluates, develops, and maintains telecommunications systems. Troubleshoots system problems. Establishes and implements system policies, procedures, and standards, and ensures their conformance with information systems objectives. Trains users on system operation. May perform network planning and engineering functions. May be responsible for both local and remote administration of networks. Has access to highly-technical and specialized OEM support, technical data, and software specific to the area of certification.	
Minimum Education:	Bachelor's degree in computer science or a related field.

Commercial Job Title:	ENGINEER 4
Minimum/General Experience: Ten years of intensive and progressive experience in performing computer programming and systems analysis in broad-based ADP projects including system level analysis, design, development and implementation on contemporary computer hardware, software systems and programming languages. Two years of intensive, extensive, progressive, and continuous experience in application requirements, system development, and implementation must include the utilization of I-CASE Information Engineering processes, methodologies, automated I-CASE tools/toolsets, database modeling and design concepts.	
Functional Responsibility: Using incremental development, rapid prototyping, and CASE technology concepts and techniques is required. Using business analysis methodology and business case analysis definition language (IDEF) to conduct business process modernization projects. Shall be capable of applying, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis, activity cost-based analysis, economic and investment analysis, and modern business methods and performance measurement techniques. Shall be capable of developing and applying organization-wide information models for use in designing and building integrated, shared software and database management systems. Shall be capable of constructing sound, logical business improvement opportunities consistent with the guiding principles of the DOD corporate information management initiative, cost savings, object oriented methodology, and open system architecture objectives.	
Minimum Education:	Bachelor's degree in computer science or a related field.

Commercial Job Title:	ENGINEER 5
Minimum/General Experience: Two years of experience in the evaluation, installation, configuration management, and user support of hardware and software.	
Functional Responsibility: Assists in the design and implementation of LAN/WAN's using hub and router technology. Performs hardware/software analyses to provide comparative data of performance characteristics and suitability within the existing systems environment. Prepares trade-off studies and evaluations for vendor equipment. Assists in generating network monitoring and performance reports for LAN/WAN utilization studies. Recommends network design changes/enhancements for improved system availability and performance.	
Minimum Education:	Bachelor's degree in computer science or a related field.

Commercial Job Title:	TRAINER 1
Minimum/General Experience:	Four years of technical training experience, including two years of information systems training experience. Competent to work at a high level for all phases of information systems training.
Functional Responsibility:	Conducts information systems /automated data processing training classes. Prepares training documentation.
Minimum Education:	Bachelor's degree in computer science, a training field, or a related field.

Commercial Job Title:	TRAINER 2
Minimum/General Experience:	Four years of technical training experience, including two years of information systems training experience. Competent to work at a high level for all phases of information systems training.
Functional Responsibility:	Supervises trainers who conduct IS/ADP subject matter training classes. May conduct training classes. Works closely with Government personnel to determine training and scheduling requirements. Responsible for the development and quality of course material. Reviews and provides inputs for training documentation. Provides daily supervision and direction to staff.
Minimum Education:	Bachelor's degree in computer science, a training field, or a related field.

Commercial Job Title:	TRAINER 3
Minimum/General Experience:	Six years of technical training experience, including two years of information systems training experience. Competent to work at a high level for all phases of information systems training.
Functional Responsibility:	Conducts information systems /automated data processing training classes. Prepares training documentation.
Minimum Education:	Bachelor's degree in computer science, a training field, or a related field.

Commercial Job Title:	TRAINER 4
Minimum/General Experience:	3 years of instructional design experience
Functional Responsibility:	Conducts analysis techniques (needs, task, learner, and gap), application of learning theory, instructional design process, and evaluation methods for the design and development of performance-based e-learning, workshop, and Instructor-led training solutions. Manages client and content development team relationships at the design stages and creates and assembles all project documentation relating to product design standards, and oversees the implementation of the design plan. Responsible for the creation of operational, instructional, maintenance or test procedures for paper, multimedia or web-based publication (Create, develop, plan, write and edit).
Minimum Education:	Bachelor's degree in IT, training field, or a related field.

Commercial Job Title:	TRAINER 5
Minimum/General Experience:	5 years of instructional design experience
Functional Responsibility:	Conducts analysis techniques (needs, task, learner, and gap), application of learning theory, instructional design process, and evaluation methods for the design and development of performance-based e-learning, workshop, and Instructor-led training solutions. Manages client and content development team relationships at the design stages and creates and assembles all project documentation relating to product design standards, and oversees the implementation of the design plan. Responsible for the creation of operational, instructional, maintenance or test procedures for paper, multimedia or web-based publication (Create, develop, plan, write and edit).
Minimum Education:	Bachelor's degree in IT, training field, or a related field.

Commercial Job Title:	TRAINER 6
Minimum/General Experience:	7 years of instructional design experience
Functional Responsibility:	Conducts analysis techniques (needs, task, learner, and gap), application of learning theory, instructional design process, and evaluation methods for the design and development of performance-based e-learning, workshop, and Instructor-led training solutions. Manages client and content development team relationships at the design stages and creates and assembles all project documentation relating to product design standards, and oversees the implementation of the design plan. Responsible for the creation of operational, instructional, maintenance or test procedures for paper, multimedia or web-based publication (Create, develop, plan, write and edit).
Minimum Education:	Bachelor's degree in IT, training field, or a related field.

Commercial Job Title:	PROJECT MANAGER 1
Minimum/General Experience:	Three years recent experience in a management or supervisory capacity, plus three years of experience in the functional area of the project to be managed.
Functional Responsibility:	The Project Manager 1 will be responsible for providing the overall direction and management of a specific task requirement package. This will include administrative responsibility, technical guidance and performance schedules. Insures that the SOW (task order) requirements are satisfied.
Minimum Education:	Bachelor's degree in computer science or a related field, or in the project's functional area.

Commercial Job Title:	PROJECT MANAGER 2
Minimum/General Experience:	Five years of project management experience in the functional area of the project to be managed.
Functional Responsibility:	The Project Manager 2 will be responsible for providing the overall direction and management of a task requirement package or a group of task orders affecting the same contract vehicle. This will include administrative responsibility, technical guidance and performance schedules. Insures that the SOW (task order) requirements are satisfied.
Minimum Education:	Bachelor's degree in computer science or a related field, or in the project's functional area.

Commercial Job Title:	PROJECT MANAGER 3
Minimum/General Experience:	Ten years of project management experience in the functional area of the project to be managed.
Functional Responsibility:	The Project Manager 3 will be responsible for providing the overall direction and management of a large task requirement package or a group of large task orders affecting the same contract vehicle. This will include administrative responsibility, technical guidance and performance schedules. Insures that the SOW (task order) requirements are satisfied.
Minimum Education:	Bachelor's degree in computer science or a related field, or in the project's functional area.

Commercial Job Title:	PROJECT MANAGER 4
Minimum/General Experience:	Fifteen years of project management experience in the functional area of the project to be managed.
Functional Responsibility:	The Project Manager 4 will be responsible for providing the overall direction and management of a large task requirement package or a group of large task orders affecting the same contract vehicle. This will include administrative responsibility, technical guidance and performance schedules. Insures that the SOW (task order) requirements are satisfied.
Minimum Education:	Bachelor's degree in computer science or a related field, or in the project's functional area.

Commercial Job Title:	SUBJECT MATTER EXPERT 1
Minimum/General Experience:	Three years of specialized technical experience in a functional area of expertise.
Functional Responsibility:	Possesses unique experience and expert knowledge in technical, functional, and/or process areas. Applies best industry practices and standards, current technology, and creative solutions to challenging problems. Develops insightful solutions to meet fiscal, technological and schedule constraints. Works closely with the information technologists to identify the best technological solution to technical issues.
Minimum Education:	Master's degree in a relevant functional area.

Commercial Job Title:	SUBJECT MATTER EXPERT 2
Minimum/General Experience:	Five years of specialized technical experience in a functional area of expertise.
Functional Responsibility:	Possesses unique experience and expert knowledge in technical, functional, and/or process areas. Applies best industry practices and standards, leading-edge technology, and innovative solutions to intractable problems. Develops insightful solutions to meet fiscal, technological and schedule constraints. Works closely with the information technologists to identify the best technological solution to technical issues.
Minimum Education:	Master's degree in a relevant functional area.

Commercial Job Title:	SUBJECT MATTER EXPERT 3
Minimum/General Experience:	Ten years of specialized technical experience in a functional area of expertise.
Functional Responsibility:	Provides expert consultative support to a functional technical area of the project. Develops solutions to complex problems. Works closely with the information technologists to identify the best technological solution to technical issues.
Minimum Education:	Master's degree in a relevant functional area.

Commercial Job Title:	SUBJECT MATTER EXPERT 4
Minimum/General Experience:	Widely recognized as an expert in the selected field as a result of certification, authoring, or holding either appointed or elected position of one or more influential organizations.
Functional Responsibility:	Provide expert guidance and direction at the highest possible expert and intellectual levels for very difficult areas requiring innovation, research, or for tasks involving ADP related policy at a high level affecting large organizations or populations.
Minimum Education:	Ph.D., LL.D., MD, or widely recognized as an expert in the specialized field of expertise.

Commercial Job Title:	TECHNICAL WRITER 1
Minimum/General Experience:	Two years of experience in writing and editing technical documentation. Experience with and thorough knowledge of either Government Printing Office (GPO) or commercial documentation standards, as appropriate to the assignment.
Functional Responsibility:	Prepares and edits IT/ADP documentation incorporating information provided by user, specialist, analyst, programmer, and operations personnel. Must have a substantial knowledge of the capabilities of computer systems. Duties include writing, editing, and graphic presentation of technical information for both technical and non-technical personnel. Interprets technical documentation standards and prepares documentation according to standards. Must be capable of working independently. This category provides incidental support for other approved requirements.
Minimum Education:	High school diploma, plus course work in technical writing or editing.

Commercial Job Title:	TECHNICAL WRITER 2
Minimum/General Experience: Five years of experience in writing and editing technical documentation. Experience with and thorough knowledge of either Government Printing Office (GPO) or commercial documentation standards, as appropriate to the assignment.	
Functional Responsibility: Prepares and edits IT/ADP documentation incorporating information provided by user, specialist, analyst, programmer, and operations personnel. Must have a substantial knowledge of the capabilities of computer systems. Duties include writing, editing, and graphic presentation of technical information for both technical and non-technical personnel. Interprets technical documentation standards and prepares documentation according to standards. Must be capable of working independently. This category provides incidental support for other approved requirements.	
Minimum Education: Bachelors plus course work in technical writing or editing.	

Commercial Job Title:	TECHNICAL WRITER 3
Minimum/General Experience: Eight years of experience in writing and editing technical documentation. Experience with and thorough knowledge of either Government Printing Office (GPO) or commercial documentation standards, as appropriate to the assignment.	
Functional Responsibility: Prepares and edits IT/ADP documentation incorporating information provided by user, specialist, analyst, programmer, and operations personnel. Must have a substantial knowledge of the capabilities of computer systems. Duties include writing, editing, and graphic presentation of technical information for both technical and non-technical personnel. Interprets technical documentation standards and prepares documentation according to standards. Must be capable of working independently. This category provides incidental support for other approved requirements.	
Minimum Education: Bachelors plus course work in technical writing or editing.	

Commercial Job Title:	ADMINISTRATIVE 1
Minimum/General Experience: One year of experience in general office practices. Proficiency with word processing, spreadsheets, database, and other office software.	
Functional Responsibility: Conducts a variety of clerical and other administrative tasks. Types correspondence and other documents and forms as directed. Maintains project files both manually and electronically. Maintains the calendar for the office staff. Plans and coordinates project meetings as directed. Makes travel arrangements for staff. Attends project meetings, recording meeting minutes and action items. Assists in the development of project reports and briefing, including writing initial drafts for review from notes and verbal direction and providing graphical representation of project status. Prepares budget, cost, and other spreadsheets. Provides word processing support as needed for data conversion, records or data management, and non-technical documentation.	
Minimum Education: High school diploma.	

Commercial Job Title:	ADMINISTRATIVE 2
Minimum/General Experience: Three years of experience in preparing and maintaining technical documentation. Competent to work at a high level of all phases of documentation.	
Functional Responsibility: Prepares draft and final form technical documents. Must be capable of typing at average or above average speed. Must be capable of typing technical narratives and data. Responsible for spelling, grammar, proper format, and for proofreading finished documents. Must be capable of using various word processing equipment. This category provides incidental support for other approved requirements.	
Minimum Education: High school diploma, plus technical writing course work.	

Commercial Job Title:	ADMINISTRATIVE 3
Minimum/General Experience: One year of desktop publishing experience.	
Functional Responsibility: Duties will include recommending various methods of portraying ideas and the design, layout, and generation of a variety of graphical presentation products from rough drafts or outlines. Must possess skill in the preparation of graphs, charts and text data for visual presentations. Duties will be performed using complex automated color graphic equipment and PC software packages. A basic knowledge of graphic equipment, graphic software, file formats and graphic terms is required.	
Minimum Education: Bachelor's degree in English or a related field, or equivalent technical training.	

Commercial Job Title:	ADMINISTRATIVE 4
Minimum/General Experience:	Two years of experience in the evaluation, installation, configuration management, and user support of hardware and software.
Functional Responsibility:	Performs a wide variety of computer resource management functions in support of computer operations including monitoring and maintaining the configurations of PCs. Under the guidance of a Systems Software Specialist, modifies command language programs, manages system accounts, diagnoses system problems, analyzes system performance, and performs system tuning. Coordinates with the Help Desk to resolve user problems. Performs account maintenance functions including the establishment of new user accounts. Helps minimize the impact of service interruptions by initiating recovery processes. Monitors and records hardware, software, and communications performance utilization statistics. Projects plans for increases/decreases in resources requirements and prepares a variety of computer resource reports.
Minimum Education:	Bachelor's degree in computer science or a related field.

SUBSTITUTION FOR EDUCATION OR EXPERIENCE

Required Education	Actual Education Obtained	Additional Years of Experience Credited the CENTECH employee
MA/MS	Ph.D.	4
BA/BS	Ph.D.	6
BA/BS	MA/MS	2
HS/GED	BA/BS	4

Actual Education	Required Education	Additional Years of Experience Needed for Educational Requirements Equivalency
HS/GED	BA/BS	6
HS/GED	MA/MS	8
HS/GED	Ph.D.	10
BA/BS	MA/MS	2
BA/BS	Ph.D.	6
MA/MS	Ph.D.	2

Appendix B – Authentication Products, Services and Pricing

(132-33 & 132-34 Perpetual Software Licenses and the Maintenance of Software)

SecurityManager™ is a comprehensive solution that integrates the components of the HSPD-12 systems, including registration and identity management. CENTECH has developed the only known identity management system (IDMS) that includes customizable workflow to ensure proper case management with complete auditability into the personnel security process.

SecurityManager’s comprehensive workflow and business rules ensure successful navigation of FIPS 201 while securely storing all of an individual’s investigative data and credential history. The Personnel Security (PerSec) Office spends a significant amount of time and money collecting documents and researching individuals to ensure that they can be issued a public trust credential or security clearance. SecurityManager™ saves time and money collecting and securely maintaining the information needed to sustain trust within the enterprise. The software at the heart of the SecurityManager™ system is open architecture, which allows for the other component systems including the Card Management System (CMS), Public Key Infrastructure (PKI) Certification and Card Printing, Physical and Logical Access Control (PACS, LACS) to be easily integrated into a total solution that meets the FIPS 201 standard. SecurityManager™ integrates with your enterprise’s existing systems to leverage the existing infrastructure and investment as much as possible.

SIN 132-33-1: SecurityManager Version 3.x (list price \$275K) GSA Price: \$233,750

First 50 simultaneous users	GSA Price:	Included
SecurityManager Version 3.x Source Code	GSA Price:	Included
PerSec Module	GSA Price:	Included
Contract Module	GSA Price:	Included
Systems Administration Document	GSA Price:	Included

Installation on CENTECH approved GFP equipment (Within 30 miles of Washington DC)	GSA Price:	Included
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SIN 132-33-1A: Each additional 50 simultaneous system users GSA Price: \$50,000

SIN 132-33-1B: Information Security Module GSA Price: \$60,000

SIN 132-33-1C: Foreign National Visitor Module GSA Price: \$35,000

SIN 132-33-1D: Credentialing Module GSA Price: \$75,000

SIN 132-33-1E: Anti-Terrorism Module GSA Price: \$60,000

SIN 132-33-1F: Investigations and Intelligence Module GSA Price: \$50,000

SIN 132-33-1G: Emergency Management Module GSA Price: \$55,000

SIN 132-33-1H: SecurityManager Test & Training System	GSA Price: \$25,000
Installation on CENTECH approved GFP equipment (Within 30 miles of Washington DC)	GSA Price: Included
SIN 132-33-1I: Installation of Optional Modules	GSA Price: \$3,000 (Plus expenses)
SIN 132-33-1J: User Training (list price \$2,000/day)	GSA Price: \$1,600/day (Plus expenses)
SIN 132-33-1K: Technical Support Services	GSA Price: \$200/hr (Plus expenses)
SIN 132-34-1: Annual license maintenance of SecurityManager 3.xx with PerSec and Contract Modules (Plus travel and per diem outside 30 miles radius of Washington DC) 50 Simultaneous Users	GSA Price: \$47,000/yr
SIN 132-34-1A: Each additional 50 simultaneous users	GSA Price \$10,000/yr
SIN 132-34-1B: InfoSec Module Maintenance	GSA Price: \$12,000/yr
SIN 132-34-1C: FNV Module Maintenance	GSA Price: \$7,000/yr
SIN 132-34-1D: Credentialing Module Maintenance	GSA Price: \$15,000/yr
SIN 132-34-1E: Anti-Terrorism Module Maintenance	GSA Price: \$12,000/yr
SIN 132-34-1F: Investigations and Intelligence Module Maintenance	GSA Price: \$10,000/yr
SIN 132-34-1G: Emergency Management Module Maintenance	GSA Price: \$11,000/yr
SIN 132-34-1H: SecurityManager Test & Training System Maintenance	GSA Price: \$5,000/yr

The following narrative provides additional description of SIN 132-33-1 and what is provided with the software license for SecurityManager

1. SecurityManager Application Source Code and License (License will restrict use of the application to the purchasing agency only)

- The latest build of the SecurityManager v3.x software on CD which includes:
 - The source code for the delivered build of the SecurityManager application delivered and current at the termination of license maintenance support.

- The pre-built database used by SecurityManager
- The scripts (source) to allow the recreation of the pre-built the database.

2. SecurityManager Application Functional Capabilities

The SecurityManager build delivered will contain the Basic functionality of the system and optional Modules purchased by a client:

- **PerSec Module (part of Basic functionality)**

- Processes

- Employee Security Clearance
- Employee Suitability (includes FIPS 201 compliant steps for Fingerprint Check, Credit Check, and FBI Name Check). Compliant with Federal Identity Management Handbook Version 0.1, December 2005 Appendix E-Part 731-Suitability. Combined with the Credentialing Module option includes:

- Authorization to Credential and creation of a PIV Credential Case
- Ability to single click to open the associated PIV Credential case for review, status or action

NOTE: The combination of Suitability and PIV Credential Cases will satisfy the process related requirements of FIPS 201 (Feb 25, 2005) Appendix A - PIV Processes, and the appropriate process related requirements from the Federal Identity Management Handbook (March, 2005) Section 2.

- Employee Separation
- Employee Clearance Suspension/Denial/Revocation
- Contractor Suitability (includes FIPS 201 compliant steps for Fingerprint Check, Credit Check, FBI Name Check) and combined with the Credentialing Module Option include:
 - Authorization to Credential and creation of a PIV Credential Case
 - Ability to single click to open the associated PIV Credential case for review, status or action

NOTE: The combination of Suitability and PIV Credential Cases will satisfy the PIV Identity Proofing and Registration process related requirements of FIPS 201 Appendix A.

- Employee Special Access
- Contractor Pre-Appointment
- Employee Pre-Appointment
- Contractor Separation
- Contractor Security Clearance
- Incoming Classified Visit Request
- Outgoing Classified Visit Request
- Suitability Reinvestigation
- Security Rebriefing

- **Contract Module (part of Basic functionality)**

The contract module is part of the minimum configuration of SecurityManager v3.x. It enables the definition and management of contracts and contractors. It also enables linkage and rule enforcement of contractor personnel processed in PerSec to the contracts and task orders of contracts for which suitability can be approved. It also allows for the creation and management of DD 254 documents for contracts, and can enforce the dependency of contractor suitability and security clearance processing in PerSec on current DD254 authorization.

- **Credentialing Module (optional)**

Credentialing is an optional feature of SecurityManager that integrates with the PerSec Module and allows for the enrollment and/or enrollment data import from external enrollment systems consistent with PIV Enrollment Data standards of NIST 800-76-1. When integrated with PerSec, it will provide the agency the ability to meet FIPS 201 Appendix A identity proofing and registration requirements, enables authorization messages and identity information passage to card management systems, and accepts messages confirming card issuance from the card management system.

- Processes

When interfaced with a card management system, SecurityManager will provide the process management capabilities for:

- PIV Credential Issuance authorization including:
 - Ability to import and view identity documents, photos, and fingerprints.
 - Ability to export identity information to a PIV Credential station.
 - Satisfies FIPS 201 PIV 1 process related requirements.
- PIV Credential Revocation authorization
- PIV Credential Re-issuance authorization

- External Interfaces

- SecurityManager will have an interface capability for receiving PIV identity information (including fingerprints and photo) from external enrollment systems as well as a corresponding interface for sending identity information to external systems. The standard external interfaces will include Web services, XML schemas and/or direct file uploads.

- **Information Security Module (optional)**

The InfoSec Module is an optional feature of SecurityManager that integrates with the PerSec Module to enable management and audits of secure buildings, rooms, containers, documents, and custodial responsibilities. It can enforce custodial security clearance requirements; require custodial transfer of all documents and storage/room/building responsibilities before separation, and other business rules.

- Functions

- Classified Document Management and Inspections
- Secure Container Management and Inspections
- Host Facility Management and Inspections
- Host Facility Locations (Rooms) Management and Inspections

- Reports

- Classified Container Report
 - Classified Documents Report
 - Facilities Location Report
- **Foreign National Visitor Module (optional)**
The FNV Module is an optional feature of SecurityManager that integrates with the PerSec Module for sponsorship and processing of foreign national visitor requests. It enforces business rules for country relationship of visitor, length of visit, sponsor, and other factors.

- **Anti-Terrorism Module (optional)**
The Anti-Terrorism Module is an optional feature of SecurityManager that links to other modules within the system and provides specific new capabilities to support Anti-Terrorism functions. The AT Module itself is composed of 2 sub-modules: Risk Assessments/Countermeasures and Protection Missions. The AT Module contains a page view that gives agents and supervisors the ability to track assignments and critical items.

The Risk Assessment/Countermeasures sub-module is itself composed of a Risk Assessment (RA) component, and a Countermeasures component, each with its own user roles and permissions. The Risk Assessment component enables the creation and approval of a Risk Assessment (RA). The Countermeasures component will allow users to create countermeasure reports for and linked to an assessed facility and RA. Supervisors will be able to approve a Countermeasure and update its status. Each component provides users with status and assignment information for each record.

The Protection Mission sub-module is itself composed of the following components each with its own roles and users: Protection Mission Reports, After Action Reports (AAR), Weapons Tracking, and Agent Training components.

Users can document a Protection Mission plan in a Protection Mission Report and submit for approval. Examples of information collected are city/state/country of visit, local law enforcement points of contact (POC), Airport POCs, hospital information, threat information, and local intelligence.

The After Action Report (AAR) component allows users to create and store AAR information and allow supervisors to approve them. Approved AARs are stored and available for reporting. AARs describe major events, lessons learned, and any additional information that will help future missions. The Weapons Tracking sub-module provides the user the ability to create weapons records, assign weapons, and indicate storage location. The Agent Training sub-module allows supervisors to create agent training records.

- **Emergency Management Module (optional)**
The Emergency Management Module is an optional feature of SecurityManager that links to other modules within the system and provides specific new capabilities to support Emergency Management functions. The EM Module itself is composed of 2 sub-modules: Facility Self Assessments and Incident Reporting, each with specific role based functionality as described below.

The Facility Self Assessment sub-module provides the ability for a user to complete a self-assessment checklist. The checklist covers approximately 40 items directly related to emergency planning, emergency management and drills. Attachments allow supporting information to be added to each report. Business rules for email notification of key events are included. Assessments can be printed.

The Incident Report sub-module provides for the creation, tracking, management, and reporting on IRs. It provides a standard process and central repository for tracking IRs. If the SecurityManager installation includes the Investigation and Intelligence Module, the IRs from the EM Module will be linked to the I&I Module for processing.

- **Investigations and Intelligence Module (optional)**

The I&I Module is an optional feature of SecurityManager that links to other modules within the system and provides specific new capabilities to support Investigations and Intelligence functions. The I&I Module itself is composed of sub-modules each with specific role based functionality, as described below.

The Investigations sub-module will provide the means for initiating, assigning, tracking, and managing investigations information. Upon determination that an incident warrants an investigation, a Supervisor will be able to initiate an investigation through this sub-module and follow its completion throughout the lifecycle of the investigation. For those SecurityManager implementations that include the Emergency Management Module Option, the Investigations sub-module will be able to pull information from the Incident Reporting sub-module (part of the Emergency Management module), which will contain all incident reports. In addition, information that is gathered during the course of an investigation that needs to be shared in other sub-modules (Intelligence, Liaison, and Property) will be viewable by users who have access to those sub-modules if the agent flags the information as relevant to others.

The Property sub-module will enable the tracking and maintenance of property information, both agent-issued property and evidentiary property. The property manager will be able to enter, modify, and report on property-related information. In order to facilitate the sharing of information that is needed in multiple business processes, property information will also be able to be entered, modified, and viewed in other sub-modules. In the Investigations sub-module, agents will be able to enter and look up detailed evidence information. In the Admin sub-module, agents will also be able to view agent-issued property to verify policy compliance and track weapons and equipment assignments.

The Intelligence sub-module will track incoming intelligence information. This will include open text fields tied to Investigation reports, outside web links, and other sources of pertinent information. This sub-module will allow select personnel to document, disseminate, and track special intelligence projects and issues.

The Operations sub-module will contain operational plans for operations, such as Red Team, Counter-surveillance, Special Reaction Team (SRT), Protective Intelligence,

Unclassified Counter-Intelligence, and General Investigations plans. SecurityManager will enable the capture of key pieces of information and include “hot topic” and threat level status indicators. Additionally, this sub-module will include a link to the Intelligence and Investigations sub-modules for including information related to these operations.

The Liaison sub-module will serve as a repository for documenting user interaction with external and internal agencies. Users will be able to document, track, and be reminded of key events or tasks related to liaison activities through a page view, as well as to indicate which data should be displayed as a “hot topic” and to designate threat level status.

The Admin sub-module will provide the capability to enter, track, and report on agent biographical information, training, equipment, and policy compliance. This includes information such as firearms qualification and certification records and generated alerts of upcoming expiration dates. It will help to track policy compliance information on Special Agent Program certifications and training, as well as provide reminders of agent specific policy renewals and expirations. In addition, the Admin sub-module will provide access to user-issued property information for those who need to view the data, but not modify or add new property. This sub-module will include a task tracking mechanism.

- All sub-modules will use a role-based approach to control access and to determine what information an individual can view, modify, or create.

- **SecurityManager Test & Training System**

The SecurityManager Test & Training System is an independently operating system, identically configured to the Operational SecurityManager System at the client site. It enables user test and training without impacting the data within the Operational System, yet provides all the functionality including import, export and reporting of the Operational System.

- **Installation of Optional Modules**

Installation of optional modules that are ordered separately from the initial order and installation of SecurityManager and/or the SecurityManager Training System will require the exercise of the Installation of Optional Modules option for installation. This option will include the installation of all additional modules ordered for installation at the same time, and includes the installation into the Operational SecurityManager System as well as the SecurityManager Training System if they exist at the same user site and are both under SecurityManager License Maintenance. This option is not available to SecurityManager sites not under SecurityManager License Maintenance. SecurityManager sites that do not have installed the latest releases of SecurityManager code, or sites for which unique customization of the SecurityManager system for the client have been made may require additional client funded professional services to enable the installation of the optional modules.

3. SecurityManager Software Installation and Test

This task covers the installation of SecurityManager after the proper setup and configuration by the client of other vendor specific portions of the operating environment/infrastructure within which SecurityManager is to operate.

- Installation and configuration of administrative software
- Installation and configuration of SecurityManager
- Creation of a primary (live) deployment for production use
 - This includes the application and database for production
- Acceptance test of the installed system based on CENTECH developed functional test checklist and provide documentation of successful performance. Customer may participate/witness acceptance tests.
- Note: Installation and test does NOT include migration of data from any other system, including earlier versions of SecurityManager. Data migration will be defined and negotiated with client on a case by case basis.

4. Systems Administration Document

SecurityManager comes with a Systems Administration Document that provides information for installation and administration of the SecurityManager software on the CENTECH approved client supplied equipment for the system.