

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



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

- FPDS Class D301 IT Facility Operation Maintenance**
- FPDS Class D302 IT Systems Development Services**
- FPDS Class D306 IT Systems Analysis Services**
- FPDS Class D307 Automated Information Systems Design and Integration Services**
- FPDS Class D308 Programming Services**
- FPDS Class D308 Millennium Conversion (Y2K)**
- FPDS Class D311 IT Data Conversion Services**
- FPDS Class D316 IT Network Management Services**
- FPDS Class D317 Automated News Services, Data Services, or Other Information Services**
- FPDS Class D399 Other Information Technology Services, Not Elsewhere Classified**

**Enterprise III Systems, Inc.**

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 Reston, VA 20190  
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**Contract Number: GS-35F-0481J**  
**Period Covered by Contract: 5/27/1999 – 5/26/2004**

**General Services Administration  
 Federal Supply Service**

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

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**Part I. 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](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage! and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://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 requirement.

**1. GEOGRAPHIC SCOPE OF CONTRACT:**

The geographic scope of this contract includes the 48 contiguous states, the District of Columbia, Alaska, Hawaii, Commonwealth of Puerto Rico and worldwide.

**2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:****Ordering Address:**

**Enterprise III Systems, Inc.**  
**ATTN: Joyce Harris**  
**1821 Michael Faraday Drive, Suite 202**  
**Reston, VA 20190**  
**Phone: (703) 925-0771**  
**Fax: (703) 925-0776**  
**E-mail: [jharris@enterprise3.com](mailto:jharris@enterprise3.com)**  
**Web page: <http://www.enterprise3.com>**

**Payment Address:**

**Enterprise III Systems, Inc.**  
**1821 Michael Faraday Drive, Suite 202**  
**Reston, VA 20190**  
**Phone: (703) 925-0771**  
**Fax: (703) 925-0776**  
**E-mail: [jvickers@enterprise3.com](mailto:jvickers@enterprise3.com)**

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

The following telephone number(s) can be used by ordering agencies to obtain technical and/or ordering assistance: Direct: (703) 925-0771 and/or Fax: (703) 925-0776.

**3. LIABILITY FOR INJURY OR DAMAGE:**

The Contractor shall not be liable for any injury to Government personnel or damage 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) Number: 80-866-4072**
- Block 30: Type of Contractor – A. Small Disadvantaged Business**
- Block 31: Woman – Owned Small Business – No**
- Block 36: Contractor’s Taxpayer Identification Number (TIN) 54-1665674**

- 4a. CAGE CODE: 1B1D1**
- 4b.** Contractor has registered with the Central Contractor Registration Database.

**5. FOB: Destination**

**6. DELIVERY SCHEDULE**

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

<b>SPECIAL ITEM NUMBER</b>	<b>DELIVERY TIMES (Days ARO)</b>
132 – 51	30

**(b) URGENT REQUIREMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery.

The Contractor shall reply to the inquiry within 3 workdays after receipt. (The Contractor in writing shall confirm telephonic replies.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

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

- (a) Prompt Payment:** None Offered
- (b) Quantity:** None Offered
- (c) Dollar Volume:** None Offered
- (d) Government Educational Institutions:** Prices as shown on pg. 31
- (e) Other** None Offered

**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 Acts of 1979, as amended.

**9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:**

Not Applicable for Services.

**10. SMALL REQUIREMENTS**

The minimum dollar value of orders to be issued is \$100.00.

**11. MAXIMUM ORDER**

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

Special Item Number 132 – 51– Information Technology Professional Services. The maximum Dollar value per order will be \$500,000 for all Information Technology Professional Services.

**12. USE OF FEDERAL SUPPLY SERVICE IT SCHEDULE CONTRACTS**

In accordance with FAR 8.404:

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

- a. **Orders placed at or below the micro-purchase threshold.** Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- b. **Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.** Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the supply or service representing the best value, the ordering office may consider--
  - (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
  - (2) Trade-in considerations;
  - (3) Probable life of the item selected as compared with that of a comparable item;
  - (4) Warranty considerations;

- (5) Maintenance availability;
  - (6) Past performance; and
  - (7) Environmental and energy efficiency considerations.
- c. Orders exceeding the maximum order threshold.** Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall--
- (1) Review additional Schedule Contractors' catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;
  - (2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
  - (3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

**NOTE:** For orders exceeding the maximum order threshold, the Contractor may:

- (1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
  - (2) Offer the lowest price available under the contract; or
  - (3) Decline the order (orders must be returned in accordance with FAR 52.216-19).
- d. Blanket purchase agreements (BPAs).** The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.
- e. Price reductions.** In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

- f. Small business.** For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.
- g. Documentation.** Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

### **13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:**

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

#### **13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):**

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

#### **13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):**

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

### **14. SECURITY REQUIREMENTS.**

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the

ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is less.

#### 15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES:

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

#### 16. GSA ADVANTAGE!

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

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

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

#### 17. PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

#### 18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

**a.** For the purpose of this contract, commitments, warranties and representations include, in addition

to those agreed to for the entire schedule contract:

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

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

**19. OVERSEAS ACTIVITIES**

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

**NOT APPLICABLE; NO EXCEPTIONS TAKEN**

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. YEAR 2000 WARRANTY — COMMERCIAL SUPPLY ITEMS**

- a. As used in this clause, "Year 2000 compliant" means, with respect to information technology, that the information technology accurately processes date/time (including, but not limited to, calculating, comparing and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000, and leap year calculations, to the extent that other information technology used in combination with the information technology being acquired, properly exchanges date/time data with it.
- b. The Contractor shall warrant that each hardware, software and firmware product delivered under this contract shall be able to accurately process date time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by the Contractor, provided that all products (e.g. hardware, software, firmware) used in combination with products properly exchange date time data with it. If the contract requires that specific listed products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those products as a system. The duration of this warranty and the remedies available under this warranty shall include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing within ninety (90) days after acceptance (installation is considered acceptance). The Contractor may offer an extended warranty to the Government to include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing at any time prior to June 1, 2000, or for a period of 6 months following acceptance (installation is considered acceptance) whichever is later. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

**21. BLANKET PURCHASE AGREEMENTS (BPAs)**

Federal Acquisition Regulation (FAR) 13.201(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.202(c)(3), which reads, in part, as follows:

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

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

## **22. 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’s requirements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. See the additional information regarding Contractor Team Arrangements in this Schedule Pricelist.

## **PART II. TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY PROFESSIONAL SERVICES (SIN 132-51)**

### **1. SCOPE**

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

### **2. ORDERING PROCEDURES**

a. ***Procedures for IT professional services priced on GSA schedule at hourly rates.***

- (1) FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for IT professional services (SIN 132-51) that are priced on schedule at hourly rates. These special ordering procedures which are outlined herein take precedence over the procedures in FAR 8.404.
- (2) The GSA has determined that the rates for IT professional services contained in this pricelist are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.
- (3) When ordering IT professional services, ordering offices shall –
  - (i) **Prepare a Request for Quotation:**
    - (A) A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (e.g., security clearances, travel, special knowledge, etc.) should be prepared.
    - (B) A request for quotation should be prepared which includes the performance-based statement of work and requests the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the hourly rates in the

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

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

(ii) **Transmit the Request for quotation to Contractors:**

- (A) Based upon an initial evaluation of catalogs and pricelists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132-51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.
- (B) The request for quotation should be provided to three (3) contractors, if the proposed order is estimated to exceed the micro-purchase threshold, but not to exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for quotation should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for proposals for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement.

(iii) **Evaluate proposals and select the contractor to receive the order:**

After responses have been evaluated against the factors identified in the request the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

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

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

(A) **SINGLE BPA:** Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

(B) **MULTIPLE BPAs:** When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedure in (3)(ii)(B) above, and then place the order with the schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

(ii) Review BPAs periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.

(5) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

(6) When the ordering office's requirement involves both products as well as IT professional services, the ordering office should total the prices for the products

and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.

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

**b. Ordering Procedures for other services available on schedule at fixed prices for specifically defined services or tasks.**

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

- (1) **Orders placed at or below the micro-purchase threshold.** Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- (2) **Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.** Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the service offered under MAS contracts by using the **"GSA Advantage!"** on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the service representing the best value, the ordering office may consider— (i) special features of the service that are required in effective program performance and that are not provided by a comparable service; and (ii) past performance.
- (3) **Orders exceeding the maximum order threshold.** Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall--
  - (i) Review additional Schedule Contractors' catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;

- (ii) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
- (iii) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

**NOTE:** For orders exceeding the maximum order threshold, the Contractor may:

- (A) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
  - (B) Offer the lowest price available under the contract; or
  - (C) Decline the order (orders must be returned in accordance with FAR 52.216-19).
- (4) **Blanket purchase agreements (BPAs).** The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.
- (5) **Price reductions.** In addition to the circumstances outlined in paragraph (3), above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.
- (6) **Small business.** For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.
- (7) **Documentation.** Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

**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 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 office.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.
- c. The Agency should include the criteria for satisfactory completion of 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 1 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. INSPECTION OF SERVICES**

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

**6. RESPONSIBILITIES OF THE CONTRACTOR**

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

**7. RESPONSIBILITIES OF THE GOVERNMENT**

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

**8. 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 Government.

**9. 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 Government contract, without some restriction on activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

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

**10. INVOICES**

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

**11. PAYMENTS**

For firm-fixed price orders the Government 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 (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

**12. RESUMES**

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

**13. INCIDENTAL SUPPORT COSTS**

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

**14. 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.

**DESCRIPTION OF INFORMATION TECHNOLOGY SERVICES**

Incorporated in 1993, Enterprise III Systems, Inc. (E<sub>3</sub>SI) is now recognized as a leading provider of information technology solutions. Specializing in Document Imaging and Network Services, E<sub>3</sub>SI was honored by receiving the "Administrator's 1998 Outstanding Minority Business Enterprise Award", for a record of excellence in performance at the National Highway and Traffic Safety Administration. We are proud of our tradition of providing cost-effective support, time-sensitive service, quality technical expertise and effective information technology solutions.

E<sub>3</sub>SI offers a wide range of systems, solutions, services – from business process re-engineering and Year 2000 problem solving to large-scale systems integration, test and evaluation, operation and maintenance, and many more.

We are an 8 (a) certified, small, disadvantaged business. E<sub>3</sub>SI maintains a solid track record in customer satisfaction, as measured by our extremely high success rate on repeat business in addition to continued expansion and growth. E<sub>3</sub>SI works primarily in the following areas:

- Facility Operation Maintenance**
  - Systems Development Services**
  - Systems Analysis Services**
  - Automated Information Systems Design and Integration Services**
  - Programming Services**
  - Millennium Conversion Services (Y2K)**
  - Data Conversion Services**
  - Network Management Services**
  - Automated News Services, Data Services, or Other Information**
- Services**
- Other Information Technology Services**

***Facility Operation and Maintenance***

Enterprise III Systems, Inc. provides enterprise wide network; network control center operations; hardware, software, networking support, and training. By providing Configuration management, and resource management, E3SI is capable of guaranteeing optimum performance.

Network and computer system facility’s operation and administration services include installing complex network hardware/software upgrades; protecting the database by creating system backups and restoration of files, maintaining local and network printers.

Technical Support Services consist of managing and monitoring the daily activities of configuration and operation of business systems, providing management of Oracle, Informix and NT databases, optimizing system operation and resource utilization, performing capacity analysis design, implementation, and systems planning.

Additional network support services involve creating optimal operating procedures for performing necessary functional operations, software and hardware validation, training, and network diagnostics. E3SI also provides computer graphic design, data recovery, computer systems management, document imaging services and microfiche/microfilm imaging services

### ***Systems Development Services***

Enterprise III provides complete, lifecycle database solutions. These solutions include both product sourcing and services.

Services include design, analysis, development, testing, modifications, implementation and support.

### ***Systems Analysis Services***

Enterprise III provides a structured approach to Systems Analysis Services. Once a team analyzes and reviews the business requirements, a design document will be produced, which documents the requirements and recommends the optimum solution.

At a minimum, the design document will contain the following information:

- ☐ Documentation and training requirements
- ☐ User interfaces (query screens, report formats, and input designs)
- ☐ Program specifications
- ☐ Implementation plan
- ☐ Programming languages
- ☐ Cost-Benefit Analysis
- ☐ System test procedures
- ☐ Database specifications

### ***Automated Information Systems Design and Integration Services***

Enterprise III has extensive experience in systems design and integration services and offers a wide range of integration services.

E3SI designs Application Software, Database Management Systems, Systems Transition and Conversion, Client/Server Systems, Telecommunications Systems including LANs and WANs, Component Systems.

E3SI provides configuration and installation of mainframe, minicomputer, microcomputer, PC LAN based COTS and customized developed software, hardware systems; workstation/file servers; COTS, and software support; cable installation; and complete system integration. By providing effective technical assistance, installation of operating systems, installation support, training, and maintenance support, Enterprise III Systems ensures optimum automated information systems services.

***Programming Services***

Enterprise III Systems provides comprehensive programming services. This includes developing, designing and implementing software solutions for client/server, mainframe and minicomputer environments. The total software development project is performed in correspondence with documentation policies, standards, development, and formats, per customers' specific request.

***Millennium Conversion Services (Y2K)***

Year 2000 initiatives begin with E3SI. With a thorough analysis of the computer and network infrastructure, application development, coding standards, operating systems, programming languages, databases, and date pattern usage, Enterprise III Systems can begin assessment. All software development conversion is in correspondence with documentation and development policies, formats, and standards, per customers' specifications. E3SI provides solutions to five primary problem areas:

- 1) **Century** – to ensure that the software and hardware correctly distinguish the century when responding to a 2-digit date input.
- 2) **Rollover** – to ensure the system correctly recognizes the change in date from December 31, 1999 to January 1, 2000.
- 3) **Leap year** – modification of software and hardware is a necessity to employ the leap year rule for Y2K and for future years thereafter.
- 4) **Computation** – is necessary to ensure the system determines the days of weeks, leap years, and other calendars for dates after January 1, 1999.
- 5) **Transfer** – necessary modifications are made to successfully transfer dated information to and to receive date information from other equipment, and software that is compliant with Y2K Date Change.

***Data Conversion Services***

Enterprise III Systems, Inc. provides document conversion and scanning services to manage and conduct the process of converting paper or microfilm/microfiche-based documents/images to electronic image formats. Paper files must be prepared for high speed scanning and indexing for effortless retrieval. Media conversion involves databases, re-hosting, or re-engineering, which consist of the conversion of batch systems into on-line systems. Implementation and conversion of systems software, COTS software, at the customer location, and hardware is performed. Quality services can be performed in-house at the customer location, or off-site at the E3SI facility, using customer or E3SI provided equipment. Eliminating conversion backlog help to make your imaging application useful from the beginning and frees the customer staff to perform other tasks. The basic services for document conversion include:

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|--|--|
| <ul style="list-style-type: none"> <li>➤ <b>Barcode Entry</b></li> <li>➤ <b>Document Preparation</b></li> <li>➤ <b>Batch Scan</b></li> <li>➤ <b>Index</b></li> </ul> | <ul style="list-style-type: none"> <li>➤ <b>Re-Assembly</b></li> <li>➤ <b>Quality Control</b></li> <li>➤ <b>Re-Scan</b></li> <li>➤ <b>Quality Assurance</b></li> </ul> |
|--|--|

***Network Management Services***

Enterprise III has successfully implemented innovative solutions for our customers on both Windows and Unix platforms. Our highly trained engineers have the management and technical expertise necessary to effectively design, operate, implement, plan, and optimize an enterprise-wide deployment of your network systems.

Enterprise III Systems, Inc. provides full network services to perform design, development, modification, operation, administration, and supervision. Implementation of Network Control Centers, Enterprise Networks, LANs, and WANs are performed. Furthermore, E3SI provides efficient administrative support by ensuring that products satisfy our customers' requirements; ensures procedure compliance with governmental regulations for system back-ups, new applications and workstation equipment. End-user training and preventative maintenance is provided for all personal computers, scanners, printers, servers, and all other pertinent peripheral devices.

***Automated News Services Data Services or Other Information Services***

E3SI provides document generation, quality assurance, data entry, storage, and maintenance in a Windows NT environment. Utilize optimal retrieval systems, supports data modeling, database design and development, data quality management methodologies, and data repositories.

Data processing support services, typing, word processing, clerical support, and general office services are performed with more than 85% accuracy.

***Other Information Technology Services***

Enterprise III Systems provides a diverse range of services not classified under other FPDS Class codes. Management Support Services include, but are not limited to, Networking (LAN, WAN) Support, Help Desk Operations, Document Imaging and Management Services, Computer Facilities Management, Consulting Services, in addition to Hardware and Software Maintenance.

## **E3SI'S LABOR CATEGORIES AND JOB DESCRIPTIONS**

### **PROJECT MANAGER**

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**Duties:**

Provides overall management of the project, delivery order, task order for large, complex programs and information systems development projects, to include management of program and systems design, development, deployment, maintenance and follow on modifications and upgrades. Responsible for interfacing with the COTR for all aspects of the contract administration. Assists the Program Manager in interfacing with all government and commercial activities and provides integration planning for functional applications and processes. Demonstrates ability to provide guidance and direction in assigned tasks, and expertise in the control and management of resources and funds.

**Qualifications:**

Bachelor's degree in Computer Science, Information Systems, Business, or other related discipline or two to six years experience. This position requires expertise in the management of handling multi-task contracts and /or subcontracts.

### **PROJECT MANAGER II**

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**Duties:**

Provides support to design and engineer complex imaging systems. Assists Project Manager in interfacing with all government and commercial activities. Responsible for all aspects of project performance including technical, contractual, and administrative obligations. Manages and supervises personnel involved in all aspects of the project activity. Organizes and assigns responsibilities to subordinates and oversees the successful completion of all assigned tasks. Maintain technical and financial reports to show progress to management and client. Provide support to marketing personnel in identifying new business requirements.

**Qualifications:**

Bachelor's Degree in a related discipline or an equivalent combination of education and training. Exercises analytical skill to resolve administrative, technical and managerial problems. Requires expertise in handling multi-task contracts.

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**SENIOR SYSTEMS DEVELOPER**

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**Duties:**

Provides development services including translating, conceptualizing, and designing customer requirements for various complex applications. Works closely with the Systems Developer to ensure consistency. Responsible for analyzing all technical aspects of governmental and/or commercial contracts. Utilizes Information Technology to resolve business and scientific obstacles. Responsible for implementation of imaging, designs, database management, expertise in areas of analysis, and full text systems. Provides user interface design and integration under MS Windows for Scanning Indexing/Retrieval modules. Development of new interface screens, implementing new databases, image archiving and barcode recognition integration. The Senior Systems Developer works extensively with UNIX based systems.

**Qualifications:**

Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Economics, or other discipline. Requires a minimum of seven plus years of experience in developing, designing, and managing all phases of life cycle systems.

**SYSTEMS DEVELOPER**

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**Duties:**

Assists Senior Systems Developer by providing development services including translating, conceptualizing, and designing customer requirements for various complex applications. Works Responsible for analyzing all technical aspects of governmental and/or commercial contracts. Utilizes Information Technology to resolve business and scientific obstacles. Responsible for implementation of imaging, designs, databases management, expertise in areas of analysis, and full text systems. Provides user interface design and integration under MS Windows for Scanning Indexing/Retrieval modules. Development of new interface screens, implementing new databases, image archiving and barcode recognition integration. The Senior Systems Developer works extensively with UNIX based systems.

**Qualifications:**

Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Economics, or other discipline. Requires a minimum of two to six years of experience in developing, designing, and managing all phases of life cycle systems.

**SCANNER**

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**Duties:**

Responsible for the document preparation, scanning, indexing, and quality control. Provides proficient scanning, while providing data entry assistance. Performs optimum skills in Scanning using Imaging Enhancement. Possesses vast numbers of microfiche and microfilm.

**Qualifications:**

H.S./GED Diploma is required. One to three year's experience in the operation of automated environment. Data entry/digitizing experience is highly recommended.

**MANAGER, DOCUMENT SERVICES**

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**Duties:**

Assures consistency of the Scanner, by managing and monitoring equipment and personnel. Responsible for the document preparation, scanning, indexing, and quality control. Requires competence in all phases of document conversion. Provides proficient scanning, while providing data entry assistance. Oversees the process of microfiche and microfilm scanning, in addition to document imaging.

**Qualifications:**

H.S./GED Diploma is required. Three years of data entry/digitizing experience is highly recommended. Experience with Input Accel Software.

**TECHNICAL TRAINER**

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**Duties:**

Provides support materials, assists in revising documentation and prepares appropriate catalogs, employs outlines, and other data to instruct and inform users, system operators, and other support personnel. Responsible for conducting training workshops or seminars to the government in small groups or on a one-to-one basis. Provides technical and end-user training on computer hardware and application software.

**Qualifications:**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, English or other discipline is required. Requires a minimum of three years of experience, including providing training for systems and development programs and demonstrated ability to communicate orally and in writing.

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**TECHNICAL WRITER**

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**Duties:**

Develops, writes and edits material for reports, manuals, briefs, instruction books, catalogs and related technical and administrative publications, primarily related to work procedures and methods, installation, operation and maintenance of computers and other equipment. Organizes materials and completes writing assignments according to set standards regarding terminology, clarity, conciseness, and organization. Develops monthly statistical reports.

**Qualifications:**

Bachelors Degree in Computer Science, Information Systems, Engineering, Business, English, or other discipline is not required. Two years minimum writing and/or editing experience is required.

**DATABASE ADMINISTRATOR**

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**Duties:**

Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe or client/server based. Responsible for managing Oracle, Informix and NT databases. Optimizes system operation and resource utilization, performs capacity analysis design, implementation, and planning. Protects database by creating system back-ups periodically. Provides assistance to users. Installs operating systems software, database management system software, compilers and utilities.

**Qualifications:**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is not required, however favorable.

**LAN ANALYST**

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**Duties:**

Troubleshoots network usage and computer peripherals. Serves as the technical expert in areas related to the operation and maintenance of the LAN. Installs and maintains local area network hardware and software. Performs system backups and data recovery. Installs new users.

**Qualifications:**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or other related discipline is required.

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**DATA ENTRY SPECIALIST**

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**Duties:**

Responsible for data entry, evaluating source materials submitted for data capture, and quality control. Operates imaging scanners, microfiche/microfilm readers and printers. Uses automated systems, such as personal computers or workstations linked to LAN to produce a variety of documents. Performs routine database construction tasks, operates data entry devices to enter, transcribe or reproduce data and information into forms suitable for processing.

**Qualifications:**

H.S./GED Diploma is required. Three years of data entry/digitizing experience is highly recommended. Requires accurate typing skills. Capability to function as a team player.

**DATA ENTRY SPECIALIST II**

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**Duties:**

Provides document preparation services for document conversion and scanning. Assists data entry specialist with data entry, and evaluating source materials. Operates imaging scanners, microfiche/microfilm readers and printers. Uses automated systems, such as personal computers or workstations linked to LAN to produce a variety of documents. Performs routine database construction tasks, operates data entry devices to enter, transcribe or reproduce data and information into forms suitable for processing.

**Qualifications:**

High School diploma or GED. Requires accurate typing skills. One to two years of data entry/digitizing experience is highly recommended. Capability to function as a team player.

**SR. PROGRAMMER ANALYST**

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**Duties:**

Responsible for the analysis, design, creation and testing of all government developed software systems. Codes and maintains business applications programs from user instruction or formal functional specifications. Develops and supports large-scale high-volume transaction environments that require mainframe processing power. Programs in business-oriented languages such as COBOL and RPG/400, systems oriented languages such as C and PASCAL, object-oriented languages such as C++ or fourth generation languages.

**Qualifications:**

Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Economics, or other discipline. Requires a minimum of seven plus years of experience in developing, designing, and managing all phases of life cycle systems.

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**MICRO COMPUTER SPECIALIST**

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**Duties:**

Responsible for developing, managing, maintaining, and evaluating state-of-the-art computer hardware, software, and software development tools, proposes recommendation for new software for various projects, performs installation and setup of computer systems, provides support as required for the integration and use of the individual micro-computer workstations.

**Qualifications:**

Bachelor's Degree or three years of equivalent experience in a related field is required.

**JR. PROGRAMMER ANALYST**

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**Duties:**

Responsible for working primarily with the Sr. Programmer Analyst to analyze, design, create, and assess government developed software systems. Codes and maintains business application programs from user instruction or formal functional specifications. Develops and supports large-scale high-volume transaction environments. Programs in business-oriented languages such as COBOL and RPG/400, systems oriented languages such as C and PASCAL, object-oriented languages such as C++ or fourth generation languages.

**Qualifications:**

Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Economics, or other discipline. Requires a minimum of two to six years of experience in developing, designing, and managing all phases of life cycle systems.

**NETWORK ANALYST**

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**Duties:**

Responsible for installation and administration of network operating system (NOS) and provides operational support for LAN servers. Uses data modeling techniques to analyze and specify data usage within an application area. Defines both logical views and physical data structures. Performs version and patch level maintenance of the NOS.

**Qualifications:**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or other related discipline is required.

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**QUALITY CONTROL SPECIALIST**

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**Duties:**

Responsible for performing a wide range of hardware and software QA activities. Includes knowledge of planning and implementing QA programs to verify that system design and development meet specifications, perform validation to ensure satisfaction, and develop methods for quality improvements in existing procedures.

**Qualifications:**

H.S./GED Diploma is required. Three years of data entry/digitizing experience is highly recommended.

**ADP SERVICES GSA PRICELIST**

Special Item 132-51 Professional Information Technology Services*	FY99-00	FY01	FY02	FY03	FY04	Position Description Page #
	On/Off Site Rate/Hr.	On/Off Site Rate/Hr.	On/Off Site Rate/Hr.	On/Off Site Rate/Hr.	On/Off Site Rate/Hr.	
PROJECT MANAGER	\$105.91	\$110.62	\$115.54	\$120.67	\$126.04	Page 24
PROJECT MANAGER II	\$100.31	\$104.77	\$109.43	\$114.29	\$119.37	Page 24
SENIOR SYSTEMS DEVELOPER	\$85.28	\$89.07	\$93.03	\$97.16	\$101.48	Page 25
SYSTEMS DEVELOPER	\$59.09	\$61.72	\$64.46	\$67.32	\$70.32	Page 25
SCANNER	\$29.00	\$30.29	\$31.64	\$33.04	\$34.51	Page 26
SCANNER SUPERVISOR	\$48.73	\$50.89	\$53.16	\$55.52	\$57.99	Page 26
TECHNICAL TRAINER	\$50.43	\$52.67	\$55.02	\$57.46	\$60.01	Page 26
TECHNICAL WRITER	\$50.43	\$52.67	\$55.02	\$57.46	\$60.01	Page 27
DATABASE ADMINISTRATOR	\$81.96	\$85.61	\$89.41	\$93.39	\$97.54	Page 27
LAN ANALYST	\$63.24	\$66.05	\$68.99	\$72.05	\$75.25	Page 27
DATA ENTRY SPECIALIST	\$29.00	\$30.29	\$31.64	\$33.04	\$34.51	Page 28
DATA ENTRY SPECIALIST II	\$26.19	\$27.35	\$28.57	\$29.84	\$31.16	Page 28
SR. PROGRAMMER ANALYST	\$72.13	\$75.33	\$78.68	\$82.18	\$85.83	Page 28
MICRO-COMPUTER SPECIALIST	\$42.02	\$43.88	\$45.83	\$47.87	\$50.00	Page 29
JR. PROGRAMMER ANALYST	\$45.11	\$47.12	\$49.21	\$51.40	\$53.68	Page 29
NETWORK ANALYST	\$73.51	\$76.77	\$80.18	\$83.75	\$87.47	Page 29
QUALITY CONTROL SPECIALIST	\$32.28	\$33.72	\$35.22	\$36.78	\$38.42	Page 30

\*Labor Rates reflect On-site and Off-site rates.

**PART III.****USA COMMITMENT TO PROMOTE  
SMALL BUSINESS PARTICIPATION  
PROCUREMENT PROGRAMS****PREAMBLE**

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

**COMMITMENT**

To actively seek and partner with small businesses.

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

To develop and promote company policy initiatives 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 enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

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

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

**George W. Cooper III***President/CEO*

Direct: (703) 925-0771

Fax: (703) 925-0776

**E-mail: [gcooper@enterprise3.com](mailto:gcooper@enterprise3.com)**

or

**Joyce Harris***Director, Technical Services*

Direct: (703) 925-0771

Fax: (703) 925-0776

**E-mail: [jharris@enterprise3.com](mailto:jharris@enterprise3.com)**



**(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT**

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

<b>MODEL NUMBER/PART NUMBER</b>	<b>*SPECIAL BPA DISCOUNT/PRICE</b>
_____	_____
_____	_____

(2) Delivery:

<b>DESTINATION</b>	<b>DELIVERY SCHEDULE/DATES</b>
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

<b>OFFICE</b>	<b>POINT OF CONTACT</b>
_____	_____
_____	_____

(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 any inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

**PART V.****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 requirement.

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

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

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

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

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customer’s 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.