

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

SIN 132-51, 132-51STLOC, 132-51RC - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

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 D311	IT Data Conversion Services
FPDS Code D316	IT Network Management 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 performance by the publisher or manufacturer or one of their authorized agents.



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Contract Number: **#GS-35F-0246K**

Period Covered by Contract: **February 14, 2000 through February 13, 2015**

General Services Administration
Federal Acquisition Service

Pricelist current through Modification # **PS-0006**, dated **June 9, 2010**.

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

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

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.gsaadvantage.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:

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

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

Offerors are requested to check one of the following boxes:

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

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

2. Contractor's Ordering Address and Payment Information:

Ordering: **Segue Technologies, Inc.**
 Attn: GSA Ordering
 2300 Wilson Boulevard, Suite 420
 Arlington, VA 22201

Payment: **Segue Technologies, Inc.**
Attn: GSA Ordering
2300 Wilson Boulevard, Suite 420
Arlington, VA 22201

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

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

703-549-8033

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
Block 16: Data Universal Numbering System (DUNS) Number: **00-4459553**
Block 30: Type of Contractor - **B. Other Small Business**
Block 31: Woman-Owned Small Business - **No**
Block 36: Contractor's Taxpayer Identification Number (TIN): **54-186286**

4a. CAGE Code: **1C3F6**

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

5. FOB Destination

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51, 132-51STLOC, 132-51RC	<u>To be negotiated between Segue Technologies, Inc. and the ordering agency.</u>

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

7. **Discounts:** Prices shown are NET Prices; Basic Discounts have been deducted.
- a. Prompt Payment: ½%, 10days, Net 30
 - b. Quantity: None
 - c. Dollar Volume: None
 - d. Government Educational Institutions: Government Educational Institutions are offered the same discounts as all other Government customers.
 - e. Other: Segue Technologies, Inc. will negotiate a 'spot' discount with the ordering activity for orders exceeding the maximum order.

8. **Trade Agreements Act of 1979, as amended:**

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

9. **Statement Concerning Availability of Export Packing: Not Applicable**

10. **Small Requirements:** The minimum dollar value of orders to be issued is \$100.

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

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

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

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

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

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

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 Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

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

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES

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

16. GSA Advantage!

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

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

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.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 at open market purchases. Ordering Activities procuring open market items must follow FAR 8.401(d).

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).

21. CONTRACTOR TEAM ARRANGEMENTS

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

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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

23. SECTION 508 COMPLIANCE.

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:

Please contact Segue Technologies, Inc. directly at 703-549-8033 for specific information on Section 508.

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

(b) The following statement:

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

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

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

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

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

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

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

26. 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, 132-51STLOC, 132-51RC)**

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the 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 52.212-4 CONTRACT TERMS AND CONDITIONS COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I OCT 2008) (DEVIATION I - FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation - 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 (OCT 2008) (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 (OCT 2008) (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 SERVICES AND PRICING

Segue Technologies, Inc. offers the following Information Technology Services and Electronic Commerce Services listed under this schedule. Ordering activities are encouraged to contact or work with a *Segue Technologies, Inc.* GSA ordering representative to plan/or specify their ordering requirements. The Information Technology Services and Electronic Commerce Services may be ordered in whole or in part, requiring differing labor mixes and hours. Information Technology Services and Electronic Commerce Services can also be combined in a single order for more comprehensive or longer-term on- or off-site services. Our representatives are available to help you specify your minimum requirements necessary to ensure complete and satisfactory performance.

SIN 132-51, 132-51STLOC, 132-51RC:

Contractor Facility Rates						
LC#	Title	06/9/10 – 2/13/11	2/14/11 - 2/13/12	2/14/12 - 2/13/13	2/14/13 - 2/13/14	2/14/14 – 2/13/15
01-MGR-3-x	Program Manager	\$134.70	\$138.74	\$142.91	\$147.19	\$151.61
01-MGR-2-x	Project Manager	\$113.42	\$116.83	\$120.33	\$123.94	\$127.66
02-NEW-3-x	Principal Network Engineer	\$134.70	\$138.74	\$142.91	\$147.19	\$151.61
02-NEW-2-x	Network Engineer Level 2	\$106.34	\$109.53	\$112.81	\$116.20	\$119.68
03-NET-3-x	Senior Network Technician	\$92.16	\$94.93	\$97.78	\$100.71	\$103.73
04-DBE-3-x	Principle Database Des Eng	\$134.70	\$138.74	\$142.91	\$147.19	\$151.61
04-DBE-2-x	Database Design Eng Level 2	\$106.34	\$109.53	\$112.81	\$116.20	\$119.68
05-DBA-3-x	Senior Database Admin	\$92.16	\$94.93	\$97.78	\$100.71	\$103.73
06-SWE-3-x	Principal Software	\$134.70	\$138.74	\$142.91	\$147.19	\$151.61

	Engineer					
06-SWE-2-x	Software Engineer Level 2	\$106.34	\$109.53	\$112.81	\$116.20	\$119.68
06-SWE-1-x	Software Engineer Level 1	\$63.81	\$65.72	\$67.69	\$69.73	\$71.82
11-SME-3-x	Subject Matter Expert 3	\$152.41	\$156.98	\$161.69	\$166.54	\$171.54
12-SYS-4-x	Systems Analyst Level 4	\$120.52	\$124.14	\$127.86	\$131.70	\$135.65
12-SYS-3-x	Systems Analyst Level 3	\$106.34	\$109.53	\$112.81	\$116.20	\$119.68
12-SYS-2-x	Systems Analyst Level 2	\$92.16	\$94.93	\$97.78	\$100.71	\$103.73
14-PUB-2-x	Publications Spec Level 2	\$77.98	\$80.32	\$82.73	\$85.21	\$87.77
01-WSD-2-x	Web Software Developer Level 2	\$188.86	\$194.53	\$200.36	\$206.37	\$212.56
01-WSD-1-x	Web Software Developer Level 1	\$123.39	\$127.10	\$130.91	\$134.84	\$138.88
01-CST-1-x	Consultant	\$228.92	\$235.79	\$242.86	\$250.14	\$257.65
01-ISE-1-x	Information Systems Security Engineer Level 2	\$200.30	\$206.31	\$212.50	\$218.88	\$225.44
01-GRD-1-x	Graphic Designer Level 1	\$103.02	\$106.11	\$109.29	\$112.57	\$115.95

Government Site Rates

LC#	Title	06/09/10 – 2/13/11	2/14/11 - 2/13/12	2/14/12 - 2/13/13	2/14/13 - 2/13/14	2/14/14 – 2/13/15
03-NET-3-x	Senior Network Technician	\$81.51	\$83.96	\$86.48	\$89.07	\$91.74
03-NET-2-x	Network Technician Level 2	\$68.98	\$71.05	\$73.18	\$75.38	\$77.64
06-SWE-2-x	Software Engineer Level 2	\$94.04	\$96.86	\$99.77	\$102.76	\$105.84
12-SYS-4-x	Systems Analyst Level 4	\$106.61	\$109.80	\$113.10	\$116.49	\$119.98

LABOR CATEGORY DESCRIPTIONS

Segue Technologies, Inc. offers only the personnel who meet or exceed the minimum qualification requirements stated in the Labor Category Descriptions provided herein. Segue Technologies, Inc. does allow experience to substitute for education requirements. Segue Technologies, Inc.'s criteria for minimum experience substitution by educational degree is as follows.

Degree	Experience Equivalence	Other Equivalence
Associates	2 years relevant experience	Vocational/technical training in work related fields**
Bachelors	Associates + 3 years relevant experience 5 years relevant experience	Professional Certification in work related fields, such as vendor certifications (e.g., Microsoft NT) Technical training in work related fields**
Masters	Bachelors + 3 years relevant experience Associates + 5 years relevant experience	Professional license, e.g., Professional Engineer
Doctorate	Masters + 3 years relevant experience Bachelors + 6 years relevant experience	

* Multiple degrees at the same level are equivalent to two additional years of experience

** Years of relevant experience equivalence depends on type, length, and scope of training.

Ordering activities may have access to any *Segue Technologies, Inc.* employee resume (by request) before, during or after assignment of any GSA order. If for some extenuating reason a person assigned to an order must be replaced or substituted, the ordering activity will be notified in advance, in writing, and the substituting personnel will have equal or greater qualifications than the departing employee.

Job Title: Management (01)

Minimum/General Experience:

Experience acting as lead, manager, and administrator for contract efforts. Experience serving as primary interface and point of contact with client program authorities and representatives on technical and program issues. Experience supervising program and project operations by developing procedures, planning and directing execution of all aspects of the effort, and monitoring and reporting progress. Must possess academic degrees, professional training, or equivalent experience in areas appropriate for the work undertaken, including, but not restricted to, the following discipline areas: computer science, information systems, decision sciences, architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, economics or other social sciences.

Functional Responsibility:

Responsible for overall technical, business, and financial management of programs/ projects. Oversees program budgets, schedules, and performance. Directs staff. Has primary responsibility for program health. Responsible for ensuring corporate resources are available and are effectively used to meet client goals and requirements. Serves as contractor's single point of contact for the client.

Minimum Education and Experience Requirements:

Category*	Job Title & Level	Degree**	Yrs Exp. **
01-MGR-3-x	Program Manager	Bachelors	10
01-MGR-2-x	Project Manager	Bachelors	5

Job Title: Network Engineer (02)

Minimum/General Experience:

Network Engineers are experienced in local, wide or metropolitan area network technology. They possess direct knowledge and experience with the design, deployment or operational aspects of computer networks. Must possess academic degrees, professional training, or equivalent experience in areas appropriate for the work undertaken, including, but not restricted to, the following discipline areas: computer science, information systems, networks systems or other related scientific or technical discipline.

Functional Responsibility:

Responsible for the direct execution and supervision of the Network Engineering tasks. Develops network designs and methodologies consistent with technical requirements. Makes recommendations for network improvement and performs technology refreshment and network upgrade tasks. Resolves interoperability problems to obtain operations across all platforms including e-mail, resource sharing, multimedia, teleconferencing, and the like. Configures server systems to meet user requirements. Supports acquisition of network hardware and software.

Minimum Education and Experience Requirements:

Category*	Job Title & Level	Degree**	Yrs Exp. **
02-NWE-3-x	Principal Network Engineer	Masters	8
02-NWE-2-x	Network Engineer Level 2	Bachelors	4

Job Title: Network Technician (03)

Minimum/General Experience:

Network Technicians are experienced in general pc based network technology. Must have solid customer service and end user support background. They have general computer training on office automation technologies. Must be familiar with hardware or software upgrade and maintenance techniques. Must posses academic education, professional training, or equivalent experience in areas appropriate for the work undertaken, including, but not restricted to, the following discipline areas: in computer science, information systems, networks systems or other related scientific or technical discipline.

Functional Responsibility:

Acts as member of the customer service center or technical team and possess in depth knowledge of microcomputer hardware and software systems. Demonstrates office automation trouble shooting and end user problem resolution skills. Performs the operation, monitoring and maintenance of various office automation and network components. Demonstrates excellent oral and interpersonal skills. Configures systems to meet user requirements. Supports acquisition of network hardware and software. Working knowledge of PC based office automation systems. Installs PC equipment and associated peripherals. Can respond effectively to basic trouble calls and can diagnose general end user problems.

Minimum Education and Experience Requirements:

Category*	Job Title & Level	Degree**	Yrs Exp. **
03-NET-3-x	Senior Network Technician	Associates	10
03-NET-2-x	Network Technician Level 2	Associates	5

Job Title: Database Design Engineer (04)

Minimum/General Experience:

Data Base Design Engineers are experienced in the theory, design and development of detailed relational databases and the software used to create such designs. They are aware of the mathematical computations, sequence of data, and business process rules associated with the PC based application they support. They have the ability to translate design specifications into efficient and effective procedures and views required to support programming instructions. Must be fully aware of current technologies for both the hardware and software required to support; network and client/server applications. Must posses academic degrees, professional training, or equivalent experience in areas appropriate for the work undertaken, including, but not restricted to, the following discipline areas: computer science, information systems, networks systems or other related scientific or technical discipline, or equivalent experience.

Functional Responsibility:

Designs, develops, and implements highly complex database applications to accommodate a wide variety of user needs. Analyzes and determines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements, and data output and reporting capabilities. Defines logical attributes and inter-relationships and designs data structures to accommodate database production, storage, maintenance, and accessibility.

Minimum Education and Experience Requirements:

Category*	Job Title & Level	Degree**	Yrs Exp. **
04-DBE-3-x	Principal Database Design Engineer	Masters	8
04-DBE-2-x	Database Design Engineer Level 2	Bachelors	4

Job Title: Database Administrator (05)

Minimum/General Experience:

Data Base Administrators are experienced in the maintenance and development of detailed relational databases and the software used to support such designs. They are aware of the sequence of data and business process rules associated with the PC based application they support. They have the ability to manipulate data to support the programming instructions required by the application. Must be aware of current technologies for both the hardware and software required to support; network and client/server applications. Possesses education, professional training, or equivalent experience in areas appropriate for the work undertaken, including, but not restricted to, the following discipline areas: network systems, database systems, etc.

Functional Responsibility:

Data Base Administrators install database engines (e.g. SQL Server, Oracle), the applications which they support, and create or modify SQL procedures to assist in overall database management including removal of database anomalies. They manage database backups and restorations, the data dictionary with respect to modifications, and the physical environment (server disk storage, devices, server memory) in which it resides. They also manage user access (add/delete users, define access privileges) and monitor database performance (database indexing, transaction log management). They are responsible for the initial diagnosis and repair for problems specifically related to the database and are required to work independently or with designers and users, to include the resolution of runtime errors.

Minimum Education and Experience Requirements:

Category*	Job Title & Level	Degree**	Yrs Exp. **
05-DBA-3-x	Senior Database Administrator	Masters	8

Job Title: Software Engineer (06)

Minimum/General Experience:

Software Engineers are experienced in the theory, design and development of advanced information systems and general PC based application development. They have advanced computer training, business process engineering, and an in-depth understanding of application development in support of automation. Must be familiar with both hardware and software in various environments, to include, but not limited to stand-alone; network, client/server (both LAN and WAN. Must possess academic degrees, professional training, or equivalent experience in areas appropriate for the work undertaken, including, but not restricted to, the following discipline areas: computer science, information systems, networks systems or other related scientific or technical discipline.

Functional Responsibility:

Develops and applies advanced methods, theories, and research techniques in the investigation and solution of highly complex and advanced software applications and problems requiring the expert application of advanced knowledge. Plans, conducts, technically directs, and evaluates projects or major phases of significant projects, coordinating the efforts of engineers and technical support staff in the performance of assigned projects. Conducts investigations and tests of considerable complexity for emerging technologies. Reviews literature, patents, and current practices relevant to the solution of assigned projects. Recommends corrections in technical applications and analysis and evaluates vendor capabilities to provide required products or services. Provides technical consultation to clients.

Minimum Education and Experience Requirements:

Category*	Job Title & Level	Degree**	Yrs Exp. **
06-SWE-3-x	Principal Software Engineer	Masters	8
06-SWE-2-x	Software Engineer Level 2	Bachelors	4
06-SWE-1-x	Software Engineer Level 1	Assoc./Bach.	1

Job Title: Subject Matter Expert (11)

Minimum/General Experience:

Experience in one or more functional/operational domains and expertise in related military and commercial applications. Experience operating with management processes providing sophisticated planning, scheduling, performance tracking, and risk management. Experience in management structures geared towards delivery of end-item products and the application of repeatable processes, modern development methodologies, and techniques including simulations, war gaming, prototyping, and systems demonstrations. Experience in conducting analyses of systems, operational, and management problems and conceptualizing and developing solutions; formulating problem statements conducive to application of analytical methods; and development of analysis methods and approaches. Experience in broad scope of applications and uses of systems analysis, including requirements analyses, system and sub-system definition, program and process analyses, evaluations, cost-benefit analyses, planning, etc.. Requires knowledge of techniques and tools of systems analysis, e.g., modeling and simulation, operations research techniques, functional decomposition, surveys, business process re-engineering, etc. Must possess academic degrees, professional training, or equivalent experience in areas appropriate for the work undertaken,

including, but not restricted to, the following discipline areas: computer science, information systems, decision sciences, architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, economics or other social sciences.

Functional Responsibility:

Plans study of work problems and procedures (e.g., organizational change, communications, information flow, decision making processes, control processes, operational effectiveness, or cost analyses). Gathers and organizes information on problem or procedures including present operating procedures. Analyzes data, develops information, and assesses available solutions or alternate methods of proceeding. Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures, or organizational changes. Coordinates with clients and trains users to ensure smooth implementation and functional performance of new systems, procedures, or organizations. Develops and implements operational tests and assessments. Develops and maintains functional and operating documentation.

Minimum Education and Experience Requirements:

Category*	Job Title & Level	Degree**	Yrs Exp. **
11-SME-3-x	Subject Matter Expert III	Masters	12

Job Title: Systems Analyst (12)

Minimum/General Experience:

Experience in conducting analyses of systems, operational, and management problems and conceptualizing and developing solutions; formulating problem statements conducive to application of analytical methods; and development of analysis methods and approaches. Experience in broad scope of applications and uses of systems analysis, including requirements analyses, system and sub-system definition, program and process analyses, evaluations, cost-benefit analyses, planning, etc.. Requires knowledge of techniques and tools of systems analysis, e.g., modeling and simulation, operations research techniques, functional decomposition, surveys, business process re-engineering, etc. Must possess academic degrees, professional training, or equivalent experience in areas appropriate for the work undertaken, including, but not restricted to, the following discipline areas: computer science, information systems, decision sciences, architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, economics or other social sciences.

Functional Responsibility:

Plans study of work problems and procedures (e.g., organizational change, communications, information flow, decision making processes, control processes, operational effectiveness, or cost analyses). Gathers and organizes information on problem or procedures including present operating procedures. Analyzes data, develops information, and assesses available solutions or alternate methods of proceeding. Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures, or organizational changes. Coordinates with clients and trains users to ensure smooth implementation and functional performance of new systems, procedures, or organizations. Develops and implements operational tests and assessments. Develops and maintains functional and operating documentation.

Minimum Education and Experience Requirements:

Category*	Job Title & Level	Degree**	Yrs Exp. **
12-SYS-4-x	Systems Analyst Level 4	Bachelors	6
12-SYS-3-x	Systems Analyst Level 3	Bachelors	4
12-SYS-2-x	Systems Analyst Level 2	Bachelors	2

Job Title: Publications Specialist (14)

Minimum/General Experience:

Experience in documentation disciplines including technical writing, editing, layout, document development and production, and desktop publishing. Experience in visual arts disciplines including graphics design, illustration, photography, and video. Background in the design and presentation of multi-media environments, including incorporation of audio, video, text, and graphics into multi-media and single media presentations. Knowledge and experience with equipment and software for the design and production of documents, graphics, videotape, and web documents. Must possess academic education, professional training, or equivalent experience in areas appropriate for the work undertaken, including, but not restricted to, the following discipline areas: communications, English, journalism, liberal arts, applicable technical field, graphics design, art, or other related fields.

Functional Responsibility:

Researches, organizes, writes, edits, proofreads, and produces data for use in a wide variety of complex technical publications requiring knowledge and understanding of the subject matter and allied fields. Recommends overall organization and layout, editorial standards, publication methods and the like. Coordinates publications with outside sources as needed. Ensures technical documentation is accurate, complete, meets editorial guidelines and government specifications, and adheres to standards for quality, graphics, coverage, format and style. Designs and develops graphics and illustrations for use in technical materials, manuals, publications, and for inclusion in software and applications development. Operates computer hardware and software to prepare, revise, print and store text, illustrations, graphs, charts, etc. including operation of equipment, such as still and video cameras, for the design and production of photos and videotapes. Formulates concept and renders illustration and detail from models, sketches, memory, written or verbal instructions, and imagination. Selects type, draws lettering, lays out material, or performs related duties. Determines style, technique, and medium best suited to produce desired effect and conform to reproduction requirements.

Minimum Education and Experience Requirements:

Category*	Job Title & Level	Degree**	Yrs Exp. **
14-PUB-2-x	Publications Specialist Level 2	Associates	5

Job Title: Web Software Developer

Minimum/General Experience:

Experience designing, developing, debugging and implementing software code (i.e., HTML, CGI, JavaScript, etc.) for components of websites and web-based applications. Requires strong navigation and site-design expertise. Development experience in web-based languages. Background designing and developing Internet applications using Internet tools. Experience designing and maintaining database management systems, knowledge of computer equipment and ability to develop complex applications to satisfy design objectives.

Functional Responsibility:

Designs, develops, tests, debugs, and maintains Internet applications. Works with graphic designers and other project team members to develop interface design and overall site architecture. Performs requirements analyses and prepares required documentation. Conducts assessments of relevant web software and other tools. May provide direction to other programmers, database administrators and quality assurance specialists.

Minimum Education and Experience Requirements:

Category*	Job Title & Level	Degree**	Yrs Exp. **
01-WSD-2-x	Web Software Developer Level 2	Bachelors	7
01-WSD-1-x	Web Software Developer Level 1	Bachelors	4

Job Title: Consultant

Minimum/General Experience:

Experienced in both technical and business practice areas directly related to the client’s solution needs. Experience includes holding technical responsibility for projects, successful history of task accomplishment, and the ability to perform in high-stress, quick reaction situations. May have published articles in field of expertise and/or make presentations at professional conferences.

Functional Responsibility:

Assists in developing programs and implementing creative and innovative solutions to the client’s problems. Applies expert knowledge, experience and ability to ensure finely targeted and optimized approach by technical staff to meeting client requirements. Conducts advanced analysis, documents and summarizes results, and develops and recommends creative and innovative solutions to the client’s problems. Provides direction to technical staff. Interfaces with client senior management to present and explain proposed solutions.

Minimum Education and Experience Requirements:

Category*	Job Title & Level	Degree**	Yrs Exp. **
01-CST-1-x	Consultant	Bachelor	12

Job Title: Information Systems Security Engineer

Minimum/General Experience:

Experienced in the analysis, design, and test of complex information security systems. Experience includes holding technical responsibility for projects, successful history of task accomplishment, preparation of security related documentation for all phases of Security Life Cycle Management, and the ability to perform in high-stress, quick reaction situations. Specific experience with firewalls, computer intrusion detection systems, authentication systems, access control systems, and vulnerability analysis testing tools, amongst others is required.

Functional Responsibility:

Provide technical analysis, make recommendations, and implement approaches to preventing and solving security problems associated with network access controls, user authentication, and authorization. Prepares security assessment, certification, accreditation, and other documentation to support client security programs and requirements. Implements security measures to safeguard information in computer systems, networks, and web sites against accidental or malicious modification, destruction or disclosure.

Minimum Education and Experience Requirements:

Category*	Job Title & Level	Degree**	Yrs Exp. **
01-ISE-1-x	Information Systems Security Engineer Level 2	Bachelors	7

Job Title: Graphic Designer

Minimum/General Experience:

Experience designing and preparing brochures, flip charts, illustrations, and related graphic materials using sophisticated computer-aided graphics software packages. Experience resolving computer design problems using available software tools and demonstrating creativity and resourcefulness when interfacing with members of the technical staff. Ability to interface with the client to determine requirements and translate requirements into effective graphic images and designs.

Functional Responsibility:

Responsible for providing creative services to clients that includes electronic graphic design and arts. Provide technical assistance to clients in transferring ideas into print, computer or other media in original design and recommend changes to improve quality. Review graphics requests to determine scope of requirements. Create electronic graphic elements and computer generated animation. Transfer stock/footage to video and communicate with clients during editing sessions regarding composites and editing of generated graphic elements.

Minimum Education and Experience Requirements:

Category*	Job Title & Level	Degree**	Yrs Exp. **
01-GRD-1-x	Graphic Designer Level 1	Bachelor	4

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

PREAMBLE

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

COMMITMENT

To actively seek and partner with small businesses.

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

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

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

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

Mr. Brian Callahan, President & CEO

703-549-8033 (phone)

703-549-8233 (fax)

brian.callahan@seguetech.com

BPA NUMBER _____

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

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

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

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

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

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

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

**BASIC GUIDELINES FOR USING
"CONTRACTOR TEAM ARRANGEMENTS"**

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

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

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

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

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

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules "Team Solution" to meet the customer's requirement.
- Customers make a best value selection.