

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

**Special Item Number 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 D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) 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.

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

Contract Number: GS-35F-051AA

Period Covered by Contract: November 1, 2012 through October 31, 2022

Trowbridge & Trowbridge, LLC  
1430 Spring Hill Rd, Suite 200, McLean, VA 22102  
Telephone Number: (571) 298-8477  
www.tt-llc.com

General Services Administration  
Federal Acquisition Service

Pricelist current through Modification #9, dated 07/28/2017.

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

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

**SPECIAL NOTICE TO AGENCIES: Small Business Participation**

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

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

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

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

**1. GEOGRAPHIC SCOPE OF CONTRACT:**

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

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

Offerors are requested to check one of the following boxes:

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

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

\_\_\_\_\_  
N/A

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

Trowbridge & Trowbridge, LLC.  
1945 Old Gallows Road, Suite 450  
Vienna, VA 22182

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance: (571) 499-4150

**3. LIABILITY FOR INJURY OR DAMAGE**

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

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

Block 9: G. Order/Modification Under Federal Schedule Contract  
Block 16: Data Universal Numbering System (DUNS) Number: 805476137  
Block 30: Type of Contractor: B – Other Small Business  
Block 31: Woman-Owned Small Business - Yes  
Block 37: Contractor's Taxpayer Identification Number (TIN): 65-1313681  
Block 40: Veteran Owned Small Business (VOSB): No

- 4a. CAGE Code: 5CC18
- 4b. Contractor has registered with the Central Contractor Registration Database.

**5. FOB DESTINATION**

Destination

**6. DELIVERY SCHEDULE**

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	As defined by task order

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

**7. DISCOUNTS**

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

- a. **Prompt Payment:** 0% - N/A days from receipt of invoice or date of acceptance, whichever is later.
- b. **Quantity** None
- c. **Dollar Volume** None
- d. **Other Special Discounts** None

**8. TRADE AGREEMENTS ACT OF 1979, AS AMENDED**

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

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

N/A

**10. MINIMUM ORDER**

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

**11. MAXIMUM ORDER**

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

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

**12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

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

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

**Ordering Address:**

Trowbridge & Trowbridge, LLC  
1430 Spring Hill Rd, Suite 200  
McLean, VA 22102

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

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

**13.1 Federal Information Processing Standards Publications (FIPS PUBS)**

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

### **13.2 Federal Telecommunication Standards (FED-STDS)**

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

### **14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)**

- (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. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (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.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

## **15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES**

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

## **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.gsadvantage.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. Ordering Activities procuring open market items must follow FAR 8.402(f).

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

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

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

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

## **19. OVERSEAS ACTIVITIES**

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

N/A

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such

ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

## **20. BLANKET PURCHASE AGREEMENTS (BPAs)**

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

## **21. CONTRACTOR TEAM ARRANGEMENTS**

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

## **22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

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

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

## **23. SECTION 508 COMPLIANCE**

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant:

Yes   X  

No \_\_\_\_\_

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): \_\_\_\_\_

The EIT standard can be found at: [www.Section508.gov](http://www.Section508.gov).

#### **24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES**

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

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:

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

#### **25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (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)

**27. GOVERNMENT PURCHASE CARDS**

Government purchase cards are accepted above the micro-purchase threshold of \$2,500.

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

**\*\*\*NOTE:** *All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.*

**1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT/IAM 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 I-FSS-60 Performance Incentives (April 2000)**

- 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.
- 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/IAM 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**

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts 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 (Dec 2007) 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/IAM Professional Services.

## **9. INDEPENDENT CONTRACTOR**

All IT/IAM Professional 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/IAM Professional 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 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) 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 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) 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/IAM PROFESSIONAL SERVICES AND PRICING**

Trowbridge & Trowbridge, LLC can provide a full range of Information Technology services listed below and can also provide contract workers to support existing opportunities.

To order any of the following types of services a “Requirements Document” or “Statement of Work” needs to be provided to determine the cost of the effort involved.

### **a. Facility Operation and Maintenance**

T&T can operate, maintain, and manage customer facilities. We can provide 24x7x365 help desk support and be the point of contact for customers nationwide. We can resolve problems related to software and network infrastructure, remote access, upgrades, system configuration, and databases. We can diagnose and correct hardware problems, perform upgrades, install new hardware, and provide IT training.

We can operate, maintain, and manage the Network Operations Centers (NOC) and Application Hosting Environments (AHE). T&T can supported the planning and implementation of IT infrastructure; network administration, access, and security; server management; disaster recovery planning and execution; inventory control; application system administration; workstation management; and IT training and education.

T&T can also support the infrastructure and provide services required to operate, maintain, and manage government telecommunication facilities, resources, and business functions. T&T’s infrastructure management services include support for configuration, operation, and maintenance of communication systems.

### **b. Systems Development**

T&T can provide the full range of systems development service, including infrastructure engineering design and planning, development, implementation, integration, and operational support for network infrastructures.

We can perform systems development and integration support activities for existing and planned IT systems. Activities can include capturing functional, security, and performance requirements and developing logical and physical database models.

### **c. Systems Analysis**

T&T can perform systems analysis on existing systems, troubleshoot data network systems, and provide periodic maintenance. We can design, modify, develop, and monitor customer systems and help develop procedures, processes, and policies governing the use of those systems.

We support systems development and sustainment, T&T can conduct systems analysis on legacy systems to determine their functionality and to gauge how best to implement new modifications without interfering with current operations.

### **d. IT Strategy and Architecture (Automated Information Systems Services)**

T&T can provide guidance on the planning, development and implementation of new IT equipment. We can determine the needs of users and document operation practices. T&T can conduct program analysis related to business cases, cost-benefit analyses, stakeholder

requirements, total cost of ownership, and cost effectiveness. We also support accounting and administration capabilities.

We coordinate with customers regarding IT strategy and architecture, with the goal of maintaining interoperability between future and existing systems. These systems included web-based software, COTS and GOTS applications, and custom applications. T&T's support complies with SEI CMMI Level 3-equivalent System Engineering Methodology (SEM), spanning the full spectrum of systems integration services.

**e. Programming**

T&T designs, programs, and deploys new software, as well as upgrades, for application suites. Our programming support includes requirements engineering, architecture design, software development, quality assurance (QA), and application testing. T&T uses a Software Development Life Cycle (SDLC) process that dovetails with industry standards and operates in a CMMI Level 3 equivalent environment.

Our full lifecycle programming support includes administrative and financial systems. In addition to programming, our software design and development services included feasibility, cost/benefit analysis, requirements analysis, functional and technical design, graphical user interface (GUI) development, testing, deployment, configuration management, development of systems/user documentation, system implementation, systems analysis, and final acceptance/turnover processing.

T&T also provides programming for voice switching systems, VoIP systems, and VoIP phones.

**f. Cyber Security and Data Backup**

T&T can design and implement cyber security approaches that include controls at each level. T&T can provide a site-specific remediation plan designed to protect affected assets from identified vulnerabilities. The plan includes processes for applying patches, upgrading operating systems or applications, or upgrading signature files for intrusion detection and anti-malware systems. We can perform duplication of production data to ensure the data's availability and integrity. We can replicate information created to a backup facility to ensure continuity of operations. We provide contingency plans to operate all of the critical components of the infrastructure from backup locations in the event of an emergency/disaster. In addition, we can backup servers to tape.

We can manage and monitor workstations, server systems, and network infrastructure devices. T&T can provide customer-focused support for the Certification & Accreditation (C&A) of cyber security hardware and software. In addition, we can manage Public Key Infrastructure (PKI), that can serve as an enterprise-wide service that establishes a uniform method for creating trust and reliance attributes. We can provide users with information systems security awareness training. T&T also can support data backup systems and Storage Area Networks (SANs).

For telecommunications security and backup, T&T can survey all access control points, perform testing of the copper facilities, and identify locations where additional work may be needed. We can coordinate employee clearances and establish procedures for key control/lock

combination measures and end-of-day security checks. We can employ password protection and other measures to ensure authorized personnel have access to switching equipment and systems. We also can perform inspections and data backups for voice switching systems to ensure data integrity.

**g. Data Conversion**

We can provide dedicated data conversion, data backup, and data storage support using MS SQL Server and SharePoint Portal Server and other services. We can maintain all aspects of database servers, including backup/recovery functions, tools necessary for operation and monitoring, and logical and physical design of all databases.

T&T can perform database design, development, maintenance, conversion, and administration tasks using Sybase, System 2000, Informix, Oracle, SQL, SQR, MS Access, dBase, and other data base tools.

**h. Computer Aided Design/Computer Aided Manufacturing (CAD/CAM)**

T&T can provide CAD/CAM support, to include capturing new builds using GPS, converting the information into a valid CAD format, and providing configuration management functional support to continue standardized planning, design, implementation, installation, operation, maintenance, and documentation of the supported infrastructure. We also can create and update drawings of all information systems circuits, lines, and systems in the customer's CAD program. T&T can provide drawing changes and updates and establish new drawings using CAD/CAM support tools.

**i. Telecommunications and IT Network Management**

T&T can perform IT and telecommunication network management operations. We can provide network services that include security, VoIP, video communications, unified messaging systems, application delivery systems, end user system deployment, and third level support. We can perform installation and maintenance for enterprise wide area network (WAN) and local area networks (LANs).

We can operate, maintain, and configure customer Dial Center Office (DCO) Switching Systems, remote switching terminals, and voice mail systems. We can operate and maintain VoIP Telephony Voice Gateways. We can provide operational support for system connectivity to the network via PRI trunks and LAN network. We maintain network integrity and continuous operation of systems. We can respond to network requirements as specified by network-oriented local service requests. T&T can manage, operate, maintain, and repair outside cable plants.

**j. Web Based Subscription**

We can provide a Web-based subscription interface for users to communicate with each other, as well as Internet filtering to prevent access to unauthorized Web sites. In addition, we can perform regular penetration tests on all Intranet and Internet security devices to ensure compliance with federal requirements. This testing ensures that we have designed Internet content filtering and network services to be secure against common vulnerabilities.

T&T can perform web-based subscription support, by developing applications using WebLogic, Oracle Business Intelligence, Apache Web Server, Tomcat, and other tools.

**k. Other IT and Telecommunications**

Other IT and telecommunication services provided by T&T include enhanced support of customer infrastructure required to manage and operate telecommunication resources and business functions. Our personnel can provide configuration management support for standardized planning, design, implementation, installation, O&M, and documentation of all communications and IT systems. We can interface with customer logistics personnel regarding the location and condition of network components, the performance of site surveys, the collection of user requirements, and the verification of power, grounding, and ventilation needs for prospective network hub/switch locations in government facilities.

T&T can provide performance-based desktop configuration management services for users. Our capabilities extended across all major platforms and architectures, including databases, development tools, and applications. We can perform management support for IT policy development, strategic planning, capital planning and investment control, resource management, and special projects. In addition, T&T can support the administration of wireless communications for cellular, radio, paging, and Blackberry devices.

## TROWBRIDGE & TROWBRIDGE JOB DESCRIPTIONS

### **Commercial Job Title:** Program Manager

**Functional Responsibility:** Plans, organizes, and controls the overall activities of the contract and Task Orders. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contract personnel, and communicating policies, purposes, and goals of organization to subordinates. The Program Manager serves as primary client interface; confers with management on strategic issues, and maximizes efficiency in achieving contract and Task Order cost, schedule, and technical quality parameters; performs and meets contract administrative requirements, identifies, and ensures the effectiveness of any corrective action resolution. In addition to management skills, the Program Manager directs and provides ADP expertise for all phases of program/projects from inception through completion across all SOW Functional Areas, and when appropriate, will serve as a Task Order Project Manager.

**General Experience/Education:** Requires a Bachelor's Degree or 4 years equivalent experience, and 12 or more years of experience managing and administering multi-million dollar, ADP, technical, business or administrative services contracts and Task Orders; with demonstrated success in simultaneous management of multiple projects and supervision of all levels of project personnel.

### **Commercial Job Title:** Project Manager

**Functional Responsibility:** Serves as project manager for a large, complex information technology related Task Order or contract. Assists Program Manager in working with Government Contracting Officer, contract or task-level Contracting Officer's Representative, government management personnel, and customer agency representatives. Responsible for developing the Project Management Work Plan and other contract documents. Directs the day-to-day efforts of the contractor technical personnel. Ensures the quality of deliverable documents, software, engineering plans, or installations. Monitors activities under the contract to ensure that all activities are properly executed in accordance with Task Order requirements and the COTR's direction. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

### **General Experience/Education:**

- Project Manager Level 1: Requires a Bachelor's degree or 4 years equivalent work experience and 6 years' experience in a related field.
- Project Manager Level 2: Requires a Bachelor's degree or 4 years equivalent work experience and 8 years' experience in a related field.

**Commercial Job Title:** Administrative Specialist

**Functional Responsibility:** Performs high level of administrative support work under general supervision for information technology related projects and personnel. Types and proofreads. Maintains filing system. Answers telephones and routine requests, schedules meetings, performs mail distribution, and makes travel arrangements.

**General Experience/Education:** Requires a high school diploma and 1 year of experience in an information technology environment. Must possess word processing and general office skills.

**Commercial Job Title:** Documentation Specialist

**Functional Responsibility:** Gathers, analyzes, and composes technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.

**General Experience/Education:** Requires a Bachelor's degree or 4 years equivalent experience and 3 years' experience.

**Commercial Job Title:** Business Process Consultant

**Functional Responsibility:** Provide information technology related consulting to agency heads, directors, and senior managers on quality improvement, ISO 9000 certification, CMMI, business process reengineering, and strategic implementation of information technology techniques. Designs, organizes, leads, and conducts executive level workshops, benchmarking, and surveys.

**General Experience/Education:** Requires a Bachelor's degree or 4 years equivalent experience with 3 years' experience in a related field.

**Commercial Job Title:** Project Control Specialist

**Functional Responsibility:** Directs budgeting, manpower and resource planning, and financial reporting in support of information technology projects. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues. Develops work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems.

**General Experience/Education:** Requires a Bachelor's degree or 4 years equivalent experience with four years' experience in a related field.

**Commercial Job Title:** Training Specialist

**Functional Responsibility:** Responsible for preparing information technology related Training Plans and curricula; scheduling of resources; conducting classroom and distance training; preparing, updating and distributing Users Manuals; updating training material as system changes are implemented, for developing remedial training as necessary and for developing special

training as the need arises. Responsible for identifying and effectively communicating the knowledge and skills required to successfully complete tasks.

**General Experience/Education:** Requires a Bachelor's degree or 4 years equivalent experience with 3 years' experience conducting training sessions in a related field

**Commercial Job Title:** Technical Writer

**Functional Responsibility:** Researches, creates, and maintains documentation that is technically accurate and conforms to the company's writing style. Establishes and maintains standardized documentation practices within the company. Documentation to be created and maintained includes: user manuals, reference manuals, training materials, presentations, newsletters, release notes, online help, technical bulletins, software specifications, security plans, and disaster recovery plans. Experience with Adobe Presenter, Adobe Captivate, Adobe Connect, MS Office, Adobe CS3 Suite, Acrobat Distiller, expert level skills in MS Word. Demonstrated ability to analyze job scope, prioritize work, manage multiple projects, and meet deadlines

**General Experience/Education:** Requires a high school degree and at least 4 years experience performing technical writing tasks.

**Commercial Job Title:** Help Desk Specialist

**Functional Responsibility:** Provides first and second-tier support to end users for either PC, server, or mainframe applications and hardware. Responds to and diagnoses problems through discussions with users. Includes problem recognition, research, isolation, and resolution steps. May involve use of problem management database and help desk systems. May interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Escalates more complex problems. Assists in the evaluation of business problems, evaluates and recommends vendor packages, and implements required software. May assist in the evaluation of personnel end-user computing packages and equipment as well as in the implementation and testing of prototypes. Consults with client area management and staff regarding PC and LAN systems and equipment problems or malfunctions and recommends solutions.

**General Experience/Education:**

- Help Desk Specialist Level I: Requires a high school diploma and 1 year of experience in an information technology environment.
- Help Desk Specialist Level II: Requires a Bachelor's degree or applicable training certificates or 4 years equivalent experience and 2 years' experience in an information technology environment.
- Help Desk Specialist Level III: Requires a Bachelor's degree or applicable training certificates or 4 years equivalent experience with 3 to 5 years' experience in an information technology environment.

**Commercial Job Title:** Quality Assurance Analyst

**Functional Responsibility:** Provides technical and administrative direction on software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure government standards/requirements are adhered to, and for progress in accordance with schedules. Coordinates with the Project Manager and/or Quality Assurance Manager to ensure problem solution and user satisfaction. Carries out procedures to ensure that all information systems products and services meet organization standards and end-user requirements. May create test data for applications. Devises improvements to current procedures and develops models of possible future configurations.

**General Experience/Education:**

- QA Analyst Level I: Requires a Bachelor's degree or 4 years equivalent experience and 3 to 5 years' experience in a related field.
- QA Analyst Level II: Requires a Bachelor's degree or 4 years equivalent experience and 6 to 9 years' experience in a related field.

**Commercial Job Title:** Business Analyst

**Functional Responsibility:** Prepares financial and business related analysis and research in such areas as financial and expense performance, rate of return, depreciation, working capital, and investments for information technology related projects and programs. Assists in the development of business policies, and conducts special financial and business related studies.

**General Experience/Education:**

- Business Analyst Level 1: Requires a Bachelors degree or 4 years equivalent experience and 2 years' experience in a related field.
- Business Analyst Level II: Requires a Bachelor's degree or 4 years equivalent experience and 3 years' experience in a related field.
- Business Analyst Level III: Requires a Bachelor's degree or 4 years equivalent experience with 5 years' experience in a related field.

**Commercial Job Title:** Software Developer

**Functional Responsibility:** Participates in the design of software tools and subsystems to support reuse and domain analysis. Assists with design specification and code. Analyzes functional business applications and design specifications for functional activities. Prepares required documentation. Enhances software to reduce operating time or improve efficiency. Participates in the design of software tools and subsystems to support reuse and domain analysis. Assists in interpreting software requirements and design specifications to code, and integrates and tests software components.

**General Experience/Education:**

- Software Developer Level 1: Requires a Bachelor's degree or 4 years equivalent experience and 3 years' experience in a related field.
- Software Developer Level II: Requires a Bachelor's degree or 4 years equivalent experience and 6 years' experience in a related field.
- Software Developer Level III: Requires a Bachelor's degree or 4 years equivalent experience with 8 years' experience in a related field.
- Software Developer Level IV: Requires a Bachelor's degree or 4 years equivalent experience with 10 years' experience in a related field.

**Commercial Job Title:** Software Systems Engineer

**Functional Responsibility:** Works from specifications to assist in developing and modifying operating software programming applications. Assists with design, coding, benchmark testing, debugging, and documentation. May customize purchased applications and assist in maintaining program libraries and technical manuals.

**General Experience/Education:**

- Software Systems Engineer Level 1: Requires a Bachelor's degree or 4 years equivalent experience and 2 years' experience in a related field.
- Software Systems Engineer Level II: Requires a Bachelor's degree or 4 years equivalent experience and 8 years' experience in a related field.

**Commercial Job Title:** UNIX Administrator

**Functional Responsibility:** Has the thorough knowledge to create plans to assure effective management, operations, and maintenance of systems and/or networks. Manages teams of system administrators and is able to prioritize work and identify high-risk critical problems and dedicate appropriate resources. Has extensive knowledge of a wide variety of systems and networks to include high volume/high availability systems. Must be able to schedule jobs, execute restores, and restart failed jobs. Additionally must be able to troubleshoot failed jobs down to the root cause level and document steps used to solve the issue and prevent future occurrences.

**General Experience/Education:**

- UNIX Administrator Level 1: Requires a Bachelor's degree or 4 years equivalent experience and 5 years' experience in a related field.
- UNIX Administrator Level II: Requires a Bachelor's degree or 4 years equivalent experience and 8 years' experience in a related field.

**Commercial Job Title:** Database Administrator

**Functional Responsibility:** Designs, implements, and maintains moderately complex databases. Includes maintenance of database dictionaries and integration of systems through database design. Competent to work on most phases of database administration.

**General Experience/Education:**

Database Administrator Level 1: Requires a Bachelor's degree or 4 years equivalent experience and 3 years' experience in a related field.

- Database Administrator Level II: Requires a Bachelor's degree or 4 years equivalent experience and 5 years' experience in a related field.
- Database Administrator Level II: Requires a Bachelor's degree or 4 years equivalent experience and 8 years' experience in a related field.

**Commercial Job Title:** System Architect

**Functional Responsibility:** Provides oversight and management of system administrators or other technical staff. Designs information technology solutions in support projects and objectives. Develops and maintains project documentation. Coordinates project related procurements, develops project schedules, and manages project and contract resources. Responsible for project deliverables. Provides third level support for network related issues. Must have excellent written and oral communications skills, and be able to present technical concepts to non-technical audiences.

**General Experience/Education:** Requires a Bachelor's degree or 4 years equivalent experience with 10 or more years' experience in a related field.

**Commercial Job Title:** Network Engineer

**Functional Responsibility:** Assists with the installation and support of network communications. Follows standard practices and procedures in analyzing situations involving readily identifiable problems. Assists in the planning of large-scale systems projects.

**General Experience/Education:**

- Network Engineer Level 1: Requires a Bachelor's degree or 4 years equivalent experience and 3 to 5 years' experience in a related field.
- Network Engineer Level II: Requires a Bachelor's degree or 4 years equivalent experience and 6 to 9 years' experience in a related field.

**Commercial Job Title:** Sr. System Administrator

**Functional Responsibility:** Must have experience in conducting routine system administration tasks and logging data in system admin logs. Systems administrators are responsible for maintaining system efficiency. Experience in maintaining troubleshooting a wide variety of information technology related systems and networks to include high volume/high availability systems. Must have knowledge on a number of debugging protocols and processes. Must be able to troubleshoot problems and issues identified by customers and implement corrective actions quickly.

**General Experience/Education:**

- Sr. System Administrator Level 1: Requires a Bachelor's degree or 4 years equivalent experience and 3 to 5 years' experience in a related field.
- Sr. System Administrator Level II: Requires a Bachelor's degree or 4 years equivalent experience and 6 to 9 years' experience in a related field.

**Commercial Job Title:** Cyber Security Analyst

**Functional Responsibility:** Establishes and satisfies system-wide information security requirements based upon the analysis of user, policy, regulatory, and resource demands. Coordinates with customer organization to establish and define programs, resources, and risks.

**General Experience/Education:**

- Cyber Security Analyst Level 1: Requires a Bachelor's degree or 4 years equivalent experience and 2 years' experience in a related field.
- Cyber Security Analyst Level II: Requires a Bachelor's degree or 4 years equivalent experience and 5 years' experience in a related field.
- Cyber Security Analyst Level III: Requires a Bachelor's degree or 4 years equivalent experience and 10 years' experience in a related field.

**Commercial Job Title:** Telecommunications Engineer

**Functional Responsibility:** Responsible for moderately complex engineering and/or analytical activities associated with one or more technical areas within the telecommunications function (such as, but not limited to, network design, engineering, implementation, or operations/user support). Monitors and responds to complex technical control facility hardware and software problems. Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance. Maintains PBX/systems and associated hardware.

**General Experience/Education:**

- Telecommunications Engineer Level 1: Requires a Bachelor's degree or 4 years equivalent experience and 3 years' experience in a related field.

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- **Telecommunications Engineer Level II:** Requires a Bachelor's degree or 4 years equivalent experience and 5 years' experience in a related field.
- **Telecommunications Engineer Level III:** Requires a Bachelor's degree or 4 years equivalent experience and 8 years' experience in a related field.
- **Telecommunications Engineer Level IV:** Requires a Bachelor's degree or 4 years equivalent experience and 10 years' experience in a related field.

### **Commercial Job Title:** Web Developer

**Functional Responsibility:** Designs, develops, troubleshoots, debugs, and implements software code using the following web development components: Java, JSP, and XHTML with heavy reliance on JavaScript code for DHTML interfaces. Frequent use and application of technical standards, principles, theories, concepts, and techniques. Provides solutions to a variety of technical problems of moderate scope and complexity. Must contribute to the completion of milestones associated with specific projects.

**General Experience/Education:** Requires a Bachelor's degree or 4 years equivalent experience and 5 years' experience with programming.

### **Commercial Job Title:** Functional Analyst

**Functional Responsibility:** Analyzes user needs to determine functional and cross-functional requirements related to information technology projects. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Must demonstrate the ability to work independently or under only general direction.

**General Experience/Education:** Requires a Bachelor's degree or 4 years equivalent experience and 6 years' experience of which 3 years must be specialized including developing functional requirements for complex integrated ADP systems with programming.

### **Commercial Job Title:** CAD Specialist

**Functional Responsibility:** Develops designs or may be required to draft designs from the specifications of other designers. Works with information technology engineers to develop the specifications for various systems or structures.

**General Experience/Education:** Requires a Bachelor's degree or 4 years equivalent experience and 3 years' experience in a related field.

**GSA IT PROFESSIONAL SERVICES PRICE LIST (GOVERNMENT SITE)**

		<b>Option Year 5</b>	<b>Option Year 6</b>	<b>Option Year 7</b>	<b>Option Year 8</b>	<b>Option Year 9</b>
	<b>Labor Category</b>	<b>GSA Schedule Labor Rate with IFF</b>	<b>GSA Schedule Labor Rate with IFF</b>	<b>GSA Schedule Labor Rate with IFF</b>	<b>GSA Schedule Labor Rate with IFF</b>	<b>GSA Schedule Labor Rate with IFF</b>
1	Program Manager	\$167.80	\$170.31	\$172.87	\$175.46	\$178.09
2	Project Manager I	\$110.39	\$112.05	\$113.73	\$115.43	\$117.16
3	Project Manager II	\$118.48	\$120.26	\$122.06	\$123.89	\$125.75
4	Administrative Specialist	\$42.21	\$42.84	\$43.48	\$44.14	\$44.80
5	Documentation Specialist	\$49.74	\$50.48	\$51.24	\$52.01	\$52.79
6	Business Process Consultant	\$90.85	\$92.21	\$93.59	\$95.00	\$96.42
7	Project Control Specialist	\$77.00	\$78.16	\$79.33	\$80.52	\$81.73
8	Training Specialist	\$35.49	\$36.02	\$36.56	\$37.11	\$37.66
9	Technical Writer	\$45.57	\$46.25	\$46.95	\$47.65	\$48.37
10	Help Desk Specialist I	\$47.25	\$47.96	\$48.68	\$49.41	\$50.15
11	Help Desk Specialist II	\$52.41	\$53.20	\$53.99	\$54.80	\$55.63
12	Help Desk Specialist III	\$58.44	\$59.32	\$60.21	\$61.11	\$62.03
13	QA Analyst I	\$56.08	\$56.92	\$57.78	\$58.65	\$59.52
14	QA Analyst II	\$63.60	\$64.56	\$65.53	\$66.51	\$67.51
15	Business Analyst I	\$39.40	\$39.99	\$40.59	\$41.20	\$41.81
16	Business Analyst II	\$52.61	\$53.40	\$54.20	\$55.02	\$55.84
17	Business Analyst III	\$67.17	\$68.18	\$69.20	\$70.24	\$71.29
18	Software Developer I	\$65.34	\$66.32	\$67.31	\$68.32	\$69.35
19	Software Developer II	\$74.07	\$75.19	\$76.31	\$77.46	\$78.62
20	Software Developer III	\$80.95	\$82.16	\$83.39	\$84.64	\$85.91
21	Software Developer IV	\$116.63	\$118.38	\$120.15	\$121.95	\$123.78
22	Software Systems Engineer I	\$58.91	\$59.79	\$60.69	\$61.60	\$62.52
23	Software Systems Engineer II	\$88.67	\$90.00	\$91.35	\$92.72	\$94.11
24	Unix Administrator I	\$84.15	\$85.41	\$86.69	\$87.99	\$89.31
25	Unix Administrator II	\$94.49	\$95.91	\$97.34	\$98.80	\$100.29

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		<b>Option Year 5</b>	<b>Option Year 6</b>	<b>Option Year 7</b>	<b>Option Year 8</b>	<b>Option Year 9</b>
	<b>Labor Category</b>	<b><i>GSA Schedule Labor Rate with IFF</i></b>	<b><i>GSA Schedule Labor Rate with IFF</i></b>	<b><i>GSA Schedule Labor Rate with IFF</i></b>	<b><i>GSA Schedule Labor Rate with IFF</i></b>	<b><i>GSA Schedule Labor Rate with IFF</i></b>
26	Database Administrator I	\$71.53	\$72.60	\$73.69	\$74.80	\$75.92
27	Database Administrator II	\$81.17	\$82.39	\$83.63	\$84.88	\$86.15
28	Database Administrator III	\$89.78	\$91.13	\$92.49	\$93.88	\$95.29
29	System Architect	\$125.28	\$127.16	\$129.06	\$131.00	\$132.96
30	Network Engineer I	\$60.17	\$61.07	\$61.98	\$62.91	\$63.86
31	Network Engineer II	\$74.41	\$75.52	\$76.66	\$77.81	\$78.97
32	Sr. System Administrator I	\$80.93	\$82.14	\$83.37	\$84.62	\$85.89
33	Sr. System Administrator II	\$84.97	\$86.24	\$87.53	\$88.85	\$90.18
34	Cyber Security Analyst I	\$73.55	\$74.65	\$75.77	\$76.91	\$78.06
35	Cyber Security Analyst II	\$84.45	\$85.72	\$87.00	\$88.31	\$89.63
36	Cyber Security Analyst III	\$123.38	\$125.23	\$127.11	\$129.02	\$130.95
37	Telecom Engineer I	\$50.06	\$50.81	\$51.57	\$52.35	\$53.13
38	Telecom Engineer II	\$52.61	\$53.40	\$54.20	\$55.02	\$55.84
39	Telecom Engineer III	\$62.16	\$63.09	\$64.04	\$65.00	\$65.97
40	Telecom Engineer IV	\$65.42	\$66.40	\$67.40	\$68.41	\$69.44
41	Web Developer	\$71.73	\$72.80	\$73.89	\$75.00	\$76.13
42	Functional Analyst	\$68.99	\$70.02	\$71.07	\$72.14	\$73.22
43	CAD Specialist	\$68.10	\$69.12	\$70.15	\$71.21	\$72.27

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

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

To develop and promote company policy initiatives that 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 ordering activity contracts. To accelerate potential opportunities please contact Chris Brandell, 571-499-4150 ext. 2305, cbrandell@tt-llc.com, Fax: 571-499-4153.

**BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

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

\_\_\_\_\_.

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

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

Signatures

\_\_\_\_\_  
Ordering Activity                      Date

\_\_\_\_\_  
Contractor                              Date

BPA NUMBER \_\_\_\_\_

**(CUSTOMER NAME)**  
**BLANKET PURCHASE AGREEMENT**

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

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

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

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## **BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”**

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

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

Orders under a Team Arrangement are subject to terms and conditions 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 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.