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Professional Consulting, Management & Technology Strategies

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AUTHORIZED FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE PRICELIST GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES – Group/Schedule 70

SIN 132-51: Information Technology Professional Services

FPDS Code D301 IT Facility Operation and Maintenance

FPDS Code D302 IT Systems Development Services

FPDS Code D306 IT Systems Analysis Services

FPDS Code D307 Automated Information Systems Design and Integration Services

FPDS Code D308 Programming Services

FPDS Code D310 IT Backup and Security Services

FPDS Code D311 IT Data Conversion Services

FPDS Code D316 IT Network Management Services

FPDS Code D317 Automated News Services, Data Services, or Other Information Services

FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

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

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

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

Ocean Associates, Inc. (OAI)
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Business Size: Small Business

Contract Number: GS-35F-372GA
Period Covered by Contract: 4/15/17-4/14/22
General Services Administration
Federal Supply Service

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



Table of Contents

Information for Ordering Offices	3
Terms and Conditions Applicable to Information Technology (IT) Professional Services (Special Item Number 132-51)	12
Description of OAI Services, Background & Capabilities.....	16
Awarded Labor Categories/Descriptions.....	18
Awarded GSA Pricing/Labor Rates	30
Best Value Blanket Purchase Agreement (BPA) Sample Formats	32

Information for Ordering Offices

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! on-line shopping service (www.gsadvantage.gov). The catalogs/pricelists, GSA Advantage! and the Federal Acquisition Service Home Page (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

The geographic scope of the contract is **WorldWide** - includes domestic and overseas delivery.

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.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Ordering Information:

U.S. Mail Ordering Address:

Ocean Associates, Inc./OAI Consulting
Attention: John T. Everett
4007 N. Abingdon St.
Arlington, VA 22207

Check/Mail Payment Address:

Ocean Associates, Inc./OAI Consulting
Attention: Accounts Payable
4007 N. Abingdon St.
Arlington, VA 22207

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).

Payment Terms: Net 30 Days.

The following numbers can be used by ordering activities to obtain technical and/or ordering assistance:

Phone - 703-388-9548
Fax - 815-346-2574
Email – JohnEverett@OAIconulting.com

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: **129300799**
Block 30: Type of Contractor: **B. Other Small Business**
Block 31: Woman-Owned Small Business - No
Block 37: Contractor's Taxpayer Identification Number (TIN): **71-0931202**
Block 40: Veteran Owned Small Business (VOSB): No

4a. CAGE Code: **3K8W1**
4b. Ocean Associates, Inc. (OAI) has registered with the System for Award Management (SAM).

5. FOB: DESTINATION

6. DELIVERY SCHEDULE

a. TIME OF DELIVERY: OAI 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: IT Professional Services	Specified on the 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; A Basic Discount has been deducted per labor category.

Quantity Volume discounts of an additional 2% will be offered for orders in a single task order over \$300,000.00.

8. TRADE AGREEMENTS ACT OF 1979, as amended

Not Applicable to Services

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING

Not Applicable to Services

10. SMALL REQUIRMENTS

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

11. MAXIMUM ORDER

Special Item Number 132-51 - Information Technology Professional Services

a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000.00.

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS)

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

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS)

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal 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.

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.gsaadvantage.gov>

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

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

(1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));

(2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;

(3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and

(4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

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

(1) Time of delivery/installation quotations for individual orders;

(2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.

(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

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

19. OVERSEAS ACTIVITIES

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

Not Applicable

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). See the suggested format, contained at end of this schedule, for customers to consider when using this purchasing tool.

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, 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 receive 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

Not applicable.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES

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

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

(b) The following statement

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

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

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent

organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

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

Terms and Conditions Applicable to Information Technology (IT) Professional Services (Special Item Number 132-51)

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT 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 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-- 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 Professional Services.



9. INDEPENDENT CONTRACTOR

All IT 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 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 PROFESSIONAL SERVICES AND PRICING

- a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

Description of OAI Services, Background & Capabilities

Ocean Associates, Inc. (OAI) was established in 2003 and has been providing professional consulting and technical services to private firms, federal and state governments, UN agencies, and non-governmental organizations (NGOs) for 14 years. Originally focused on ocean, coastal, and fisheries science, and stewardship, we have now expanded across government and private sectors – into IT, organizational management, logistics, acquisition and cost reduction and development strategies. Our experts couple diverse work experience as IT professionals, scientists, engineers and senior managers with exceptional educational backgrounds and contacts throughout the USA and the globe. We are licensed with employees in 14 states plus contractors in several countries. Outside of the Oceans and Fisheries contracting environment we operate as OAI Consulting.

OAI's 21 Senior Associates are professionals who have worked together over decades and have joined forces to work as a team to provide professional consulting services. Their education and work experiences are described on our [OAI website](#). They each have over 30 years of experience in conducting IT, scientific, engineering and management projects throughout the world. Additional senior and junior personnel and outside staff are quickly available to provide specialized skills or additional support. These people will be brought on board a task through direct employment or through sub-contracts. Senior managers work together along with 250-300 employees and consultants. We have shown we can hire over 20 people over a weekend for a new Government contract and have all on the job within 3 days of signing.

Upon winning a broad multi-location IDIQ in 2009, OAI developed extensive IT experience including programming, data base design, data entry, website design, running a facility help desk, software acquisition and setup, and operating a computer facility. Prior to performing these multiple IT tasks, OAI staff personally and subsequently under corporate management designed and implemented the [UN Atlas of the Oceans](#) (based in Rome), and several commercial websites. Our people, whether personally or through OAI, have performed virtually all aspects of IT in broad sectors of society, including coal and diamond mining, food processing plants, DOD logistics and fuel supply, IT equipment and software setup, maintenance, training, facility operation, and IT security services. For some people, it is their career: for example, the programmers and statisticians responsible for developing analytical software and linking it to data bases of several organizations so that staff can conduct modeling experiments or analyses. For others it is an integral part of their position, such as the Communications Specialists who develop and operate agency websites and train staff in their use in order to accomplish their communication mission.

The organization of OAI is designed to provide the highest level of expertise to its clients at the fairest cost. We have assembled a select group of Senior Associates that have expertise in each of OAI's business areas. Dr. John Everett serves as President and one of the Senior Associates. About 300 additional Associates are working at any moment while over 400 (due to many short term projects) unique individuals work each year at customer facilities on IT, scientific,



administrative and regulatory tasks involving aquaculture, fisheries, protected resources, habitats, ecosystems, administrative, mining, logistics, and planning projects.

Teams can be fielded quickly on IT assignments, anywhere, to provide staffing or to do analyses, plans, evaluations, outreach and reports on:

- Information Technology professional services
- Engineering projects of all types
- Environmental Projects of all types
- Acquisition Services

Professional IT services include:

- Database planning and design,
- Systems strategy and architecture, analysis and design,
- Cyber security and information assurance,
- Facilities operation and management,
- Helpdesk and desktop management,
- Data conversion,
- Network management,
- Data, information and intranet,
- Review of web-sites for adequacy, consistency, rule compliance, currency, function.

Awarded Labor Categories/Descriptions

Labor Category Descriptions

1. Clerical/Administrative/Technician (1)

Functional Responsibilities: For clerical/administrative roles, provides office clerical, secretarial, and administrative functions including but not limited to program support administration, financial analysis, reporting, information management, travel management, inventory control and clerical support. In IT roles, assists in installation, configuration and integration of hardware, software and network components as directed. This is an entry level position and works under general supervision.

Minimum Education: High School Diploma

Minimum Experience: No experience required

Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:

Associate's Degree with no experience

2. Administrative/Technician(2)

Functional Responsibilities: Provides jr – mid level subject matter expertise in administrative systems, IT, science, engineering and related areas under guidance of senior staff. In IT, serves as expert in software setup and use, network use, and maintenance of information systems. Assists in installation, configuration and integration of hardware, software and network components as directed. In administrative roles, performs office clerical, secretarial, and administrative functions including but not limited to program support administration, financial analysis, reporting, information management, travel management, inventory control and clerical support. Works under general supervision.

Minimum Education: High School Diploma

Minimum Experience: 2 years of relevant experience

Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:

Associate's Degree and 1 year of relevant experience

Bachelor's Degree with no experience

3. Senior Administrative/Technician (5)

Functional Responsibilities: Provides subject matter expertise in administrative systems, IT, science, engineering and related areas under guidance of senior staff. In IT, serves as expert in software setup and use, network use, and maintenance of information systems. Supervises installation, configuration and integration of hardware, software and network components. In administrative roles, performs office clerical and administrative functions including but not limited to program support administration, financial analysis, reporting, information management, travel management, inventory control, briefings/presentations and clerical support. Works with limited supervision and direction. Required to use judgment and initiative in problem solving. Provides supervision to junior administrative assistants.

Minimum Education: Bachelor's Degree

Minimum Experience: 3 years of relevant experience



Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:

Associate's Degree and 6 years of relevant experience

Master's degree with no experience

4. Jr. IT Project Manager (5)

Functional Responsibilities: Manages one or more aspects on a client project. Activities include, but are not limited to, project planning, project monitoring and control, technical oversight, personnel management, risk management, supplier management, reporting and customer coordination. Works under supervision of more senior project manager for large, complicated projects. Supports a client's senior managers.

Minimum Education: Bachelor's Degree in Information Technology, Engineering, Business, Science or relevant field.

Minimum Experience: 3 years of relevant experience

Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:

Associate's Degree and 6 years of relevant experience

Master's degree with no experience

5. IT Project Manager (6)

Functional Responsibilities: Manages one or more client projects. Activities include, but are not limited to, project planning, project monitoring and control, technical oversight, personnel management, risk management, supplier management, and reporting. Responsible for technical, cost and schedule performance of the project. Interacts directly with the client as needed to coordinate program activities. Supports client's senior managers.

Minimum Education: Bachelor's Degree in Information Technology, Engineering, Business, Science or relevant field.

Minimum Experience: 5 years of relevant experience

Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:

Master's degree and 2 years of relevant experience

6. Sr. IT Project Manager (7)

Functional Responsibilities: Plan and direct technological improvements and project management implementation. Encompasses all management functions necessary to manage the planning and execution of IT systems throughout the engineering lifecycle. Responsible for technical, cost and schedule performance of the project. Provides programmatic oversight and direction on behalf of a customer to support the development of such systems. Provides supervision to junior project managers on complex client assignments.

Minimum Education: Master's Degree in Information Technology, Engineering, Business, Science or relevant field.

Minimum Experience: 5 years of relevant experience

Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:

Bachelor's degree and 12 years of relevant experience

Ph.D. degree and 2 years of relevant experience



7. IT Consultant (6)

Functional Responsibilities: Mid-level subject matter or industry expert in technical or functional field. Provides consultative services for projects related to their area of expertise. Provides mid-level subject matter expertise in information technology, engineering, business, administrative systems, or other acquisition programs. Gathers data, conducts analysis, produces and reviews deliverables (reports, briefings, etc). Works independently or as part of a project team.

Minimum Education: Bachelor's Degree in Information Technology, Engineering, Business, Science or relevant field.

Minimum Experience: 5 years of relevant experience

Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:

Master's Degree and 2 years of relevant experience

8. Senior IT Consultant (9)

Functional Responsibilities: Subject matter or industry expert in a technical or functional field. Provides consultative services for projects related to their area of expertise. Provides senior level subject matter expertise in information technology, engineering, business, acquisitions, administrative systems and related areas at state, national and/international level. Leads small teams to gather data, conduct analysis, produce and review deliverables (reports, briefings, etc). Provides program and task order management support. May supervise other more junior staff. Works with minimal supervision.

Minimum Education: Master's Degree in Information Technology, Engineering, Business, Science or relevant field.

Minimum Experience: 8 years of relevant experience

Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:

Bachelor's degree and 13 years of relevant experience

PhD and 4 years of relevant experience

9. Supervisory IT Consultant (11)

Functional Responsibilities: Recognized as a subject matter or industry expert in technical or functional field. Provides consultative services for projects related to area of expertise. Provides senior level subject matter expertise in information technology, engineering, business, administrative systems, acquisitions and related areas at state, national and/or international level. Leads project teams to gather data, conduct analysis, produce and review deliverables (reports, briefings, etc.). Provides technical oversight of individual projects and program management. Supports senior client staff. May supervise subcontractors.

Minimum Education: Master Degree in Information Technology, Engineering, Business, Science or relevant field.

Minimum Experience: 12 years of relevant experience

Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:

Bachelor's degree and 17 years work experience

Ph.D. and 8 years of relevant experience



10. Executive IT Consultant (12)

Functional Responsibilities: Widely recognized as a subject matter or industry expert in technical, engineering or functional field. Provides consultative services for programs related to their area of expertise. Provides senior level subject matter expertise in information technology, engineering, business, administrative systems, acquisitions and related areas at state, national and/or international levels. Leads project teams to gather data, conduct analysis, produce and review deliverables (reports, briefings, etc). Provides technical oversight of individual projects and program management. Point of contact for interaction with senior client management and staff.

Minimum Education: PhD in Information Technology, Engineering, Business, Science or relevant field.

Minimum Experience: 15 years of relevant experience

Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:

Master's Degree and 20 year of relevant experience

11. Jr. Systems Engineer (3)

Functional Responsibilities: Assists in systems engineering tasks, including concept definition, requirements analysis, architecture, detail design, modeling and analysis, integration, verification and validation, system testing and transition to operations. Develops system requirements and interface controls to integrate networks, operating systems, legacy systems and high-end technologies to provide system solutions. Works as part of a team under the supervision of more senior systems engineers for complex efforts.

Minimum Education: Bachelor's in Information Technology, Systems Engineering, Science or relevant field.

Minimum Experience: No experience required

Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:

Associate's Degree and 5 years of relevant experience

12. Systems Engineer (6)

Functional Responsibilities: Performs systems engineering tasks, including concept definition, requirements analysis, architecture, detail design, modeling and analysis, integration, verification and validation, testing and transition to operations. Develops system requirements through functional decomposition and allocation. Designs and documents interface controls to integrate networks, operating systems, legacy systems and high-end technologies to provide system solutions. Works independently or as part of a team with more senior systems engineers for complex efforts.

Minimum Education: Bachelor's in Information Technology, Systems Engineering, Science or relevant field.

Minimum Experience: 5 years of relevant experience

Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:

Master's Degree and 2 years of relevant experience

13. Senior Systems Engineer (8)

Functional Responsibilities: Performs systems engineering tasks, including concept definition, requirements analysis, architecture, detail design, modeling and analysis, integration, verification and validation, test planning and transition to operations. Develops system requirements through functional decomposition and allocation. Designs interface controls to integrate networks, operating systems, legacy



systems and high-end technologies to provide system solutions. Works independently or as part of a team with more senior systems engineers for complex efforts. May supervise junior staff.

Minimum Education: Master's degree in Information Technology, Systems Engineering, Science or relevant field.

Minimum Experience: 5 years of relevant experience

Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:

Bachelor's degree and 12 years work experience

Ph.D. and 2 years experience

14. Principal Systems Engineer (10)

Functional Responsibilities: Manages large teams on complex assignments to accomplish systems engineering tasks, including concept definition, requirements analysis, architecture, detail design, modeling and analysis, integration, verification and validation, test planning and transition to operations. Develops system requirements and interface controls to integrate networks, operating systems, legacy systems and high-end technologies to provide system solutions. Responsible for technical, cost and schedule performance of systems engineering projects. May supervise other senior staff and subcontractors.

Minimum Education: Ph.D. in Information Technology, Systems Engineering, Science or relevant field.

Minimum Experience: 10 years of relevant experience

Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:

Master's degree and 17 years of relevant experience

15. Jr. Software Engineer (3)

Functional Responsibilities: Assists in engineering tasks necessary for all aspects of software production, including requirements analysis and specification, design, development, integration and test of software systems. Applies open technical standards and protocols to deliver quality designs and products which can interoperate with other software. Performs detailed design of software units to meet functional and interface requirements. Performs unit and system level testing of software. Familiar with industry standards for software engineering. Works as part of a team under the supervision of more senior software engineers for complex efforts.

Minimum Education: Bachelor's degree in Information Technology, Computer Science, Engineering or relevant field.

Minimum Experience: No experience required

Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:

Associate's Degree and 5 years of relevant experience

16. Software Engineer (6)

Functional Responsibilities: Performs engineering tasks necessary for all aspects of software production, including requirements analysis and specification, design, development, integration and test of software systems. Applies open technical standards and protocols to deliver quality designs and products which can interoperate with other software. Performs detailed design of software units to meet functional and interface requirements. Performs unit and system level testing of software. Contributes training material and conducts customer training on delivered products. Experienced with industry standards for software engineering. Works independently or as part of a team with more senior software engineers for complex efforts.



Minimum Education: Bachelor's degree in Information Technology, Computer Science, Engineering or relevant field.

Minimum Experience: 5 years of relevant experience

Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:

Master's Degree and 2 years of relevant experience

17. Senior Software Engineer (8)

Functional Responsibilities: Performs all engineering tasks necessary for production of software, including requirements analysis and specification, design, development, integration and test of software systems. Applies open technical standards and protocols to deliver quality designs and products which can interoperate with other software. Performs detailed design of software units to meet functional and interface requirements. Performs unit and system level testing of software. Develops training material and conducts customer training on delivered products. Maintains a broad knowledge of software engineering. Demonstrated ability to work independently or as part of a team with more senior software engineers on complex efforts. May supervise junior software engineers.

Minimum Education: Master's degree in Information Technology, Computer Science, Engineering or relevant field.

Minimum Experience: 5 years of relevant experience

Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:

Bachelor's degree and 12 years of relevant experience

Ph.D. and 2 years of relevant experience

18. Principal Software Engineer (10)

Functional Responsibilities: Leads teams performing engineering tasks necessary for all aspects of software production, including requirements analysis and specification, design, development, integration and test of software systems. Applies open technical standards and protocols to deliver quality designs and products which can interoperate with other software. Directs the detailed design of software systems to meet functional and interface requirements. Plans, coordinates and supervises system level testing of software. Maintains a broad knowledge of software engineering principles. Responsible for technical, cost and schedule performance of software engineering projects. May supervise other software engineers and subcontractors.

Minimum Education: Ph.D. in Information Technology, Computer Science, Engineering or relevant field.

Minimum Experience: 10 years of relevant experience

Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:

Master's degree and 17 years of relevant experience

19. Junior Developer (3)

Functional Responsibilities: Performs software development tasks as assigned, including development, unit testing, and debugging of computer software. Contributes to system testing and documentation as directed. Performs programming and numerical analyses, analyzes, designs, codes, and documents complex applications for information systems; incorporates databases in software design; supports the introduction of computer aided software engineering methodology and tools; experienced using integrated development environments. Familiar with a variety of modern programming languages (e.g. C++, Java, Perl, etc.), web development technologies (e.g. HTML, JavaScript, PHP, etc.) and development tools (Eclipse, IntelliJ IDEA, etc.). Familiar with common source code control tools (e.g. Subversion), build management systems



(e.g. Apache Ant, Maven, Bamboo, etc.) and issue/bug tracking systems (e.g. Bugzilla, JIRA, etc.). Works as part of a team under the supervision of more senior engineers for complex efforts.

Minimum Education: Bachelor's in Information Technology, Computer Science, Engineering, or relevant field.

Minimum Experience: No experience required

Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:

Associate's Degree and 5 years of relevant experience

20. Developer (6)

Functional Responsibilities: Performs all software development tasks, including design, development, unit testing, and debugging of computer software. Performs system testing; creates user documentation. Performs programming and numerical analyses, analyzes, designs, codes, and documents complex applications for information systems; incorporates databases in software design; experienced in computer aided software engineering methodology and tools. Experienced in developing for several target operating systems; experienced using a variety of modern programming languages, web development technologies and development environments. Experienced using web server technologies. Employs common source code control tools, build management systems and issue/bug tracking systems. Works independently or as part of a team under the supervision of more senior engineers for complex efforts.

Minimum Education: BS in Information Technology, Computer Science, Engineering, or relevant field.

Minimum Experience: 5 years of relevant experience

Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:

Master's Degree and 2 years of relevant experience

21. Senior Developer (8)

Functional Responsibilities: Performs all software development tasks, including design, code development, code documentation, unit testing, and debugging of computer software. Performs system testing; creates user documentation. Performs programming and numerical analyses, analyzes, designs, codes, and documents complex applications for information systems; incorporates databases in software design; experienced in computer aided software engineering methodology and tools. Experienced in developing for several target operating systems; experienced using a variety of modern programming languages, web development technologies and development environments. Experienced using web service solution stacks. Implements and manages source code control tools, build management systems, and issue/bug tracking systems for complex projects. Provides peer reviews of computer code and other deliverable products. Demonstrated ability to work independently or as part of a team with other engineers on complex efforts. May supervise junior developers.

Minimum Education: Master's degree in Information Technology, Computer Science, Engineering, or relevant field.

Minimum Experience: 5 years of relevant experience

Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:

Bachelor's degree and 12 years of relevant experience

Ph.D. and 2 years of relevant experience



22. Principal Developer (10)

Functional Responsibilities: Leads teams developing software, including design, code development, code documentation, unit and system testing, and debugging of computer software. Plans and manages system testing. Experienced in computer aided software engineering methodology and tools. Experienced in developing for several target operating systems; experienced using a variety of modern programming languages, web development technologies and development environments. Experienced using web service solution stacks. Implements and manages a development infrastructure including source code control tools build management systems and issue/bug tracking systems. Responsible for technical, cost and schedule performance of software development assignments. May supervise other developers and subcontractors.

Minimum Education: Ph.D. in Information Technology, Computer Science, Engineering, or relevant field.

Minimum Experience: 10 years of relevant experience

Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:

Master's degree and 17 years of relevant experience

23. Jr. Network Engineer (3)

Functional Responsibilities: Assists in all aspects of network engineering for information systems, including design, installation, configuration, test, operation and maintenance of network components such as interface cards, cabling, switches, routers firewalls, etc. Participates in the installation and acceptance testing of the system network and components. Monitors network performance to ensure quality of service metrics are met. Properly sets configuration options. Familiar with industry standards for information system networks. Assists in the planning and implementation of enhancements and upgrades to the network; may assist in performing cost/benefit studies of network design and assists in recommending enhancements; and isolates, resolves, or circumvents network problems.

Minimum Education: Bachelor's degree in Information Technology, Computer Science, Engineering or relevant field.

Minimum Experience: No experience required

Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:

Associate's Degree and 5 years of relevant experience

24. Network Engineer (6)

Functional Responsibilities: Conducts all aspects of network engineering for information systems, including design, installation, configuration, test, operation and maintenance of network components such as interface cards, cabling, switches, routers firewalls, etc. Performs installation and acceptance testing of the system network and components. Monitors network performance to ensure quality of service metrics are met. Properly sets configuration options. Experienced with industry standards for information system networks. Performs planning and implementation of enhancements and upgrades to the network; performs cost/benefit studies of network design to recommend enhancements; and isolates, resolves, or circumvents network problems.

Minimum Education: Bachelor's degree in Information Technology, Computer Science, Engineering or relevant field.

Minimum Experience: 5 years of relevant experience

Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:

Master's Degree and 2 years of relevant experience



25. Senior Network Engineer (8)

Functional Responsibilities: Conducts all aspects of network engineering for information systems, including design, installation, configuration, test, operation and maintenance of network components such as interface cards, cabling, switches, routers firewalls, etc. Plans and directs installation and acceptance testing of the system network and components. Monitors network performance to ensure quality of service metrics are met. Properly sets configuration options. Employs industry standards for information system networks. Performs planning and implementation of enhancements and upgrades to the network; performs cost/benefit studies of network design to recommend enhancements; and isolates, resolves, or circumvents network problems. May supervise junior network engineers.

Minimum Education: Master's degree in Information Technology, Computer Science, Engineering or relevant field.

Minimum Experience: 5 years of relevant experience

Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:

Bachelor's degree and 12 years of relevant experience

Ph.D. and 2 years of relevant experience

26. Principal Network Engineer (10)

Functional Responsibilities: Leads teams performing all aspects of network engineering for information systems, including design, installation, configuration, test, operation and maintenance of network components. Plans and directs installation and acceptance testing of the system network and components. Negotiates quality of service metrics in service level agreements. Ensures industry standards are employed in information system network projects. Supervises planning and implementation of enhancements and upgrades to the network; directs cost/benefit studies of network design to recommend enhancements. Responsible for technical, cost and schedule performance of network engineering projects. May supervise other senior engineers and subcontractors.

Minimum Education: Ph.D. in Information Technology, Computer Science, Engineering or relevant field.

Minimum Experience: 10 years of relevant experience

Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:

Master's degree and 17 years of relevant experience

27. Jr. Information Assurance Engineer (3)

Functional Responsibilities: Assists in tasks to plan, document, implement, monitor and test IT security policy for client systems. Assists in developing an enterprise-wide security architecture. Contributes content to system security plans to document engineering details of the security architecture. Uses automated tools to perform security scans of client information systems. Works with system administrators to remediate any vulnerability discovered. Assists in determining, implementing and monitoring proper security configurations of network components (e.g. routers, firewalls, etc.) and system endpoints (e.g. servers, workstations, printers, etc.) to meet industry standards and vendor recommendations. Participates in information assurance testing (e.g. penetration testing, failover testing) and exercises (e.g. incident response, continuity of operations exercises). Contributes to security test plans and procedures. Familiar with industry standards and government or client requirements for information assurance. Works as part of a team under the supervision of more senior IA engineers for complex efforts.

Minimum Education: Bachelor's degree in Information Technology, Computer Science, Engineering or relevant field.

Minimum Experience: No experience required

Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:



Associate's Degree and 5 years of relevant experience

28. Information Assurance Engineer (6)

Functional Responsibilities: Performs all tasks to plan, document, implement, monitor and test IT security policy for client systems. Assists in developing the client's enterprise-wide security architecture. Gathers information and contributes content to system security plans to document engineering details of the security architecture. Uses automated tools to perform continuous monitoring of the vulnerability status of client information systems. Works with system administrators to remediate any vulnerability discovered. Implements secure configurations of network components and system endpoints to meet industry and vendor recommendations. Plans and participates in information assurance testing (e.g. penetration testing, failover testing) and exercises (e.g. incident response, continuity of operations exercises). Develops security test plans and procedures. Experienced with industry standards and government or client requirements for information assurance. Works independently or as part of a team with more senior IA engineers for complex efforts. Significant knowledge of the field and the ability to work independently on typical assignments.

Minimum Education: Bachelor's degree in Information Technology, Computer Science, Engineering or relevant field.

Minimum Experience: 5 years of relevant experience

Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:

Master's Degree and 2 years of relevant experience

29. Senior Information Assurance Engineer (8)

Functional Responsibilities: Performs all tasks to plan, document, implement, monitor and test IT security policy for client systems. Develops an enterprise-wide security architecture. Authors system security plans to document engineering details of the security architecture. Directs others in the use of automated tools to perform continuous monitoring of the vulnerability status of client information systems. Works with system administrators to develop procedures to remediate vulnerabilities. Implements secure configurations of network components and system endpoints to meet industry and vendor recommendations. Plans and participates in information assurance testing (e.g. penetration testing, failover testing) and exercises (e.g. incident response, continuity of operations exercises). Develops security test plans and procedures. Performs risk analyses which also includes risk assessment. Experienced in implementing industry standards and government or client requirements for information assurance. Works independently or as part of a team with more senior IA engineers for complex efforts. Significant knowledge of the IA field and the ability to work independently on typical assignments. May supervise junior engineers on IA assignments.

Minimum Education: Master's degree in Information Technology, Computer Science, Engineering or relevant field.

Minimum Experience: 5 years of relevant experience

Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:

Bachelor's degree and 12 years of relevant experience

Ph.D. and 2 years of relevant experience

30. Principal Information Assurance Engineer (10)

Functional Responsibilities: Leads a team performing all tasks to plan, document, implement, monitor and test IT security policy for client systems. Directs development of an enterprise-wide security architecture and system security plans to document engineering details of the security architecture. Directs others in the use of automated tools to perform continuous monitoring of the vulnerability status of client information



systems. Reviews and approves procedures to remediate vulnerabilities. Monitors the security posture of network components and system endpoints to meet industry and vendor recommendations. Lead role to plans and conduct information assurance testing and exercises. Reviews and approves security test plans and procedures. Experienced directing teams to implement industry standards and government or client requirements for information assurance. Works independently or as part of a team with systems, software and network engineers for complex efforts. Significant knowledge of the IA field and the ability to work independently on typical assignments. Responsible for technical, cost and schedule performance of IA engineering projects. May supervise other engineers and subcontractors.

Minimum Education: Ph.D. in Information Technology, Computer Science, Engineering or relevant field.

Minimum Experience: 10 years of relevant experience

Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:

Master's degree and 17 years of relevant experience

31. Junior Specialist (3)

Functional Responsibilities: Assists in tasks as directed by a more senior member of the program team or the client. Junior Specialists focus in one of the following assignments: Level 1 Help Desk support (e.g. password resets, printer set-up, trouble ticket routing and escalation), desktop training, technical writing, system administration for small information systems, operations support, database operation and other related services. Works as part of a team under the supervision of more senior engineers for complex efforts.

Minimum Education: Bachelor's degree in Information Technology, Engineering, Science or relevant field.

Minimum Experience: No experience required

Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:

Associate's Degree and 5 years of relevant experience

32. Specialist (4)

Functional Responsibilities: Performs technical tasks necessary to develop and operate information systems. Help Desk specialists may provide Level 2 support (e.g. troubleshooting and repair of workstations and laptops) and Level 3 support (e.g. troubleshooting and repair of server, network and infrastructure). Quality Assurance specialists are expert with industry and client quality control procedures, review all deliverables for compliance and provide document management. Training specialists are experienced in developing machine-based training systems and conducting large scale or remote training sessions. System administration specialists provide operations support such as hardware and software installation, backup and restoration, patching, and upgrades. Database administration specialists provide capacity planning, installation, configuration, performance monitoring and tuning, data conversion or migration and data recovery services. Specialists work independently or as part of a team.

Minimum Education: Bachelor's degree in Information Technology, Engineering, Science or relevant field.

Minimum Experience: 2 years of relevant experience

Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:

Associate's Degree and 6 years of relevant experience



33. Senior Specialist (6)

Functional Responsibilities: Leads technical tasks necessary to support the development and operation of information systems. Senior Specialists direct a variety of services including Help Desk support, quality assurance, training, system administration and database administration. Responsible for technical, cost and schedule performance of assignments. May supervise other specialists and subcontractors.

Minimum Education: Bachelor's degree in Information Technology, Engineering, Science or relevant field.

Minimum Experience: 4 years of relevant experience

Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:

Master's degree with at least 1 year of experience

34. Computer Operator (2)

Functional Responsibilities: The Computer Operator monitors and operates the control console of either a mainframe digital computer or a group of minicomputers, in accordance with operating instructions, to process data. Work is characterized by the following: Studies operating instructions to determine equipment setup needed. Loads equipment with required items (tapes, cards, paper, etc.). Switches necessary auxiliary equipment into system; Diagnoses and corrects equipment malfunctions; Reviews error messages and makes corrections during operation or refers problems; Maintains operating record.

Minimum Education: High School Diploma

Minimum Experience: 2 years of relevant experience

Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:

Associate's Degree with no experience

35. Personal Computer Support Technician (2)

Functional Responsibilities: The Personal Computer Support Technician provides support to distributed PC/networking environment including installation, testing, repair, and troubleshooting for stand-alone PCs, PCs linked to networks, printers, and other computer peripherals. Support responsibilities include software installation, and configurations. This technician performs technical, operational, and training support to users of personal computers either by telephone, or on-site for PC desktop hardware and software packages. Job duties require the technician to install and test personal computers, printers, and other peripherals, configure operating system, load shrink-wrap programs and other application software programs. In this position, the incumbent troubleshoots computer problems, performs hardware and software diagnostics, coordinates needed repairs, resolves computer system problems, including coordination between users and components of a local area network, and participates in the evaluation of system configuration and software.

Minimum Education: High School Diploma

Minimum Experience: 2 years of relevant experience

Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:

Associate's Degree with no experience

Acceptable substitute for a Bachelor's degree includes 5 years of military experience in a relevant Military Occupational Specialty (MOS)

Acceptable substitute for a Master's degree includes 8 years of military experience in a relevant MOS.

Acceptable substitute for a Ph.D. includes 12 years of military experience in a relevant MOS.



Awarded GSA Pricing/Labor Rates

Prices are for Special Item Number (SIN) 132-51: Information Technology Professional Services.

Item	SIN	Awarded Labor Category	Min Edu	Min Exp	GSA Price
1	132.51	Clerical/ Administrative/ Technician	High School	0	\$ 33.84
2	132.51	Administrative/ Technician	High School	2	\$ 48.82
3	132.51	Senior Administrative/ Technician	Bachelors	3	\$ 78.18
4	132.51	Jr. IT Project Manager	Bachelors	3	\$ 78.18
5	132.51	IT Project Manager	Bachelors	5	\$ 88.69
6	132.51	Sr. IT Project Manager	Masters	5	\$ 100.06
7	132.51	IT Consultant	Bachelors	5	\$ 88.69
8	132.51	Sr. IT Consultant	Masters	8	\$ 130.23
9	132.51	Supervisory IT Consultant	Masters	12	\$ 207.78
10	132.51	Executive IT Consultant	PhD	15	\$ 269.45
11	132.51	Jr. Systems Engineer	Bachelors	0	\$ 52.05
12	132.51	Systems Engineer	Bachelors	5	\$ 88.69
13	132.51	Sr. Systems Engineer	Masters	5	\$ 109.59
14	132.51	Principal Systems Engineer	PhD	10	\$ 160.42
15	132.51	Jr. Software Engineer	Bachelors	0	\$ 52.05
16	132.51	Software Engineer	Bachelors	5	\$ 88.69
17	132.51	Sr. Software Engineer	Masters	5	\$ 109.59
18	132.51	Principal Software Engineer	PhD	10	\$ 160.42
19	132.51	Jr. Developer	Bachelors	0	\$ 52.05
20	132.51	Developer	Bachelors	5	\$ 88.69
21	132.51	Sr. Developer	Masters	5	\$ 109.59
22	132.51	Principal Developer	PhD	10	\$ 160.42
23	132.51	Jr. Network Engineer	Bachelors	0	\$ 52.05
24	132.51	Network Engineer	Bachelors	5	\$ 88.69
25	132.51	Sr. Network Engineer	Masters	5	\$ 109.59
26	132.51	Principal Network Engineer	PhD	10	\$ 160.42
27	132.51	Jr. Information Assurance Engineer	Bachelors	0	\$ 52.05
28	132.51	Information Assurance Engineer	Bachelors	5	\$ 88.69

29	132.51	Sr. Information Assurance Engineer	Masters	5	\$ 109.59
30	132.51	Principal Information Assurance Engineer	PhD	10	\$ 160.42
31	132.51	Junior Specialist	Bachelors	0	\$ 52.05
32	132.51	Specialist	Bachelors	2	\$ 66.74
33	132.51	Senior Specialist	Bachelors	4	\$ 85.23
34	132.51	Computer Operator V	High School	2	\$ 46.52
35	132.51	Personal Computer Support Technician	High School	2	\$ 42.60

Labor rates are inclusive of corporate licenses, fees, taxes, GSA Industrial Funding Fee of 0.75% and other overhead and profit and apply at client's location or OAI or as agreed.

Reasonableness - Rates are based on education and experience. OAI Bands are directly comparable to Federal General Schedule (GS) pay bands (for equivalent education and experience) and as grouped by the Department of Commerce (DOC) in its Performance Pay System. To assist clients in selecting the appropriate level of personnel, this information is included in the Labor Table below.

Labor Category – SIN 132.51	OAI Band	DOC Band (GS Level)
Clerical/Admin/Technician	1	I-II (GS3-5)
Admin/Technician	2	I-II (GS5-7)
Computer Operator, Comp Technician	2	II-III (GS7-12)
Jr. Systems/Software/Network/Info Assurance Engineer, Jr. Developer, Jr. Specialist	3	III (GS11-12)
Specialist	4	III-IV (GS11-14)
Sr. Admin/Technician, Jr. Project Mgr.	5	IV-V (GS13-15)
IT Project Mgr., IT Consultant, Systems/Software/Network/Info Assurance Engineer, Developer, Specialist	6	IV-V (GS13-15)
Sr. IT Project Mgr.	7	V (GS15)
Sr. Systems/Software/Network/Info Assurance Engineer, Sr. Developer	8	V (GS15)
Sr. IT Consultant,	9	V (GS15)+ SES
Principal Systems/Software/Network/Info Assurance Engineer, Principal Developer	10	SES+
Supervisory IT Consultant	11	SES+
Executive IT Consultant	12	SES+

Best Value Blanket Purchase Agreement (BPA) Sample Formats

BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (*ordering activity*) and **Ocean Associates, Inc. (OAI)** 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 **GS-35F-372GA**.

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

Dr. John T. Everett, OAI

Date



BPA NUMBER _____

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number **GS-35F-372GA**, Blanket Purchase Agreements, **OAI** 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) **Ocean Associates, Inc. (OAI) aka OAI Consulting;**
- (b) **GS-35F-372GA;**
- (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.
