

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

Special Item No. 132-51 Information Technology (I.T.) Services

FSC GROUP: 70
CLASS: 132



**4035 Chris Drive, Suite H
Huntsville, AL 35802
Phone: (256) 536-5532
Fax: (256) 536-4266**

www.cirrusti.com

**Contract Number: GS-35F-0561U
Base Period: September 3, 2008 – September 2, 2013**

On line access to contract ordering information, terms and conditions, up to date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu driven database system. The internet address for GSA Advantage! is: www.GSAAdvantage.gov.



**GSA IT GS-35F-0561U
(Through SEPTEMBER 2, 2013)**

Contract Information

Contract Number: GS-35F-0561U

Contractor: Cirrus Technology, Inc.

Address: 4035 Chris Drive
Suite H
Huntsville, AL 35802

Website: <http://www.cirrusti.com>

Maximum Order: \$500,000

Min Order: \$100.00

Delivery: Specific to Task Order

FOB: Destination, "Domestic and Overseas Delivery"

Business Classification: SBA and VA Certified Service-Disable-Veteran Owned Small (SDVOSB); 8(a); HUBZone; Veteran Owned Small Business (VOSB); Small Business (SB); Small and Disadvantaged Business (SDB); TOP SECRET Facility Clearance

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Information for Ordering Activities

Cirrus Technology, Inc., a certified **8(a), Service-Disabled-Veteran Owned (SDVOSB), Small and Disadvantaged Business (SDB), HubZone (HZ), Veteran Owned Small Business (VOSB) and Small Business (SB)** strongly supports the participation of other small business concerns in the Federal Supply Schedules Program.

A. Geographic Scope of Contract

The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, the U.S. territories and commonwealths, and overseas U.S. Government installations.

B. Cirrus' Ordering Address and Payment Information

Ordering Address:

**Cirrus Technology, Inc.
4035 Chris Drive, Ste H
Huntsville, AL 35802-4192**

Payment Address:

**Payment via Wire Transfer
Cirrus Technology, Inc.
Wachovia Bank
ABA Routing No. 062000080
Account No. 2000019219550**

**Payment via Check/E-mail
Cirrus Technology, Inc.
Wachovia Bank
409 Madison Street
Huntsville, AL 35801**

Credit cards will not be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

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

(256) 536-5532 x232

C. 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.

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

Block 9: G. Order/Modification under Federal Schedule Block 16: Data Universal Numbering System (DUNS) Number: **029358723**

Block 30: Type of Contractor – **8a, SDVOSB, HZ, VOSB, SDB, SB**

Block 31: Woman-Owned Small Business - **No**

Block 36: Contractor's Taxpayer Identification Number (TIN): **631202161**

4a. CAGE Code: 1GRK9

4b. Cirrus Technology, Inc. has registered with the Central Contractor Registration Database.

E. FOB DESTINATION

The F.O.B. Point is destination for all purchased software license(s) ordered hereunder for the fifty (50) states, and the District of Columbia. The ordering activity may, at its option, elect to ship by Air Freight directly from Cirrus Technology, Inc. and the ordering activity will pay all associated charges. Air Freight charges are on an “open market” basis only.

F. DELIVERY SCHEDULE

a. Time of Delivery. Cirrus Technology, Inc. shall commence performance of services within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEMS NUMBER DELIVERY TIME (Days ARO)

132-51 To be mutually agreed to by DFS and the ordering agency

2 day Delivery Times. Optional 48 hour delivery is available for in-stock products. Terms are F.O.B. ORIGIN. 2-day Delivery must be shown on the purchase order as an open market item.

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 Cirrus Technology 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 Cirrus Technology, Inc. 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.

G. DISCOUNTS:

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

a. Prompt Payment: None

b. Quantity: None

c. Dollar Volume: None

d. Government: Are offered the same discounts as all other Government customers

e. Educational Institutions

H. 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.

I. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

Cirrus Technology, Inc. will provide export packing as required for shipment to overseas U.S. military installations.

K. SMALL REQUIREMENTS:

The minimum dollar value of orders to be issued is \$100.

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

Special Item Number 132-51 - Information Technology (IT) Professional Services

The Maximum Order value per order for all IT professional services will be \$500,000.

M. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS.

In accordance with FAR 8.404:

NOTE: Special ordering procedures have been established for Special Item Numbers (SINs) 132-51 IT Professional Services and 132-52 EC Services; refer to the terms and conditions for those SINs.

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

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

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

(1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;

(2) Trade-in considerations;

(3) Probable life of the item selected as compared with that of a comparable item;

(4) Warranty considerations;

(5) Maintenance availability;

(6) Past performance; and

(7) Environmental and energy efficiency considerations.

c. Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering activity to seek a price reduction. In addition to following the procedures in paragraph

b, above, and before placing an order that exceeds the maximum order threshold, ordering activities shall--

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

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

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

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

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

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

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

N. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:

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

a. 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.

b. Federal Telecommunication Standards (FED-STDS)

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

O. SECURITY REQUIREMENTS:

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

P. 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 C.1.)

Q. GSA ADVANTAGE!:

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

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

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

P. 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.

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.

Q. 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.

R. 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:

Overseas activities are outside of the scope of this contract.

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.

S. 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 requirement 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.

T. SECTION 508 COMPLIANCE:

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

Not applicable.

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

U. 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.

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

a. SCOPE:

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

b. PERFORMANCE INCENTIVES:

- a. When using a performance based statement of work, performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. 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.
- d. The above procedures do not apply to Time and Material or labor hour orders.

c. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)

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

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

(a) When ordering services, ordering activities shall—

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

(i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

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

travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

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

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

(2) Transmit the Request to Contractors:

(i) Based upon an initial evaluation of catalogs and price lists, the ordering activity should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132—51 ONLY, the ordering activity, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the activity's needs are available, if the order is estimated to exceed the micro-purchase threshold.

(ii) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the activity's needs. Ordering activities should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

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

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

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

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

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

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

(d) When the ordering activity's requirement involves both products as well as executive, administrative and/or professional, services, the ordering activity should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

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

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

d. ORDERS:

A. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

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

e. PERFORMANCE OF SERVICES:

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT/EC Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the

travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

f. INSPECTION OF SERVICES:

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

g. 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 Rights in Data – General may apply.

h. RESPONSIBILITIES OF THE ORDERING ACTIVITY:

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

i. INDEPENDENT CONTRACTOR:

related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

j. INVOICES:

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

k. PAYMENTS:

For firm-fixed price orders the 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 (Alternate I (APR 1984)) at FAR 52.232-7 apply to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 2002) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

l. RESUMES:

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

m. 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.

n. 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.

o. SECURITY

There are no DD254's associated with the basic IT Federal Supply Services Contract. If security clearances are required for a specific delivery order, DD254's may be issued against the order. Our cognizant security office is:

Facility Clearance Personnel Security Clearance Verification

Defense Security Service Defense Security Service

Defense Security Services, Industrial Security Huntsville Field Office, Bldg. 3216 Little John Drive, Huntsville, AL 35898

Telephone: (256) 876-1548

Facility Clearance: **Top Secret SCI with Classified Storage**

Granted by: Defense Security Services, 2780 Airport Drive, Columbus, OH 43219

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

p. 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.

W. DESCRIPTION OF IT PROFESSIONAL SERVICES

Cirrus Technology offers the full range of professional services that are needed today by ordering activities to deliver system solutions that work cost effectively, improve ordering activity mission performance, and enhance the quality of service to ordering activity customers. Cirrus Technology's professional services cover all aspects of Information Technology (IT),

including planning, analysis, design, development, testing, integration and implementation of information systems. These services fall into three areas discussed below.

APPLICATION DEVELOPMENT AND DATA MANAGEMENT. Following our proven System Development Life Cycle Methodology, we build customized software solutions including database design and maintenance, business practice automation, Web-based and client/server applications and complete project outsourcing.

SYSTEMS INTEGRATION. Specializing in Microsoft solutions and Intuit Track-It!, we install and configure a variety of applications, including front-to-backend system integration with databases, third-party packages or custom applications and legacy system migrations.

IT SUPPORT AND INTEGRATION. Helping organizations define, develop and deploy the optimal solution for IT operations, including infrastructure consulting, desktop and help-desk support, network security, network and server management, system migration and integration, and leasehold replacement.

IT SOLUTIONS PROFESSIONAL SERVICES. offers a variety of professional consulting services to meet your needs. Services include implementation, custom programming, help desk analysis, process improvement consulting, and training.

SYSTEM ADMINISTRATION.

HELP DESK.

WEB DEVELOPMENT.

LAN/WAN HARDWARE AND SOFTWARE MAINTENANCE.

LABOR CATEGORIES AND DESCRIPTIONS

Cirrus Technology, Inc. recognizes that successful performance depends on having the right skills and experience. These skills and experience, in turn, are acquired through the proper mix of education and professional experience. More and more, we find that the skills needed to meet task order performance, address today's problems and tomorrow's challenges require individuals with varying levels of education, specialized knowledge and experience. The correct combination of these three elements is often unique and dependent on the particular requirements associated with the work being performed. Therefore, Cirrus' Information Technology utilizes equivalencies between experience and education that allow us to take the full measure of an individual's capabilities. The job descriptions defined in this section provide the general guidelines for each labor category, however reasonable consideration may be used for determining the optimal combination of experience on a task by task basis.

There are twenty-two labor categories contained in this catalog which summarize our in-depth staff strength and demonstrate our ability to fully staff all four area offerings.

1. Project Manager/Site Manager

Education and Experience: Usually requires a 4 year degree and 4-6 years relevant experience, or equivalent

Responsibilities: Plans, organizes, and controls analysis of system requirements and development of procedures for implementation and/or maintenance of major systems. Coordinates efforts with other departments and users. Ensures project timelines and budgets are met. Usually requires a 4 year degree and 4-6 years relevant experience, or equivalent

2. Program Manager

Education and Experience: Bachelor's Degree or equivalent and 10 years of experience.

Responsibilities: Managerial and/or technical expertise and leadership directing and supporting a broad range of technical efforts requiring highly specialized and diverse knowledge.

3. Sr. LAN Technician

Education and Experience: Usually requires a 2 year degree and 5-7 years relevant experience, or equivalent

Responsibilities: Monitors reliability of network infrastructure and operating systems on multiple platforms. Diagnoses and repairs problems.

4. Web Developer

Education and Experience: Usually requires a degree in computer science and related technical experience.

Responsibilities: Oversees all technical aspects of an organization's website. Upgrades and maintains servers, hardware, software, telecommunication connections, e-mail, and security systems. Investigates system errors, performs backups, and ensures user accessibility and site performance.

5. Sr. Help Desk

Education and Experience: Requires 4-6 years relevant computer experience.

Responsibilities: Responds to inquiries and requests for assistance with the organization's computer systems or PC's. Identifies problems, troubleshoots and provides advice to assist users. Coordinates with other IS areas to resolve problems if necessary. May operate in a mainframe and/or microcomputer environment.

6. Sr. LAN Specialist

Education and Experience: Requires BS degree or equivalent technical training and 2-3 years relevant experience.

Responsibilities: Installs, configures, and maintains the organization's LAN server and workstations. Acts as primary organizational interface with vendor and provides internal analysis and support. Manages performance of a multiple hardware and software platform interface at the most complex level. Reports to an IS Operations Manager.

7. Technical Writer

Education and Experience: Bachelors degree or equivalent and basic technical understanding of technical subject matter of reports with 3-5 years of experience.

Responsibilities: Performs editing and/or rewriting of technical reports and documents for approval of author. Determines consistency and clarity of style within technical reports. Usually works without direct daily supervision, but is in regular contact with technical staff to clarify meaning.

8. Subject Matter Expert I

Education and Experience: Master's Degree or equivalent with 10 experience.

Responsibilities: Applies specialized systems knowledge to a particular task. Must be thoroughly familiar with other technology/technical programs in the area of interest.

9. Subject Matter Expert II

Education and Experience: Degree or equivalent with 15 experience.

Responsibilities: Applies specialized systems knowledge to a particular task. Must be thoroughly familiar with other technology/technical programs in the area of interest.

10. Secretary/Program Support

Education and Experience: High School Diploma or G. E. D. and two years of experience.

Responsibilities: Responsible for managing, organizing, scheduling and maintaining information. Using photocopiers, fax machines, typewriters and personal computers, they create spreadsheets, compose email, manage databases, maintain paper and electronic files, create documents and handle travel arrangements

11. Analyst I

Education and Experience: Bachelor's Degree or equivalent in technical field and 0-3 years of experience.

Responsibilities: Develops, gathers and organizes system related information. Analyzes and formats information developed and used to evaluation the system. Develops, plans, coordinates and integrates systems related requirements to support operational needs. Conducts studies, technical assessments, system, performance, operational analysis to determine system performance and operational effectiveness.

12. Analyst II

Education and Experience: Bachelor's Degree or equivalent in technical field and 3-5 years of experience.

Responsibilities: Develops, gathers and organizes system related information. Analyzes and formats information developed and used to evaluation the system. Develops, plans, coordinates and integrates systems related requirements to support operational needs. Conducts studies, technical assessments, system, performance, operational analysis to determine system performance and operational effectiveness.

13. Analyst III

Education and Experience: Bachelor's Degree or equivalent in technical field and 6-9 years of experience.

Responsibilities: Develops, gathers and organizes system related information. Analyzes and formats information developed and used to evaluation the system. Develops, plans, coordinates and integrates systems related requirements to support operational needs. Conducts studies, technical assessments, system, performance, operational analysis to determine system performance and operational effectiveness.

14. Analyst IV

Education and Experience: Master's Degree or equivalent in technical field and 10-12 years of experience.

Responsibilities: Develops, gathers and organizes system related information. Analyzes and formats information developed and used to evaluation the system. Develops, plans, coordinates and integrates systems related requirements to support operational needs. Conducts studies, technical assessments, system, performance, operational analysis to determine system performance and operational effectiveness.

15. Analyst V

Education and Experience: Master's Degree or equivalent in technical field and 15 years of experience.

Responsibilities: Develops, gathers and organizes system related information. Analyzes and formats information developed and used to evaluation the system. Develops, plans, coordinates and integrates systems related requirements to support operational needs. Conducts studies, technical assessments, system, performance, operational analysis to determine system performance and operational effectiveness.

16. Data Control Clerk I

Education and Experience: Usually requires 2-4 years relevant professional experience or equivalent combination of education and experience.

Responsibilities: Designs, implements, and maintains moderately complex databases. Maintains database dictionaries and ensures system integration. May work with Database Administrators on complex projects.

17. Data Architect (Database Analyst I)

Education and Experience: Usually requires a 4 year degree and 4-6 years of relevant experience, or equivalent.

Responsibilities: Designs, installs, and maintains data communication between mainframe, terminals, printers, LANS, and remote site hardware.

18. Security Engineer

Education and Experience: Usually an intermediate level requiring a 4 year degree in electronics engineering plus 2-4 years relevant experience, or equivalent.

Responsibilities: Performs physical and electronic engineering work of various types in the design or re-design, manufacture, installation, operation, or maintenance of access control, intrusion detection, and perimeter security systems or equipment. Uses research techniques to analyze and validate design or theory concepts.

19. Software Engineer

Education and Experience: Usually an intermediate level requiring a 4 year degree plus 2-4 years relevant experience, or equivalent.

Responsibilities: Creates and produces software operating or applications systems. Provides analysis related to software design and development, and solves problems. Formulates operating system advancements and performs improvements. Evaluates impact of hardware on software performance, and recommends changes to hardware designers.

20. Software Engineer, Lead

Education and Experience: Usually a senior level requiring a 4 year degree plus 6 years relevant experience, or equivalent.

Responsibilities: Creates and produces software operating or applications systems that are more complicated. Provides analysis related to software design and development, and solves problems. Formulates operating systems advancements, and performs improvements. Evaluates impact of hardware on software performance, and recommends changes to hardware designers. May lead less senior Software Engineers.

21. Programmer

Education and Experience: Usually requires 2-4 years relevant professional experience or equivalent education.

Responsibilities: Analyzes user specifications and requirements. Encodes, tests, debugs, and documents programs on moderately complex projects. May assist the Sr. Programmer/Analyst on large, complex projects.

22. Engineering Technician

Education and Experience: High School Diploma or G. E. D. and 3-5 years of experience.

Responsibilities: Provides semi-professional support to the technical/engineering activities related to the development and integration of engineering and customer specifications of a project.



**GSA IT GS-35F-0561U
(Through SEPTEMBER 2, 2013)**

LABOR RATES

Labor rates will be adjusted annually based upon the following index: at DOL, ECI, for Total Compensation, Private Industry Workers, by Industry and Occupational Group, White Collar

Labor rates are the same whether at the Ordering Activity and/or the Contractor site.

**Cirrus Technology, Inc. Information Technology Professional Services
Contract No. Contract Number: GSF35-0561U
Base Period: September 3, 2008 – September 2, 2013**

Labor Rates Ordering Activity and/or Contractor Sites	Comm List Price	GSA Discount Offered	Proposed GSA Price Including IFF@.75%
Proect Manager/Site Manager	\$ 91.13	3%	\$ 88.38
Program Manager	\$ 107.11	3%	\$ 103.87
Sr. LAN Technician	\$ 74.39	3%	\$ 72.14
Web Developer	\$ 91.19	3%	\$ 88.43
Sr. Help Desk	\$ 69.59	3%	\$ 67.49
Sr. LAN Specialist	\$ 97.91	3%	\$ 94.95
Technical Writer	\$ 69.25	3%	\$ 67.16
Subject Matter Expert II	\$ 167.67	3%	\$ 164.54
Subject Matter Expert	\$ 134.80	3%	\$ 130.73
Secretary/Program Support	\$ 42.13	3%	\$ 40.86
Analyst IV	\$ 78.87	3%	\$ 76.49
Analyst V	\$ 94.86	3%	\$ 91.99
Analyst VI	\$ 107.66	3%	\$ 104.40
Analyst VII	\$ 119.36	3%	\$ 115.75
Analyst VIII	\$ 131.21	3%	\$ 127.25
Data Architect I	\$ 32.72	3%	\$ 31.73
Data Control Clerk I	\$ 27.32	3%	\$ 26.49
Security Engineer	\$ 73.10	3%	\$ 70.89
Software Engineer, Lead	\$ 83.10	3%	\$ 80.59
Software Engineer	\$ 75.39	3%	\$ 73.11
Programmer	\$ 64.36	3%	\$ 62.41
Engineering Technician	\$ 41.69	3%	\$ 40.43

NOTE: Labor rates will be adjusted annually based upon the following index: at DOL, ECI, for Total Compensation, Private Industry Workers, by Industry and Occupational Group, White Collar

BLANKET PURCHASE AGREEMENTS (BPAs):

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

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

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

CONTRACTOR TEAM ARRANGEMENTS:

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