

**AUTHORIZED FEDERAL SUPPLY SERVICE  
INFORMATION TECHNOLOGY SCHEDULE PRICELIST**

**GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY  
EQUIPMENT, SOFTWARE AND SERVICES**

The following SINs are available to state and local: 511210, 54151, 54151S

**SPECIAL ITEM NUMBER 511210 – SOFTWARE LICENSES**

FSC CLASS 7030 – INFORMATION TECHNOLOGY SOFTWARE

Large Scale Computers

Application Software

Communications Software

Utility Software

**SPECIAL ITEM NUMBER 54151 – SOFTWARE MAINTENANCE SERVICES**

**SPECIAL ITEM NUMBER 611420 – INFORMATION TECHNOLOGY TRAINING**

FPDS Code U012

**SPECIAL ITEM NUMBER 54151S - INFORMATION TECHNOLOGY 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 D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or  
Other Information Services (All other information services belong under Schedule 76)

FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

**The Educe Group, Inc  
7201 Wisconsin Avenue, Suite 630  
Bethesda, Maryland 20814  
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Contract Number: GS-35F-0583W  
General Services Administration, Federal Acquisition Service  
Pricelist current through Award

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

**AUTHORIZED INFORMATION TECHNOLOGY SCHEDULE PRICE LIST  
FEDERAL SUPPLY SERVICE**

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

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

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

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

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

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

**1. GEOGRAPHIC SCOPE OF CONTRACT:**

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

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

Offerors are requested to check one of the following boxes:

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

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

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

7201 Wisconsin Avenue, Suite 630  
Bethesda, MD 20814

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:

P: 301-215-7370

**3. LIABILITY FOR INJURY OR DAMAGE**

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

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

Block 9: G. Order/Modification Under Federal Schedule Contract **Not Applicable**

Block 16: Data Universal Numbering System (DUNS) Number: **139592013**

Block 30: Type of Contractor: B

- A. Small Disadvantaged Business
- B. Other Small Business
- C. Large Business
- G. Other Nonprofit Organization
- L. Foreign Contractor

Block 31: Woman-Owned Small Business - NO

Block 37: Contractor's Taxpayer Identification Number (TIN): 43-2021803

Block 40: Veteran Owned Small Business (VOSB): NO

4a. CAGE Code: 58SC3

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)
511210	30
54151	30
611420	TBD at Task Order Level
54151S	TBD at Task Order Level

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.

c. i. SIN 132-54 and SIN 132-55, ACCELERATED SERVICE DELIVERY (7 calendar days or less): the time required for COMSATCOM services to be available after order award. Under Accelerated Service Task Orders, service acceptance

testing, unless otherwise required by the satellite provider or host nation, shall be deferred until Ordering Activity operations permit.

ii. SIN 132-54 and SIN 132-55, TIME-CRITICAL DELIVERY (4 hours or less): the time required for COMSATCOM services to be available after order award. Under Time-Critical Task Orders, service acceptance testing unless otherwise required by the satellite provider or host nation shall be deferred until Ordering Activity operations permit. Time-Critical Delivery shall be predicated on the availability of COMSATCOM transponded capacity (contracted bandwidth and power, pre-arranged Host Nation Agreements, frequency clearance) or COMSATCOM subscription services (bandwidth, terminals, network resources, etc.).

iii. For SIN 132-54 and SIN 132-55, EXTENDED SERVICE DELIVERY TIMES: the time required under extenuating circumstances for COMSATCOM services to be available after order award. Such extenuating circumstances may include extended time required for host nation agreements or landing rights, or other time intensive service delivery requirements as defined in the individual requirement. Any such extended delivery times will be negotiated between the Ordering Activity and Contractor.

**7. DISCOUNTS:** Prices shown are NET Prices; Basic Discounts have been deducted. Please see price list.

- a. Prompt Payment: net 30 days
- b. Quantity: None
- c. Dollar Volume: None
- d. Government Educational Institutions: same basic discount
- e. Other: None

**8. TRADE AGREEMENTS ACT OF 1979, as amended:**

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

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

Export Packing is not available on this contract.

**10. Small Requirements:** The minimum dollar value of orders to be issued is \$100.00

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

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

Special Item Number 511210 –Software Licenses  
Special Item Number 54151 – Software Maintenance  
Special Item Number 54151S – Information Technology Professional Services

b. The Maximum Order value for the following Special Item Numbers (SINs) is \$25,000:

Special Item Number 611420 – Training Courses

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

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

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

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

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

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

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

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

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (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 as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

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

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

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

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

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

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

## **19. OVERSEAS ACTIVITIES**

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

Not Applicable

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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:

**<http://www.educegroup.com>**

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

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

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

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

(b) The following statement:

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

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

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

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

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

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

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

### **26. SOFTWARE INTEROPERABILITY.**

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

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

**27. ADVANCE PAYMENTS**

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

**TERMS AND CONDITIONS APPLICABLE TO SOFTWARE LICENSES (SPECIAL ITEM NUMBER 511210) AND MAINTENANCE (SPECIAL ITEM NUMBER 54151) OF GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY SOFTWARE**

**1. INSPECTION/ACCEPTANCE**

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any software that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming software at no increase in contract price. The ordering activity must exercise its postacceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the software, unless the change is due to the defect in the software.

**2. GUARANTEE/WARRANTY**

- a. Unless specified otherwise in this contract, the Contractor's standard commercial guarantee/warranty as stated in the contract's commercial pricelist will apply to this contract.
- b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.
- c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

**3. TECHNICAL SERVICES**

The Contractor (through the applicable manufacturer), without additional charge to the ordering activity, shall provide a technical support hotline for the purpose of providing user assistance and guidance in the support of the software. Please see pricelist or contact The Educe Group at 301-215-7370 for additional details.

**4. SOFTWARE MAINTENANCE**

- a. Software maintenance service details vary by Manufacturer. Please see the pricelist for specific details, or contact The Educe Group at 301-215-7370.
- b. Invoices for maintenance service shall be submitted by the Contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

**5. PERIODS OF SOFTWARE LICENSES (511210) AND MAINTENANCE (54151)**

- a. The Contractor shall honor orders for periods for the duration of the contract period or a lesser period of time.
- b. Term licenses and/or maintenance may be discontinued by the ordering activity on thirty (30) calendar days written notice to the Contractor.
- c. Annual Funding. When annually appropriated funds are cited on an order for term licenses and/or maintenance, the period of the term licenses and/or maintenance shall automatically expire on September 30 of the contract period, or at the end of the contract period, whichever occurs first. Renewal of the term licenses and/or maintenance orders citing the new appropriation shall be required, if the term licenses and/or maintenance is to be continued during any remainder of the contract period.

d. Cross-Year Funding Within Contract Period. Where an ordering activity's specific appropriation authority provides for funds in excess of a 12 month (fiscal year) period, the ordering activity may place an order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.

e. Ordering activities should notify the Contractor in writing thirty (30) calendar days prior to the expiration of an order, if the term licenses and/or maintenance is to be terminated at that time. Orders for the continuation of term licenses and/or maintenance will be required if the term licenses and/or maintenance is to be continued during the subsequent period.

## **6. UTILIZATION LIMITATIONS - (511210 AND 54151)**

a. Software acquisition is limited to commercial computer software defined in FAR Part 2.101.

b. When acquired by the ordering activity, commercial computer software and related documentation so legend shall be subject to the following:

(1) Title to and ownership of the software and documentation shall remain with the Contractor, unless otherwise specified.

(2) Software licenses are by site and by ordering activity. An ordering activity is defined as a cabinet level or independent ordering activity. The software may be used by any subdivision of the ordering activity (service, bureau, division, command, etc.) that has access to the site the software is placed at, even if the subdivision did not participate in the acquisition of the software. Further, the software may be used on a sharing basis where multiple agencies have joint projects that can be satisfied by the use of the software placed at one ordering activity's site. This would allow other agencies access to one ordering activity's database. For ordering activity public domain databases, user agencies and third parties may use the computer program to enter, retrieve, analyze and present data. The user ordering activity will take appropriate action by instruction, agreement, or otherwise, to protect the Contractor's proprietary property with any third parties that are permitted access to the computer programs and documentation in connection with the user ordering activity's permitted use of the computer programs and documentation. For purposes of this section, all such permitted third parties shall be deemed agents of the user ordering activity.

(3) Except as is provided in paragraph 8.b(2) above, the ordering activity shall not provide or otherwise make available the software or documentation, or any portion thereof, in any form, to any third party without the prior written approval of the Contractor. Third parties do not include prime Contractors, subcontractors and agents of the ordering activity who have the ordering activity's permission to use the licensed software and documentation at the facility, and who have agreed to use the licensed software and documentation only in accordance with these restrictions. This provision does not limit the right of the ordering activity to use software, documentation, or information therein, which the ordering activity may already have or obtains without restrictions.

(4) The ordering activity shall have the right to use the computer software and documentation with the computer for which it is acquired at any other facility to which that computer may be transferred, or in cases of disaster recovery, the ordering activity has the right to transfer the software to another site if the ordering activity site for which it is acquired is deemed to be unsafe for ordering activity personnel; to use the computer software and documentation with a backup computer when the primary computer is inoperative; to copy computer programs for safekeeping (archives) or backup purposes; to transfer a copy of the software to another site for purposes of benchmarking new hardware and/or software; and to modify the software and documentation or combine it with other software, provided that the unmodified portions shall remain subject to these restrictions

(5) "Commercial Computer Software" may be marked with the Contractor's standard commercial restricted rights legend, but the schedule contract and schedule pricelist, including this clause, "Utilization Limitations" are the only governing terms and conditions, and shall take precedence and supersede any different or additional terms and conditions included in the standard commercial legend.

## **7. DESCRIPTIONS AND EQUIPMENT COMPATIBILITY**

The Contractor shall include, in the schedule pricelist, a complete description of each software product and a list of equipment on which the software can be used. Also, included shall be a brief, introductory explanation of the modules and documentation which are offered.

**TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF TRAINING COURSES FOR  
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT AND  
SOFTWARE (SPECIAL ITEM NUMBER 611420)**

**1. SCOPE**

- a. The Contractor shall provide training courses normally available to commercial customers, which will permit ordering activity users to make full, efficient use of general purpose commercial IT products. Training is restricted to training courses for those products within the scope of this solicitation.
- b. The Contractor shall provide training at the Contractor's facility and/or at the ordering activity's location, as agreed to by the Contractor and the ordering activity.

**2. ORDER**

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPAs) shall be the basis for the purchase of training courses in accordance with the terms of this contract. Orders shall include the student's name, course title, course date and time, and contracted dollar amount of the course.

**3. TIME OF DELIVERY**

The Contractor shall conduct training on the date (time, day, month, and year) agreed to by the Contractor and the ordering activity.

**4. CANCELLATION AND RESCHEDULING**

- a. The ordering activity will notify the Contractor at least seventy-two (72) hours before the scheduled training date, if a student will be unable to attend. The Contractor will then permit the ordering activity to either cancel the order or reschedule the training at no additional charge. In the event the training class is rescheduled, the ordering activity will modify its original training order to specify the time and date of the rescheduled training class.
- b. In the event the ordering activity fails to cancel or reschedule a training course within the time frame specified in paragraph a, above, the ordering activity will be liable for the contracted dollar amount of the training course. The Contractor agrees to permit the ordering activity to reschedule a student who fails to attend a training class within ninety (90) days from the original course date, at no additional charge.
- c. The ordering activity reserves the right to substitute one student for another up to the first day of class.
- d. In the event the Contractor is unable to conduct training on the date agreed to by the Contractor and the ordering activity, the Contractor must notify the ordering activity at least seventy-two (72) hours before the scheduled training date.

**5. FOLLOW-UP SUPPORT**

The Contractor agrees to provide each student with unlimited telephone support for a period of one (1) year from the completion of the training course. During this period, the student may contact the Contractor's instructors for refresher assistance and answers to related course curriculum questions.

**6. PRICE FOR TRAINING**

The price that the ordering activity will be charged will be the ordering activity training price in effect at the time of order placement, or the ordering activity price in effect at the time the training course is conducted, whichever is less.

**7. INVOICES AND PAYMENT**

Invoices for training shall be submitted by the Contractor after ordering activity completion of the training course. Charges for training must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

**8. FORMAT AND CONTENT OF TRAINING**

- a. The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.
- b. **\*\*If applicable\*\*** For hands-on training courses, there must be a one-to-one assignment of IT equipment to students.
- c. The Contractor shall provide each student with a Certificate of Training at the completion of each training course.
- d. The Contractor shall provide the following information for each training course offered:
  - (1) The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);
  - (2) The length of the course;
  - (3) Mandatory and desirable prerequisites for student enrollment;
  - (4) The minimum and maximum number of students per class;
  - (5) The locations where the course is offered;
  - (6) Class schedules; and
  - (7) Price (per student, per class (if applicable)).
- e. For those courses conducted at the ordering activity’s location, instructor travel charges (if applicable), including mileage and daily living expenses (e.g., per diem charges) are governed by Pub. L. 99-234 and FAR Part 31.205-46, and are reimbursable by the ordering activity on orders placed under the Multiple Award Schedule, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA city pair contracts. The Industrial Funding Fee does NOT apply to travel and per diem charges.

**9. “NO CHARGE” TRAINING**

The Contractor does not offer “no charge” training, unless specified in the contract’s pricelist.

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)  
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S)**

**1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

**2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)**

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

**3. ORDER**

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

**4. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

**5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for



any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## **6. INSPECTION OF SERVICES**

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

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

## **8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

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

## **9. INDEPENDENT CONTRACTOR**

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

## **10. ORGANIZATIONAL CONFLICTS OF INTEREST**

### **a. Definitions.**

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

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

## **11. INVOICES**

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

## **12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- (b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
  - (1) The offeror;
  - (2) Subcontractors; and/or
  - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

## **13. RESUMES**

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

**14. INCIDENTAL SUPPORT COSTS**

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

**15. APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

**16. DESCRIPTION OF IT/IAM PROFESSIONAL SERVICES AND PRICING**

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 54151S. IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

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

**PREAMBLE**

The Educe Group, 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:

**Charles Kauffunger, Managing Partner,  
P: 301-215-7370  
F: 301-576-5019  
ckauffunger@educegroup.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.



## Information Technology Professional Services Labor Category Descriptions

### 1. Title: Administrative Support Specialist 2

#### *Detailed Description of Labor Category Responsibilities*

Provides administrative support to program and technical staff by maintaining files, preparing correspondence, coordinating meetings, scheduling travel, and performing other activities as directed by manager or supervisor. Able to complete less complex activities without direction.

#### *Minimum / General Experience*

A minimum of two (2) years related experience.

#### *Minimum Education / Degree Requirements*

High school diploma or equivalent.

### 2. Title: Project Coordinator

#### *Detailed Description of Labor Category Responsibilities*

Provides advanced project-specific administrative support which may involve activities such as coordinating project management office tasks, preparing project communications and documentation, implementing administrative procedures, maintaining project files, collecting information for reports/customer deliverables, or providing other administrative support as directed by Project Manager or other supervisor.

#### *Minimum / General Experience*

A minimum of two (2) years related experience. Strong communication and organization skills. Proficient in range of office automation support tools (e.g., Microsoft Word, Excel).

#### *Minimum Education / Degree Requirements*

Bachelor's degree or three (3) years relevant experience (or equivalent combination of education and experience).

### 3. Title: Technical Support Lead

#### *Detailed Description of Labor Category Responsibilities*

Provides daily supervision and direction to technical support staff. Includes problem recognition, research, isolation and identification of resolution steps. Typically is able to resolve complex problems immediately. May involve use of problem management database and help desk systems.

#### *Minimum / General Experience*

A minimum of four (4) years related help desk or customer support experience. At least one (1) year supervisory experience.

#### *Minimum Education / Degree Requirements*

Bachelor's degree or three (3) years relevant experience (or equivalent combination of education and experience).

### 4. Title: Instructional Technologist 1

#### *Detailed Description of Labor Category Responsibilities*

Designs, develops, and evaluates paper-based and/or web-based training materials including but not limited to

training guides, quick reference cards, job aids, instructor guides, and web-based training modules. Plans and delivers training events to groups or provides one-on-one instruction.

***Minimum / General Experience***

A minimum of two (2) years experience in developing instructional materials in paper-based and web-based formats.

***Minimum Education / Degree Requirements***

Bachelor's degree or three (3) years relevant experience (or equivalent combination of education and experience).

**5. Title: Instructional Technologist 2**

***Detailed Description of Labor Category Responsibilities***

Assesses training needs and selects appropriate training methods. Designs, develops, and evaluates training programs. Designs, develops, and evaluates paper-based and/or web-based training materials including but not limited to training guides, quick reference cards, job aids, instructor guides, and web-based training modules. Plans and delivers training events to groups or provides one-on-one instruction. May supervise other instructional technologists.

***Minimum / General Experience***

A minimum of four (4) years experience designing, developing and administering education and training programs. At least two (2) years experience in developing instructional materials in paper-based and web-based formats. Knowledge and experience assessing and selecting training methods. Experience with the Instructional Systems Development (ISD) model in developing new and/or revised instructional materials.

***Minimum Education / Degree Requirements***

Bachelor's degree or three (3) years relevant experience (or equivalent combination of education and experience).

**6. Title: Quality Assurance Analyst**

***Detailed Description of Labor Category Responsibilities***

Develops new or refines existing processes related to quality control and project failure identification and design standards verification. Reviews project development documentation to ensure specifications are designed to meet inspection and testing standards. Performs testing of project output (hardware or software).

***Minimum / General Experience***

A minimum of two (2) years related experience, with at least one (1) year involved in the testing of project output (hardware or software).

***Minimum Education / Degree Requirements***

Bachelor's degree or three (3) years relevant experience (or equivalent combination of education and experience).

**7. Title: Data Architect**

***Detailed Description of Labor Category Responsibilities***

Performs requirements analysis, design, development, installation, testing, and maintenance for databases and data warehouses. Performs data mapping, migrations, conversions, integrations, and interfaces.

***Minimum / General Experience***

A minimum of three (3) years experience designing, developing, and/or administering databases and/or data warehouses.

***Minimum Education / Degree Requirements***

Bachelor's degree or three (3) years relevant experience (or equivalent combination of education and experience).

**8. Title: Technical Consultant 1**

***Detailed Description of Labor Category Responsibilities***

Participates in software implementations of various sizes and complexity. Performs requirements analysis, design, development, installation, testing, and maintenance of enterprise application software. Performs product evaluation, integration, testing, and problem diagnosis/resolution. Creates system documentation including requirements and specification documents, installation manuals, and operating procedures.

***Minimum / General Experience***

A minimum of one (1) year experience in systems life cycle development including software analysis, design, development, installation, and integration.

***Minimum Education / Degree Requirements***

Bachelor's degree or two (1) year relevant experience (or equivalent combination of education and experience).

**9. Title: Technical Consultant 2**

***Detailed Description of Labor Category Responsibilities***

Participates in software implementations of various sizes and complexity. Leads smaller, less complex implementations. Performs requirements analysis, software design, development, installation, testing, and maintenance for application system components for large-scale and distributed systems. Performs product evaluation, integration, testing, and problem diagnosis/resolution. Assists in planning and coordinating large-scale, complex, or technically unique projects that require the efforts of multiple technical individuals. Creates system documentation including requirements and specification documents, installation manuals, and operating procedures.

***Minimum / General Experience***

A minimum of two (2) years experience in full life cycle development including software analysis, design, development, installation, and integration. At least one (1) year experience with enterprise application software (e.g., configuration, installation, system administration). Ability to facilitate small group discussions.

***Minimum Education / Degree Requirements***

Bachelor's degree or two (2) years relevant experience (or equivalent combination of education and experience).

**10. Title: Technical Consultant 3**

***Detailed Description of Labor Category Responsibilities***

Leads or participates in implementations of various sizes and complexity. Performs requirements analysis, software design, development, installation, testing, and maintenance for application system components for large-scale and distributed systems. Performs product evaluation, integration, testing, and problem diagnosis/resolution. Assists in planning and coordinating large-scale, complex, or technically unique projects that require the efforts of multiple technical individuals. Creates system documentation including requirements and specification documents, installation manuals, and operating procedures. Prepares verbal or written status on technical project milestones, progress, and problems. May supervise other technical consultants.

***Minimum / General Experience***

A minimum of three (3) years experience in full life cycle development including software analysis, design, development, installation, and integration. At least two (2) years experience with enterprise application software (e.g., configuration, installation, system administration). Ability to facilitate small and large group discussions.

***Minimum Education / Degree Requirements***

Bachelor's degree or three (3) years relevant experience (or equivalent combination of education and experience).

**11. Title: Technical Consultant 4**

***Detailed Description of Labor Category Responsibilities***

Leads implementations of various sizes and complexity. Performs requirements analysis, software design, development, installation, testing, and maintenance for application system components for large-scale and distributed systems. Performs product evaluation, integration, testing, and problem diagnosis/resolution. Plans and coordinates large-scale, complex, or technically unique projects that require the efforts of multiple technical individuals. Creates system documentation including requirements and specification documents, installation manuals, and operating procedures. Prepares verbal or written status on technical project milestones, progress, and problems. May supervise other technical consultants.

***Minimum / General Experience***

A minimum of four (4) years experience in full life cycle development including software analysis, design, development, installation, and integration. At least three (3) years experience with enterprise application software (e.g., configuration, installation, system administration). Ability to facilitate small and large group discussions.

***Minimum Education / Degree Requirements***

Bachelor's degree or three (3) years relevant experience (or equivalent combination of education and experience).

**12. Title: Technical Lead**

***Detailed Description of Labor Category Responsibilities***

Leads implementations of various sizes and complexity. Contributes to development of technical strategy and approach. Performs requirements analysis, software design, development, installation, testing, and maintenance for application system components for large-scale and distributed systems. Performs product evaluation, integration, testing, and problem diagnosis/resolution. Plans and coordinates large-scale, complex, or technically unique projects that require the efforts of multiple technical individuals. Oversees creation of system documentation including requirements and specification documents, installation manuals, and operating procedures. Prepares verbal or written status on technical project milestones, progress, and problems. Supervises other technical consultants.

***Minimum / General Experience***

A minimum of five (5) years experience in full life cycle development including software analysis, design, development, installation, and integration. At least four (4) years experience with enterprise application software (e.g., configuration, installation, system administration). Ability to facilitate executive level discussions.

***Minimum Education / Degree Requirements***

Bachelor's degree or three (3) years relevant experience (or equivalent combination of education and experience).

**13. Title: Technical Subject Matter Expert**

***Detailed Description of Labor Category Responsibilities***

Leads large, complex implementations. Develops or refines existing technical strategy and approach. Provides technical architecture and performance recommendations. Plans and coordinates large-scale, complex, or technically unique projects that require the efforts of multiple technical individuals. Supervises other technical consultants.

***Minimum / General Experience***

A minimum of seven (7) years experience in full life cycle development including software analysis, design, development, installation, and integration. At least five (5) years experience with enterprise application software

(e.g., configuration, installation, system administration). Ability to facilitate executive level discussions.

***Minimum Education / Degree Requirements***

Bachelor's degree or three (3) years relevant experience (or equivalent combination of education and experience).

**14. Title: Functional Consultant 1**

***Detailed Description of Labor Category Responsibilities***

Participates in software implementations of various sizes and complexity. Gathers and documents functional requirements. Develops or refines existing business processes. Prepares system documentation including but not limited to functional specifications, design documents, system configuration documentation, and test scripts. Assists with execution of user acceptance testing and deployment activities.

***Minimum / General Experience***

A minimum of one (1) year experience in functional requirements analysis, systems design, testing and deployment.

***Minimum Education / Degree Requirements***

Bachelor's degree or one (1) year relevant experience (or equivalent combination of education and experience).

**15. Title: Functional Consultant 2**

***Detailed Description of Labor Category Responsibilities***

Participates in software implementations of various sizes and complexity. Leads smaller, less complex implementations. Gathers and documents functional requirements. Develops or refines existing business processes. Prepares system documentation including but not limited to functional specifications, design documents, system configuration documentation, and test scripts. Assists with execution of user acceptance testing and deployment activities.

***Minimum / General Experience***

A minimum of two (2) years experience in functional requirements analysis, systems design, testing and deployment. At least one (1) year experience with functional implementation of enterprise application software. Ability to facilitate small group discussions.

***Minimum Education / Degree Requirements***

Bachelor's degree or two (2) years relevant experience (or equivalent combination of education and experience).

**16. Title: Functional Consultant 3**

***Detailed Description of Labor Category Responsibilities***

Leads or participates in implementations of various sizes and complexity. Analyzes functional requirements and provides design/configuration recommendations. Develops or refines existing business processes. Prepares system documentation including but not limited to functional specifications, design documents, system configuration documentation, and test scripts. Coordinates user acceptance testing and deployment activities. Prepares verbal or written status on project milestones, progress, and problems. May supervise other functional consultants.

***Minimum / General Experience***

A minimum of three (3) years experience in functional requirements analysis, systems design, testing and deployment. At least two (2) years experience with functional implementation of enterprise application software. Ability to facilitate small and large group discussions.

***Minimum Education / Degree Requirements***

Bachelor's degree or three (3) years relevant experience (or equivalent combination of education and experience).

**17. Title: Functional Consultant 4**

***Detailed Description of Labor Category Responsibilities***

Leads implementations of various sizes and complexity. Analyzes functional requirements and provides design/configuration recommendations. Develops or refines existing business processes and leads system adoption efforts. Prepares system documentation including but not limited to functional specifications, design documents, system configuration documentation, and test scripts. Coordinates user acceptance testing and deployment activities. Prepares verbal or written status on project milestones, progress, and problems. May supervise other functional consultants.

***Minimum / General Experience***

A minimum of four (4) years experience in functional requirements analysis, systems design, testing and deployment. At least three (3) years experience with functional implementation of enterprise application software. Ability to facilitate small and large group discussions.

***Minimum Education / Degree Requirements***

Bachelor's degree or three (3) years relevant experience (or equivalent combination of education and experience).

**18. Title: Functional Lead**

***Detailed Description of Labor Category Responsibilities***

Leads implementations of various sizes and complexity. Contributes to development of functional strategy and approach. Analyzes functional requirements and provides design/configuration recommendations. Develops or refines existing business processes and leads system adoption efforts. Prepares system documentation including but not limited to functional specifications, design documents, system configuration documentation, and test scripts. Coordinates user acceptance testing and deployment activities. Prepares verbal or written status on project milestones, progress, and problems. Supervises other functional consultants.

***Minimum / General Experience***

A minimum of five (5) years experience in functional requirements analysis, systems design, testing, and deployment. At least four (4) years experience with functional implementation of enterprise application software. Ability to facilitate executive level discussions.

***Minimum Education / Degree Requirements***

Bachelor's degree or three (3) years relevant experience (or equivalent combination of education and experience).

**19. Title: Functional Subject Matter Expert**

***Detailed Description of Labor Category Responsibilities***

Leads large, complex implementations. Develops or refines existing functional strategy and approach. Provides recommendations on system governance and organizational processes. Plans and coordinates large-scale, complex, or functionally unique projects that require cross-functional or cross-divisional participation. Supervises other functional consultants.

***Minimum / General Experience***

A minimum of seven (7) years experience in functional requirements analysis, systems design, testing, and deployment. At least five (5) years experience with functional implementation of enterprise application software. Ability to facilitate executive level discussions.

***Minimum Education / Degree Requirements***

Bachelor's degree or three (3) years relevant experience (or equivalent combination of education and experience).

**20. Title: Project Manager 1**

***Detailed Description of Labor Category Responsibilities***

Responsible for project execution, typically for projects with smaller scope or less complex requirements. Provides management guidance to ensure all schedule and cost objectives are achieved successfully. Independently performs, or leads project teams in performing project tasks. Manages tasks within a task order. Organizes and coordinates planning and production of support activities. Meets with customer's management personnel and leadership to report progress, problems, and problem resolution. Formulates and reviews project plans and deliverable items. Assigns, schedules, and reviews work of project team.

***Minimum / General Experience***

A minimum of two (2) years supervisory experience in managing projects.

***Minimum Education / Degree Requirements***

Bachelor's degree or three (3) years relevant experience (or equivalent combination of education and experience).

**21. Title: Project Manager 2**

***Detailed Description of Labor Category Responsibilities***

Responsible for project execution, typically for projects with larger scope or more complex requirements. Provides management guidance to ensure all schedule and cost objectives are achieved successfully. Independently performs, or leads project teams in performing project tasks. Manages tasks within a task order. Organizes and coordinates planning and production of support activities. Meets with customer's management personnel and leadership to report progress, problems, and problem resolution. Formulates and reviews project plans and deliverable items. Assigns, schedules, and reviews work of project team.

***Minimum / General Experience***

A minimum of four (4) years supervisory experience in managing projects.

***Minimum Education / Degree Requirements***

Bachelor's degree or three (3) years relevant experience (or equivalent combination of education and experience).

**22. Title: Management Consultant 1**

***Detailed Description of Labor Category Responsibilities***

Makes recommendations that are recognized as authoritative within area of expertise. Conducts requirements and business case analysis to address complex organizational and management problems. Possesses experience and ability to analyze problems and provide the solutions to problems within a client's industry or organization. In an advisory capacity plans, develops, coordinates, and advises on management issues or initiatives of major scope and importance.

***Minimum / General Experience***

A minimum of six (6) years of related experience.

***Minimum Education / Degree Requirements***

Bachelor's degree or three (3) years relevant experience (or equivalent combination of education and experience).

**23. Title: Management Consultant 2**

***Detailed Description of Labor Category Responsibilities***

Makes recommendations that are recognized as authoritative within area of expertise and have impact on extensive activities. Conducts requirements and business case analysis to address complex organizational and management problems. Possesses experience and ability to analyze problems and provide the solutions to problems within a client's industry or organization. In an advisory capacity plans, develops, coordinates, and advises on a number of issues or initiatives of major scope and importance. Demonstrates experience, creativity, foresight, and judgment in showing others how to solve unprecedented problems, and recommending a program of objectives and recommendations that can lead to major changes to achieve overall organizational and management objectives.

***Minimum / General Experience***

A minimum of eight (8) years of related experience.

***Minimum Education / Degree Requirements***

Bachelor's degree or three (3) years relevant experience (or equivalent combination of education and experience).



**Information Technology Professional Services  
Labor Categories and Rates**

<b>ID</b>	<b>Labor Category</b>	<b>GSA Price</b>
1	Administrative Support Specialist 2	\$46.85
2	Project Coordinator	\$74.96
3	Technical Support Lead	\$93.70
4	Instructional Technologist 1	\$104.11
5	Instructional Technologist 2	\$117.12
6	Quality Assurance Analyst	\$85.89
7	Data Architect	\$124.93
8	Technical Consultant 1	\$101.51
9	Technical Consultant 2	\$117.12
10	Technical Consultant 3	\$136.64
11	Technical Consultant 4	\$156.16
12	Technical Lead	\$175.68
13	Technical Subject Matter Expert	\$234.24
14	Functional Consultant 1	\$101.51
15	Functional Consultant 2	\$117.12
16	Functional Consultant 3	\$136.64
17	Functional Consultant 4	\$156.16
18	Functional Lead	\$175.68
19	Functional Subject Matter Expert	\$234.24
20	Project Manager 1	\$156.16
21	Project Manager 2	\$175.68
22	Management Consultant 1	\$195.20
23	Management Consultant 2	\$234.24

**Table Notes:**

1. All rates are hourly.
2. Pricing is inclusive of the .75% Industrial Funding Fees that are collectible and payable to the General Services Administration.
3. Travel charges incurred in performance of order will be additive to the labor rates stated above, and authorized in advance. Travel charges will be invoiced in accordance with the then current GTR.

SIN	Manufacturer	Part Number	Description	GSA Price (w/ .75% IFF)
511210	Saba Software	LIC-SPP-001-10-P	Saba Publisher Professional Edition - Perpetual License 1-10 users purchased	\$2,631.58
511210	Saba Software	LIC-SPP-001-50-P	Saba Publisher Professional Edition - Perpetual License 21-50 users purchased	\$2,105.31
511210	Saba Software	LIC-CMU-001-P	Saba Centra for eMeetings, additional Concurrent Users - Perpetual License	\$220.05
511210	Saba Software	LIC-CMU-009-P	Saba Centra for eMeetings, additional Named Users 5 Perpetual License	\$22.01
511210	Saba Software	LIC-CVC-001-P	Saba Centra for Virtual Classrooms, additional Concurrent Users - Perpetual License	\$673.90
511210	Saba Software	LIC-CVC-009-P	Saba Centra for Virtual Classrooms, additional Named Users 5 Perpetual License	\$67.40
511210	Saba Software	LIC-RPV-008	Crystal Reports Professional 2008 License - Perpetual License	\$494.59
511210	Saba Software	LIC-RSP-908	Crystal Reports Server 2008 Embedded Throttled Starter Pack - Perpetual License	\$5,305.54
511210	Saba Software	LIC-SEL-001-P	Saba Learning - Perpetual License	\$20.63
511210	Saba Software	LIC-SEL-006-P	Saba Learning, Limited Recorded User - Perpetual License	\$6.88
511210	Saba Software	LIC-SEL-009-P	Saba Anywhere - Perpetual License	\$2.07
511210	Saba Software	LIC-SPB-001-10-P	Saba Publisher Standard Edition - Perpetual License 1-20 users purchased	\$1,618.64
511210	Saba Software	LIC-SPB-001-50-P	Saba Publisher Standard Edition - Perpetual License 21-50 users purchased	\$1,348.87
511210	Saba Software	LIC-SPP-002-20-P	Saba Publisher Professional Edition Upgrade - Perpetual License 1-20 users purchased	\$899.24
511210	Saba Software	LIC-SPP-002-50-P	Saba Publisher Professional Edition Upgrade - Perpetual License 21-50 users purchased	\$809.32
511210	Saba Software	OND-COT-001	Additional OnDemand storage, Monthly Subscription	\$238.04
54151	Saba Software	MAI-STD-001	Saba Standard Support (Maintenance) includes: two (2) named, Saba certified contacts; 8x5 support coverage, and right to new releases of the licensed product. In the initial period the Saba Standard Support (Maintenance) fee is 20% of net license amount, with the total price to be determined at the time of sale. In subsequent years (after the initial period), Saba Standard Support (Maintenance) is calculated based on the previous period's fee and may be subject to an uplift charge not to exceed 5% per annum.	\$1.00
54151	Saba Software	MAI-EXT-001	Saba Extended Support (Maintenance) includes: two (2) named, Saba certified contacts; 8x5 support coverage, and right to new releases of the licensed product. In the initial period the Saba Extended Support (Maintenance) fee is 24% of net license amount, with the total price to be determined at the time of sale. In subsequent years (after the initial period), Saba Extended Support (Maintenance) is calculated based on the previous period's fee and may be subject to an uplift charge not to exceed 5% per annum.	\$1.00
611420	Saba Software	ELS-008	Customizing Private Physical and Online Classes	\$6,743.95
511210	Cornerstone	Learning Base	Learning Platform Included in base platform: E-learning, Evaluations, Test engine, ILT, Curriculum Player, Materials Management Price per Active User / Year	\$27.20

511210	Cornerstone	Perform Base	EmployeePerformance Management Platform	\$27.20
511210	Cornerstone	ATS Base	Applicant tracking , Candidate Network, Candidate Search, Career Site Portals, Competency Assessment, Job Board Management, Requisition Management, Resume Parsing, Alerts & Notifications, Custom Reporting, My Team, Peoplefinder Employee Directory,Position Management	\$27.20
511210	Cornerstone	Conect-Base	Connect Platform Included in base platform: Social networking (blogs, wikis, podcasts, etc.), Knowledge management, People Finder, Career Profile Price per Active User / Year	\$27.20
511210	Cornerstone	Conect-Ext-Ann	Cornerstone Connect for the Extended Enterprise flat fee, annual, recurring; plus	\$22,670.03
511210	Cornerstone	Learning-Comp	Learning Platform Add-On Compliance Pack: Certifications + Forms Price per Compliance user / year	\$13.60
511210	Cornerstone	Learning-LCMS	Learning Platform Add-On LCMS: Content Authoring & Course Publisher Price per seat / year	\$2,720.40
511210	Cornerstone	Learning-Compet	Learning Platform Add-On Competencies / Dev Plans Price per user / year	\$9.07
511210	Cornerstone	Perform-Compet	Performance Platform Add-On Competencies / Dev Plans Price per user / year	\$9.07
511210	Cornerstone	Success-Base-1	Succession Platform Included in base platform:Career Profiles, SMP, People Finder, Candidate Search / Team Builder, Org Charting, Talent Pools Per Company Size 1 - 1,499	\$22,670.03
511210	Cornerstone	Success-Base-1500	Succession Platform 1500-4999	\$45,340.05
511210	Cornerstone	Success-Base-5000	Succession Platform 5,000 - 7,499	\$68,010.08
511210	Cornerstone	Success-Base-7500	Succession Platform 7,500 - 9,999	\$90,680.10
511210	Cornerstone	Success-Base-10000	Succession Platform 10,000 - 24,999	\$113,350.13
511210	Cornerstone	Success-Base-25000	Succession Platform 25,000 - 49,999	\$136,020.15
511210	Cornerstone	Success-Base-50000	Succession Platform 50,000 - 74,999	\$158,690.18
511210	Cornerstone	Success-Base-75000	Succession Platform 75,000 - 149,999	\$226,700.25
511210	Cornerstone	Success-Base-150000	Succession Platform 150,000+	\$272,040.30
511210	Cornerstone	Analytics-Add	Analytics Pack: Custom reports + dashboards (Platform Included with any platform: Administration, MyTeam, Standard reports, E-mail notifications, User Profiles Add-On) (min \$5,000)	20% of annual GSA software fees plus IFF
511210	Cornerstone	Prem-Support	Premium support (Platform Included with any platform: Administration, MyTeam, Standard reports, E-mail notifications, User Profiles Add-On)	20% of annual GSA software fees plus IFF
511210	Cornerstone	Onboard-1	Solution: Onboarding Included in onboarding platform: Onboarding, Engine, Forms, Curriculum Player Annual Cost Company Size 1 - 1,499	\$22,670.03
511210	Cornerstone	Onboard-1500	Onboard-1,500 - 4,999	\$36,272.04
511210	Cornerstone	Onboard-5000	Onboard-5,000 - 7,499	\$54,408.06
511210	Cornerstone	Onboard-7500	Onboard-7,500 - 9,999	\$68,010.08

511210	Cornerstone	Onboard-10000	Onboard-10,000 - 24,999	\$90,680.10
511210	Cornerstone	Onboard-25000	Onboard-25,000 - 49,999	\$136,020.15
511210	Cornerstone	Onboard-50000	Onboard-50,000 - 74,999	\$158,690.18
511210	Cornerstone	Onboard-75000	Onboard-75,000 - 149,999	\$181,360.20
511210	Cornerstone	Onboard-150000	Onboard-150,000+	\$226,700.25
511210	Cornerstone	Ext-Base	Extended Enterprise (Learning) [not for Connect] Included in extended enterprise platform: * Portal + Self-registration + Portal Builder + Guest User Access + E-commerce, Ext.Ent. E-Learning Engine, Compliance: Certifications + Forms, Curriculum Player, ILT, LCMS (1 seat) Per Active User / Year flat annual fee	\$27,204.03
511210	Cornerstone	Ext-Cont	Extended Enterprise (Learning) [not for Connect] Add-Ons Content	\$906.80
511210	Cornerstone	Ext-Ent-Reg-1000	Blocks of Extended Enterprise Registrations 1000 Price per registration	\$9.07
511210	Cornerstone	Ext-Ent-Reg-5000	Blocks of Extended Enterprise Registrations 5000 Price per registration	\$4.53
511210	Cornerstone	Ext-Ent-Reg-10000	Blocks of Extended Enterprise Registrations 10000 Price per registration	\$3.63
511210	Cornerstone	Ext-Ent-Reg-50000	Blocks of Extended Enterprise Registrations 50000 Price per registration	\$2.72
511210	Cornerstone	Ext-Ent-Reg-100000	Blocks of Extended Enterprise Registrations 100000 Price per registration	\$2.27
511210	Cornerstone	Ext-Ent-Reg-250000	Blocks of Extended Enterprise Registrations 250000 Price per registration	\$1.81
511210	Cornerstone	Ext-Ent-Reg-500000	Blocks of Extended Enterprise Registrations 500000 Price per registration	\$1.36
511210	Cornerstone	Ext-Ent-Reg-1000000	Blocks of Extended Enterprise Registrations 1000000 Price per registration	\$0.91
511210	Cornerstone	Ext-Ent-Reg-1000-B	Blocks of Extended Enterprise Registrations 1000 Registration Block (good for 12 months)	\$9,068.01
511210	Cornerstone	Ext-Ent-Reg-5000-B	Blocks of Extended Enterprise Registrations 5000 Registration Block (good for 12 months)	\$22,670.03
511210	Cornerstone	Ext-Ent-Reg-10000-B	Blocks of Extended Enterprise Registrations 10000 Registration Block (good for 12 months)	\$36,272.04
511210	Cornerstone	Ext-Ent-Reg-50000-B	Blocks of Extended Enterprise Registrations 50000 Registration Block (good for 12 months)	\$136,020.15
511210	Cornerstone	Ext-Ent-Reg-100000-B	Blocks of Extended Enterprise Registrations 100000 Registration Block (good for 12 months)	\$226,700.25
511210	Cornerstone	Ext-Ent-Reg-250000-B	Blocks of Extended Enterprise Registrations 250000 Registration Block (good for 12 months)	\$453,400.50
511210	Cornerstone	Ext-Ent-Reg-500000-B	Blocks of Extended Enterprise Registrations 500000 Registration Block (good for 12 months)	\$680,100.76
511210	Cornerstone	Ext-Ent-Reg-1000000-B	Blocks of Extended Enterprise Registrations 1000000 Registration Block (good for 12 months)	\$906,801.01
54151	Cornerstone	Imp-QS-LMS	Discovery and Planning Phase includes introductory mtg, 5 hours of implementation consulting, client activation process and welcome kit. Design Phase includes system configuration, pre-configured and QuickStart workbook. Execution phase includes client executed portal population, testing and validation. Pilot Phase includes client executed portal assessment. Deployment Phase	\$9,571.79

			includes client executed system go live. Estimated timeline is 10 business days and includes project management and configuration, online administrator training and portal activation.	
54151	Cornerstone	Imp-QS-EPM	Discovery and Planning Phase includes introductory mtg, 5 hours of implementation consulting, client activation process and welcome kit. Design Phase includes system configuration, pre-configured and QuickStart workbook. Execution phase includes client executed portal population, testing and validation. Pilot Phase includes client executed portal assessment. Deployment Phase includes client executed system go live. Estimated timeline is 10 business days and includes project management and configuration, online administrator training and portal activation.	\$9,571.79
54151	Cornerstone	Imp-QS-TMS	Discovery and Planning Phase includes introductory mtg, 5 hours of implementation consulting, client activation process and welcome kit. Design Phase includes system configuration, pre-configured and QuickStart workbook. Execution phase includes client executed portal population, testing and validation. Pilot Phase includes client executed portal assessment. Deployment Phase includes client executed system go live. Estimated timeline is 10 business days and includes project management and configuration, online administrator training and portal activation.	\$27,279.60
54151	Cornerstone	Imp-Pro-LMS	Discovery and Planning Phase includes sales hand-off process, client welcome process, client activation process and remote kick off meeting. Design Phase includes customized system configuration and configuration workshop, delivered remotely. Execution phase includes remotely executed portal population, testing and validation. Pilot Phase includes remotely executed portal assessment. Training Phase includes virtual administrator training course. Deployment Phase includes remotely executed system review and system go live. Estimated timeline is 30-45 business days and includes project management and configuration, 4-day LMS training course and portal activation.	\$26,801.01
54151	Cornerstone	Imp-Pro-EPM	Discovery and Planning Phase includes sales hand-off process, client welcome process, client activation process and remote kick off meeting. Design Phase includes customized system configuration and configuration workshop, delivered remotely. Execution phase includes remotely executed portal population, testing and validation. Pilot Phase includes remotely executed portal assessment. Training Phase includes virtual administrator training course. Deployment Phase includes remotely executed system review and system go live. Estimated timeline is 30-45 business days and includes project management and configuration, 4-day EPM training course and portal activation.	\$28,236.78
54151	Cornerstone	Imp-Pro-TMS	Discovery and Planning Phase includes sales hand-off process, client welcome process, client activation process and remote kick off meeting. Design Phase includes customized system configuration and configuration workshop, delivered remotely. Execution phase includes remotely executed portal population, testing and validation. Pilot Phase includes remotely executed portal assessment. Training Phase includes virtual administrator training course. Deployment Phase includes remotely executed system review and system go live. Estimated timeline is 30-45 business days and includes project management and configuration, 8-day TMS training course and portal activation.	\$52,644.84
54151	Cornerstone	Imp-Ent-LMS	Discovery and Planning Phase includes sales hand-off process, client welcome process, client activation process and onsite kick off meeting. Design Phase includes customized system configuration and configuration workshop, delivered onsite. Execution Phase includes remote portal configuration and onsite testing and validation. Pilot Phase includes onsite portal assessment. Training Phase includes onsite administrator training course. Deployment Phase includes onsite system review and system go live. Estimated timeline is 40-60 business days and includes project management, 4-day LMS training course and portal activation. Travel expenses not included.	\$47,858.94
54151	Cornerstone	Imp-Ent-EPM	Discovery and Planning Phase includes sales hand-off process, client welcome process, client activation process and onsite kick off meeting. Design Phase includes customized system configuration and configuration workshop, delivered onsite. Execution Phase includes remote portal configuration and onsite testing and validation. Pilot Phase includes onsite portal assessment. Training Phase includes onsite administrator training course. Deployment Phase includes onsite system review and system go live. Estimated timeline is 40-60 business days and includes project management, 4-day EPM training course and portal activation. Travel expenses not included.	\$49,294.71
54151	Cornerstone	Imp-Ent-TMS	Discovery and Planning Phase includes sales hand-off process, client welcome process, client activation process and onsite kick off meeting. Design Phase includes customized system configuration and configuration workshop, delivered onsite. Execution Phase includes remote portal configuration and onsite testing and validation. Pilot Phase includes onsite portal assessment. Training Phase includes onsite administrator training course. Deployment Phase includes onsite system review and system go live. Estimated timeline is 40-60 business days and includes project management, 8-day TMS training course and portal activation. Travel expenses not included.	\$85,188.92

511210	Cornerstone	InboundDF	1 Feed, 1 System, per CSOD Specification. Examples: End User/Organizational Unit, CRM, etc. Annual Fee	\$13,602.02
511210	Cornerstone	Outbound DF	1 Feed, 1 System, per CSOD Specification. Examples: Compensation System, Transcript, Performance, CRM, etc. Annual Fee	\$13,602.02
611420	Cornerstone	SSOInt	Per CSOD Specification	\$9,571.79
611420	Cornerstone	WebcastInt	Per CSOD Specification. Examples: WebEx, LiveMeeting, Interwise	\$19,143.58
611420	Cornerstone	Training-Onsite LMS	LMS Course	\$6,221.66
611420	Cornerstone	Training-Onsite EPM	EPM Course	\$6,221.66
611420	Cornerstone	Training-Virtual LMS	LMS Course	\$4,307.30
611420	Cornerstone	Training-Virtual EPM	EPM Course	\$4,307.30
54151	Cornerstone	AddCons	10 pack bundle for QuickStart Implementation Packages	\$1,722.92