

**AUTHORIZED FEDERAL SUPPLY SERVICE  
INFORMATION TECHNOLOGY SCHEDULE PRICELIST  
GENERAL PURPOSE COMMERCIAL  
INFORMATION TECHNOLOGY SERVICES**

**SIN 132-51 – INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES**

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

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

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

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

**Dynamics Research Corporation**

60 Frontage Road  
Andover, MA 01810-5498  
(978) 475-9090  
[www.drc.com](http://www.drc.com)

Contract Number: #GS-35F-4775G

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Period Covered by Contract: July 25, 1997 through July 24, 2012

**General Services Administration  
Federal Supply Service**

Pricelist current through Modification # PO-0028, dated 5/23/08.

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>.

## Dynamics Research Corporation

*DRC was founded in 1955 by systems engineers from the Instrumentation Laboratories of the Massachusetts Institute of Technology (MIT). Today, DRC's corporate headquarters and systems integration facilities are located in Andover, Massachusetts, close to the 40 supporting labs and centers at MIT. DRC's other operating centers are located in Virginia, Alabama, Florida, Ohio, Illinois, Oregon, Colorado and Texas. Field offices are located close to customer facilities throughout the United States.*

*The majority of DRC's work is for various branches of the U.S. military and other federal agencies. DRC develops and operates complex computer and communications-intensive information systems, as well as provides a broad array of systems engineering, management consulting and support services. DRC's commercial divisions produce high-precision manufactured components, often used for digital measurement and computer-based control systems.*

*DRC's comprehensive systems development life cycle methodology and computer-assisted techniques have been certified by external auditors as being compliant with the Software Engineering Institute's Capability Maturity Model.*

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**INFORMATION FOR ORDERING OFFICES**

**APPLIABLE TO ALL SPECIAL ITEM NUMBERS**

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

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) 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.

- (X) 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.

## 2. CONTRACTORS ORDERING ADDRESS AND PAYMENT INFORMATION

**Ordering Information**  
**Dynamics Research Corporation**  
**60 Frontage Road**  
**Attn: Contracts**  
**Andover, MA 01810**

### **Payment Information:**

#### **Payments by EFT:**

Bank of America  
ABA: 011000138  
ACCT: 4605300651  
Checking  
For: Dynamics Research Corporation

ACH US Phone Number: 800-304-9856  
ACH Fax Number: 513-762-8257

#### **Payments by Check**

Dynamics Research Corporation  
P.O. Box 414072  
Boston, MA 02241-4072

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

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

**800-522-4321, Ext. 2753 or 703-412-812, Ext. 6051**

## 3. LIABILITY FOR INJURY OR DAMAGE

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

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

Block 9: G. Order/Modification under Federal Schedule

Block 16: Data Universal Numbering System: #00-101-4182

Block 30: Type of Contractor: C-Large Business

- 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 36: Contractor’s Taxpayer Identification Number (TIN): 04-2211809

**4a. CAGE CODE:** #23383

**B.** Contractor has registered with the Central Contractor Registration Database.

**5. FOB DESTINATION**

**6. DELIVERY SCHEDULE**

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	As mutually agreed to by ordering agency and Dynamics Research Corp.

**b. URGENT REQUIREMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies 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 agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

**7. DISCOUNTS** (Prices shown are NET Prices; Basic Discounts have been deducted)

- a.** Prompt Payment: 0% - 30 days from receipt of invoice or date of acceptance, whichever is later.
- b.** Quantity: None.
- c.** Dollar Volume: None.
- d.** Government Educational Institutions: Government Educational Institutions are offered the same discounts as all other Government Customers.
- e.** Other: 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.

### **STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING**

DRC does not provide export packing, as only IT Professional Services are offered.

### **SMALL REQUIREMENTS**

The minimum dollar value of orders to be issued is \$2,500.00.

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

- a. The maximum dollar value per order for Special Item Number 132-51 will be \$500,000.

### **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.

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

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

## 9. 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 the 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.

## 10. FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS)

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

## 11. CONTRACTOR TASKS/SPECIAL REQUIREMENTS (C-FSS-370) (NOV-2001)

- 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. 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 orders 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.

## 12. CONTRACT ADMINISTRATION FOR ORDERING OFFICES

Any ordering office, 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 (1) Termination for the Government's convenience, and (m) Termination for Cause (See C.1.)

## 13. GSA Advantage!

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

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

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

#### **14. PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS**

For Administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items. 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 8.401(d).

#### **15. 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 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 specification furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

#### **16. OVERSEAS ACTIVITIES**

The term 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:

NONE.

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

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

The use of BPA's under any schedule contract to fill repetitive needs for supplies or services is allowable. BPA's may be established with one or more schedule contractors. The number of BPA's 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).

## **18. 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.

## **19. INSTALLATION, DEINSTALLATION, REINSTALLATION**

The Davis-Bacon Act (40 U.S.C. 276a.-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirement 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 services 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 apply.

The requisitioning 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 David-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 SIKN 132-8.

## **20. 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:

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

## **21. 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

- (iii) 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
- (iv) 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.

## **22. 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 clause that require work on a Government installation and 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' proof of required insurance, and shall make copies available to the Contracting Officer upon request.

## **23. 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](http://www.core.gov).

## **24. 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 prepayment is not authorized or allowed under this contract. (31 U.S.C. 3324).

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

**1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services and apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

**2. PERFORMANCE INCENTIVES**

- 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 in accordance with this clause.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. 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. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK) (G-FCI-920) (MAR 2003)**

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

When ordering services over \$100,000, Department of Defense (DOD) ordering offices and non-DOD agencies placing orders on behalf of the DOD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 – Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence.

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

a. When ordering Services, ordering activities shall----

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

- (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any other special requirements (i.e., security clearances, travel, special knowledge, etc. ) should be prepared.
- (ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering activity makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement or work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.
- (iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.
- (iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualifications of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2) below, the request shall notify the contractors that will be the case.

2. Transmit the Request to Contractors:

Based upon an initial evaluation of catalogs and price lists, the ordering activity should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors locations, as appropriate) and transmit the request as follows:

NOTE: When buying IT professional services under SIN 132-51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINS as well as SIN 132-51. The limitation may only be used

when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

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

3. Evaluate Responses and Select the Contractor to Receive the Order:

- a. After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)
- b. The establishment of Federal SupOply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering activity the opportunity to secure volume discounts. When establishing BPAs, ordering activities shall----

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

- (i) **SINGLE BPA:** Generally, a single BPA should be established when the ordering activity can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)
- (ii) **MULTIPLE BPAs:** When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing the BPSs, the procedures in (a) (2) above must be followed. The procedures at (a) (2) do not apply to orders issued under

multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the Schedule contractor that represents the best value.

(2) Review BPAs Periodically:

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

- (i) The ordering activity should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
- (ii) When the ordering activity's requirement involves both products as well as executive, administrative and/or professional, services, the ordering activity should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)
- (iii) The ordering activity, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For ordering activity requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

#### **4. 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 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.

#### **5. PERFORMANCE OF SERVICES**

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

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

#### **6. 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 the 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.

- d. If a stop-work order is not cancelled 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.

## **7. INSPECTION OF SERVICES**

The Inspection of Services-Fixed Price (AUG 1996) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection-Time-and-Materials and Labor-Hour (JAN 1986) clause at FAR 52.256-6 applies to time-and-materials and labor-hour orders placed under this contract.

## **8. RESPONSIBILITIES OF THE CONTRACTOR**

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

## **9. RESPONSIBILITIES OF THE GOVERNMENT**

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

## **10. INDEPENDENT CONTRACTOR**

All IT 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 Government.

## **11. 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 Government contract, without some restriction on activities by the Contractor and its affiliates, may either (i) result in 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 Government, ordering offices 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.

## **12. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT services. Progress payments may be authorized by the ordering office 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.

## **13. 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 52.232-7 (DEC 2002), Alternate I (APR 1984) 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 52.232-7 (DEC 2002), Alternate II (DEC 2002) applies to labor-hour orders placed under this contract.

## **14. RESUMES**

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

## **15. INCIDENTAL SUPPORT COSTS**

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

## **16. 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.

## 17. DESCRIPTION OF IT SERVICES AND PRICING

Dynamics Research Corporation provides Information Technology services across the full system lifecycle. These services include system integration activities that are performed according to demanding software quality policies and procedures. These “best practices” have been audited and certified by outside independent evaluators as being compliant with those defined and recommended by the Software Engineering Institute.

The Special Item No. 132.51 IT Professional Services of Dynamics Research Corporation includes, but is not limited to, the following:

• Project and Program Management	• Conversion and Implementation Support
• ADP Systems Acquisition Support Services	• System Integration
• Human Factors Engineering	• Case Management Systems
• Systems Analysis and Design	• Logistics Data Systems
• Database Planning and Design	• Executive Information Systems
• System Prototyping	• Independent Verification and Validation
• Systems Reengineering	• Network Services
• Client/Server Migration	• Web Technology Services
• Programming	• Data/Records Management
• Software Quality Assurance	• Resources and Facilities Management

Under the Terms and Conditions of this Schedule contract, Dynamics Research Corporation warrants that all services performed under this contract will, at time of acceptance, be free from Defects. DRC will reperform, at its sole expense, any services which are Defective, in order to ensure the satisfactory completion of such services.

### LABOR CATEGORY DESCRIPTIONS

#### SYSTEMS ENGINEERING

##### **JOB TITLE: SENIOR STAFF SYSTEMS ENGINEER**

Minimum/General Experience: Fourteen years of directly related technical experience and substantial management experience in successful efforts involving any combination of: systems analysis and design, programming, conversion and implementation support, network services, project management, data/records management, resources and facilities management, or database planning and design. Personnel in this skill category have previously demonstrated superior leadership skills in many successful efforts involving highly qualified scientific, engineering or technical staff.

Functional Responsibility: Individuals in this category are high-level managers, reporting directly to corporate officers, having responsibility for the operation of large technical programs and the performance of several significant systems engineering or system development projects.

Minimum Education: Qualifications at this level include a Masters degree in a scientific, engineering, or computer science area, or an MBA or an undergraduate degree and three additional years of management experience.

**JOB TITLE: STAFF SYSTEMS ENGINEER**

Minimum/General Experience: Twelve years of directly related experience including management or leadership roles in successful efforts involving any combination of: systems analysis and design, programming, conversion and implementation support, network services, project management, data/records management, resources and facilities management, or database planning and design. Personnel in this skill category have previously demonstrated leadership skills in a number of successful efforts involving highly qualified scientific, engineering or technical staff.

Functional Responsibility: Individuals in this category are senior level managers and have a high degree of experience and knowledge in systems engineering related disciplines. They are program or project managers and oversee the performance of one or more significant projects.

Minimum Education: Qualifications at this level include a Masters degree or an undergraduate degree and three additional years of management experience.

**JOB TITLE: SENIOR SYSTEMS ENGINEER I**

Minimum/General Experience: Ten years of related experience in successful efforts involving any combination of: systems analysis and design, programming, conversion and implementation support, network services, project management, data/records management, resources and facilities management, database planning and design. Project Management experience is required.

Functional Responsibility: Individuals at this level are emerging authorities and are recognized by peers inside and outside the organization as significant contributors to current systems technology. They function as project leaders on major projects and identify and initiate innovative research opportunities.

Minimum Education: Qualifications at this level include an undergraduate degree.

**JOB TITLE: SENIOR SYSTEMS ENGINEER II**

Minimum/General Experience: The years of related experience in successful efforts involving any combination of: systems analysis and design, programming, conversion and implementation support, network services, project management, data/records management, resources and facilities management, database planning and design.

Functional Responsibility: Individuals at this level are assigned as leaders for projects of substantial size and importance. They participate actively in company-sponsored research and provide technical and leadership contributions to contract and other tasks.

Minimum Education: Qualifications at this level include an undergraduate degree.

## **JOB TITLE: SYSTEMS ENGINEER I**

Minimum/General Experience: Ten years of professional experience including eight years of related experience in successful efforts involving any combination of: systems analysis and design, programming, conversion and implementation support, network services, project management, data/records management, resources and facilities management, database planning and design. Individuals in this category have demonstrated leadership qualities.

Functional Responsibility: Individuals at this level are assigned as leaders for projects of substantial size and importance. They participate actively in company-sponsored research and provide technical and leadership contributions to contact and other tasks.

Minimum Education: Qualifications at this level include an undergraduate degree. Five years of applicable experience may be substituted for an undergraduate degree.

## **JOB TITLE: SYSTEMS ENGINEER II**

Minimum/General Experience: Eight years of professional experience including five years of related experience in successful efforts involving any combination of: systems analysis and design, programming, conversion and implementation support, network services, project management, data/records management, resources and facilities management, database planning and design. Individuals in this category have demonstrated leadership qualities.

Functional Responsibility: Individuals at this level are assigned as leaders for smaller projects. As participants in larger projects, they provide solutions to a variety of difficult or complex problems.

Minimum Education: Qualifications at this level include an undergraduate degree. Five years of applicable experience may be substituted for an undergraduate degree.

## **JOB TITLE: SYSTEMS ENGINEER III**

Minimum/General Experience: Six years of professional experience including two years of related experience in successful efforts involving any combination of: systems analysis and design, programming, conversion and implementation support, network services, project management, data/records management, resources and facilities management, database planning and design.

Functional Responsibility: Individuals at this level perform a substantial portion of routine systems engineering tasks under on-going projects, demonstrating a broad knowledge of standard system engineering principles.

Minimum Education: Qualifications include an undergraduate degree. Five years of applicable experience may be substituted for an undergraduate degree.

## **JOB TITLE: SYSTEMS ENGINEER**

Minimum/General Experience: Five years of professional experience including a minimum of one year of related experience in successful efforts involving any combination of: systems analysis and design, programming, conversion and implementation support, network services, project management, data/records management, resources and facilities management, database planning and design.

Functional Responsibility: Individuals at this level perform similar working-level functions to those performed by a Systems Engineer III.

Minimum Education: Qualifications include an undergraduate degree. Five years of applicable experience may be substituted for an undergraduate degree.

### **JOB TITLE: ASSOCIATE SYSTEMS ENGINEER**

Minimum/General Experience: Two years of experience including related experience in successful efforts involving any combination of: systems analysis and design, programming, conversion and implementation support, network services, project management, data/records management, resources and facilities management, database planning and design.

Functional Responsibility: Individuals at this level include both degreed and non-degreed technicians applying specialized knowledge or experience in areas of systems engineering, manufacturing or quality assurance.

Minimum Education: Qualifications include an undergraduate degree or a combination of four years of specialized training and experience.

### **JOB TITLE: SYSTEMS ENGINEERING ASSISTANT**

Minimum/General Experience: One year related experience in successful efforts involving any combination of: systems analysis and design, programming, conversion and implementation support, network services, project management, data/records management, resources and facilities management, database planning and design.

Functional Responsibility: Individuals at this level include non-degreed technicians applying specialized knowledge or experience in areas of systems engineering, manufacturing or quality assurance.

Minimum Education: Qualifications include an associate degree or a combination of two years specialized training and experience.

### **JOB TITLE: TECHNICAL PUBLICATIONS SPECIALIST**

Minimum/General Experience: Two years related experience in documentation efforts involving any combination of: systems analysis and design, programming, conversion and implementation support, network services, project management, data/records management, resources and facilities management, database planning and design.

Functional Responsibility: Individuals in this category require proficiency in word processing, design or graphics software.

Minimum Education: Qualifications include at least a high school diploma and related technical training.

## **JOB TITLE: SENIOR SOFTWARE ENGINEER I**

Minimum/General Experience: Ten years of related experience in successful efforts involving any combination of: systems analysis and design, programming, conversion and implementation support, network services, project management, data/records management, resources and facilities management, database planning and design. Individuals in this skill category have experience or training in the DRC System Life Cycle Methodology and the best practices promoted by the Software Engineering Institute.

Functional Responsibility: Individuals at this level are emerging authorities and are recognized by peers inside and outside the organization as significant contributors to current technology. They function as project leaders on major software or information system development projects and identify or initiate technological advancement opportunities. Qualified to effect DRC's disciplined process that provides assurance to senior management that software development projects comply with both DRC sanctioned and customer sanctioned standards, policies and procedures for software development activities and the resulting work products. Qualified to serve as Quality Assurance Manager on large software development and systems integration efforts.

Minimum Education: Qualifications at this level include an undergraduate degree, with course work in a computer science-related field.

## **JOB TITLE: SENIOR SOFTWARE ENGINEER II**

Minimum/General Experience: Ten years of related experience in successful efforts involving any combination of: systems analysis and design, programming, conversion and implementation support, network services, project management, data/records management, resources and facilities management, database planning and design. Individuals in this skill category have experience or training in the DRC System Life Cycle Methodology and the best practices promoted by the Software Engineering Institute.

Functional Responsibility: Individuals at this level are assigned as leaders for projects of substantial size and importance. They provide technical and leadership contributions to contractual and other related tasks. Qualified to effect DEC's disciplined process that provides assurance to senior management that software development projects comply with both DRC sanctioned and customer sanctioned standards, policies and procedures for software development activities and the resulting work products. Qualified to serve as Quality Assurance Manager on moderate size software development and systems integration efforts.

Minimum Education: Qualifications at this level include an undergraduate degree, with course work in a computer science-related field.

## **JOB TITLE: SOFTWARE ENGINEER I**

Minimum/General Experience: Eight years of experience with greater than five years of related experience in successful efforts involving any combination of: systems analysis and design, programming, conversion and implementation support, network services, project management, data/records management, resources and facilities management, database planning and design. Individuals in this skill category have experience or training in the DRC System Life Cycle Methodology and the best practices promoted by the Software Engineering Institute.

Functional Responsibility: Individuals at this level provide leadership and substantial input into software development and information system development projects using knowledge of software engineering and programming in a variety of computer languages and documentation standards. Qualified to effect DRC's disciplined process that provides assurance to senior management that software development products comply with both DRC sanctioned and customer sanctioned standards, policies and procedures for software development activities and the resulting work products.

Minimum Education: Qualifications at this level include an undergraduate degree, with course work in a computer science-related field. Five years of applicable experience may be substituted for an undergraduate degree.

## **JOB TITLE: SOFTWARE ENGINEER II:**

Minimum/General Experience: Six years of experience with at least five years of related experience in successful efforts involving any combination of: systems analysis and design, programming, conversion and implementation support, network services, project management, data/records management, resources and facilities management, database planning and design. Individuals in this skill category have experience or training in the DRC System Life Cycle Methodology and the best practices promoted by the Software Engineering Institute.

Functional Responsibility: Individuals at this level provide substantial software engineering and programming support or input on large projects and leadership on smaller development efforts. Qualified to effect DRC's disciplined process that provides assurance to senior management that software development projects comply with both DRC sanctioned and customer sanctioned standards, policies and procedures for software development activities and the resulting work products.

Minimum Education: Qualifications at this level include an undergraduate degree, with course work in a computer science-related field. Five years of applicable experience may be substituted for an undergraduate degree.

## **JOB TITLE: SOFTWARE ENGINEER III**

Minimum/General Experience: Five years of experience with at least two years of related experience in successful efforts involving any combination of: systems analysis and design,

programming, conversion and implementation support, network services, project management, resources and facilities management, database planning and design. Individuals in this skill category have experience or training in the DRC System Life Cycle Methodology and the best practices promoted by the Software Engineering Institute.

Functional Responsibility: Individuals at this level perform substantial portion of routine software engineering and programming tasks under on-going projects, demonstrating a broad knowledge of standard programming principles. Qualified to effect DRC's disciplined process that provides assurance to senior management that software development projects comply with both DRC sanctioned and customer sanctioned standards, policies and procedures for software development activities and the resulting work products. May serve as a Configuration Manager for software.

Minimum Education: Qualifications include an undergraduate degree, with course work in a computer science-related field. Five years of applicable experience may be substituted for an undergraduate degree.

#### **JOB TITLE: SOFTWARE ENGINEER**

Minimum/General Experience: Two years of experience with at least one year related experience in successful efforts involving any combination of: systems analysis and design, programming, conversion and implementation support, network services, project management, data/records management, resources and facilities management, database planning and design.

Functional Responsibility: Individuals at this level perform similar working-level functions to those performed by a Software Engineer III. Qualified to effect DRC's disciplined process that provides assurance to senior management that software development projects comply with both DRC sanctioned and customer sanctioned standards, policies and procedures for software development activities and the resulting work products.

Minimum Education: Qualifications include an undergraduate degree, with course work in a computer science-related field. Five years of applicable experience may be substituted for an undergraduate degree.

## **COMMUNICATIONS ENGINEERING**

### **JOB TITLE: SENIOR COMMUNICATIONS ENGINEER I**

Minimum/General Experience: Ten years of Information technology experience with greater than eight years of related communications engineering experience in successful efforts involving any combination of: systems analysis and design, programming, conversion and implementation support, network services, project management, resources and facilities management. Individuals in this skill category have experience or training in the DRC System Life Cycle Methodology and understand and practice the best practices promoted by the Software Engineering Institute as they relate to communications engineering.

Functional Responsibility: Individuals at this level are emerging authorities and are recognized by peers inside and outside the organizations significant contributors to current technology. They function as project leaders on major software or information system development projects and identify or initiate technological advancement opportunities. Qualified to effect DRC's disciplined process that provides assurance to senior management that software development projects comply with both DRC sanctioned and customer sanctioned standards, policies and procedures for software development activities and the resulting work products.

Minimum Education: Qualifications at this level include an undergraduate degree, with course work in electrical engineering, communications or a computer science-related field. Five years of applicable experience may be substituted for an undergraduate degree.

### **JOB TITLE: SENIOR COMMUNICATIONS ENGINEER II**

Minimum/General Experience: Ten years of Information Technology experience with at least eight years of related experience in communications efforts involving any combination of: systems analysis and design, programming, conversion and implementation support, network services, project management, and communications resources and facilities management. Individuals in this skill category have experience or training in the DRC System Life Cycle Methodology and understand and practice the best practices promoted by the Software Engineering Institute as they relate to communications engineering.

Functional Responsibility: Individuals at this level are assigned as leaders for projects of substantial size and importance. They provide technical and leadership contributions to contractual and other related tasks. Qualified to effect DRC's disciplined process that provides assurance to senior management that software development projects comply with both DRC sanctioned and customer sanctioned standards, policies and procedures for software development activities and the resulting work products.

Minimum Education: Qualifications at this level include an undergraduate degree, with course work in electrical engineering, communications or ac computer science-related field. Five years of applicable experience may be substituted for an undergraduate degree.

## **JOB TITLE: NETWORK ENGINEER I**

Minimum/General Experience: Ten years of Information Technology experience including at least five years of related experience in successful efforts involving any combination of: systems analysis and design, programming, conversion and implementation support, network services, project management, data/records management, resources and facilities management, database planning and design. Individuals in this skill category have experience or training in the DRC System Life Cycle Methodology and understand and practice the best practices promoted by the Software Engineering Institute as they relate to communications engineering.

Functional Responsibility: Individuals at this level provide leadership and substantial input into communications systems development and information system development projects using knowledge of communications engineering. Qualified to effect DRC's disciplined process that provides assurance to senior management that software development projects comply with both DRC sanctioned and customer sanctioned standards, policies and procedures for software development activities and the resulting work products.

Minimum Education: Qualifications at this level include an undergraduate degree, with course work in electrical engineering, communications or a computer science-related field. Five years of applicable experience may be substituted for an undergraduate degree.

## **JOB TITLE: NETWORK ENGINEER II**

Minimum/General Experience: Nine years of Information Technology experience including five years of related experience in communications efforts involving any combination of: systems analysis and design, programming, conversion and implementation support, network services, project management, resources and facilities management. Individuals in this skill category have experience or training in the DRC System Life Cycle Methodology and understand and practice the best practices promoted by the Software Engineering Institute as they relate to communications engineering.

Functional Responsibility: Individuals at this level provide substantial communications engineering support or input on large projects and leadership on smaller development efforts. Qualified to effect DRC's disciplined process that provides assurance to senior management that software development projects comply with both DRC sanctioned and customer sanctioned standards, policies and procedures for software development activities and the resulting work products.

Minimum Education: Qualifications at this level include an undergraduate degree, with course work in electrical engineering, communications or a computer science-related field. Five years of applicable experience may be substituted for an undergraduate degree.

### **JOB TITLE: NETWORK ENGINEER III**

Minimum/General Experience: Eight years of Information Technology experience including two years of related experience in communications efforts involving any combination of: systems analysis and design, programming, conversion and implementation support, network services, project management, network resources and facilities management. Individuals in this skill category have experience or training in the DRC System Life Cycle Methodology and understand and practice the best practices promoted by the Software Engineering Institute as they relate to communications engineering.

Functional Responsibility: Individuals at this level perform a substantial portion of routine network engineering tasks under on-going projects, demonstrating a broad knowledge of standard networking principles. Qualified to effect DRC's disciplined process that provides assurance to senior management that software development projects comply with both DRC sanctioned and customer sanctioned standards, policies and procedures for software development activities and the resulting work products.

Minimum Education: Qualifications include an undergraduate degree, with course work in electrical engineering, communications, or a computer science-related field. Five years of applicable experience may be substituted for an undergraduate degree.

### **JOB TITLE: NETWORK ENGINEER**

Minimum/General Experience: Two years related experience in networking efforts involving any combination of: systems analysis and design, programming, conversion and implementation support, network services, project management, network resources and facilities management. Individuals in this skill category have experience or training in the DRC System Life Cycle Methodology and understand and practice the best practices promoted by the Software Engineering Institute as they relate to communications engineering.

Functional Responsibility: Individuals at this level perform similar working-level functions to those performed by a Network Engineer III. Qualified to effect DRC's disciplined process that provides assurance to senior management that software development projects comply with both DRC sanctioned and customer sanctioned standards, policies and procedures for software development activities and the resulting work products.

Minimum Education: Qualifications include an undergraduate degree, with course work in electrical engineering, communications or a computer science-related discipline. Five years of applicable experience may be substituted for an undergraduate degree.

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

### **PREAMBLE**

Dynamics Research Corporation provides commercial products and services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and women-owned businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangement, and subcontracting.

### **COMMITMENT**

To actively seek and partner with small businesses.

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

To develop and promote company policy initiatives that demonstrates our support for awarding contract and subcontract 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 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 Federal Government contract. To accelerate potential opportunities please contact:

Collette Jolliffe, Sr. Contracts Manager  
(978) 289-1923  
[cjolliffe@drc.com](mailto:cjolliffe@drc.com)

**GSA RATES**  
**LABOR CATEGORY RATES BY GFY (Government Fiscal Year)**  
**(Contractor Site Rates Only)**  
**See Next Page for 2008-2012**

**SYSTEMS ENGINEERING**

	<b>2003</b>	<b>2004 (10/1/03- 12/31/03)</b>	<b>2004 (01/01/04- 09/30/04)</b>	<b>2005</b>	<b>2006</b>	<b>2007 (10/1/06- 7/24/08)</b>
SENIOR STAFF SYSTEMS ENGINEER	\$187.75	\$193.38	\$192.90	\$198.69	\$204.65	\$210.79
STAFF SYSTEMS ENGINEER	\$144.04	\$148.36	\$147.99	\$152.43	\$157.00	\$161.71
SENIOR SYSTEMS ENGINEER I	\$140.21	\$144.42	\$144.06	\$148.38	\$152.84	\$157.42
SENIOR SYSTEMS ENGINEER II	\$122.66	\$126.34	\$126.03	\$129.81	\$133.71	\$137.72
SYSTEMS ENGINEER I	\$102.02	\$105.08	\$104.82	\$107.96	\$111.20	\$114.55
SYSTEMS ENGINEER II	\$ 87.31	\$ 89.93	\$ 89.71	\$ 92.40	\$ 95.17	\$ 98.03
SYSTEMS ENGINEER III	\$ 79.61	\$ 82.00	\$ 81.80	\$ 84.25	\$ 86.77	\$ 89.38
SYSTEMS ENGINEER	\$ 74.83	\$ 77.07	\$ 76.88	\$ 79.19	\$ 81.57	\$ 84.01
ASSOCIATE SYSTEMS ENGINEER	\$ 58.92	\$ 60.68	\$ 60.53	\$ 62.35	\$ 64.22	\$ 66.15
SYSTEMS ENGINEERING ASSISTANT	\$ 47.52	\$ 48.95	\$ 48.83	\$ 50.30	\$ 51.80	\$ 53.36
TECHNICAL PUBLICATIONS SPECIALIST	\$ 39.13	\$ 40.30	\$ 40.20	\$ 41.41	\$ 42.65	\$ 43.93

**SOFTWARE ENGINEERING**

	<b>2003</b>	<b>2004 (10/1/03- 12/31/03)</b>	<b>2004 (01/01/04- 09/30/04)</b>	<b>2005</b>	<b>2006</b>	<b>2007 (10/1/06- 7/24/08)</b>
SENIOR SOFTWARE ENGINEER I	\$135.47	\$139.53	\$139.18	\$143.36	\$147.66	\$152.09
SENIOR SOFTWARE ENGINEER II	\$120.02	\$123.62	\$123.31	\$127.00	\$130.82	\$134.75
SOFTWARE ENGINEER I	\$105.11	\$108.26	\$107.99	\$111.23	\$114.58	\$118.01
SOFTWARE ENGINEER II	\$ 87.93	\$ 90.57	\$ 90.35	\$ 93.06	\$ 95.84	\$ 98.73
SOFTWARE ENGINEER III	\$ 74.86	\$ 77.11	\$ 76.92	\$ 79.22	\$ 81.60	\$ 84.05
SOFTWARE ENGINEER	\$ 65.36	\$ 67.32	\$ 67.15	\$ 69.17	\$ 71.24	\$ 73.39

**COMMUNICATIONS ENGINEERING**

	<b>2003</b>	<b>2004 (10/1/03- 12/31/03)</b>	<b>2004 (01/01/04- 09/30/04)</b>	<b>2005</b>	<b>2006</b>	<b>2007 (10/1/06- 7/24/08)</b>
SENIOR COMMUNICATIONS ENGINEER I	\$141.40	\$145.64	\$145.28	\$149.64	\$154.13	\$158.76
SENIOR COMMUNICATIONS ENGINEER II	\$135.47	\$139.53	\$139.18	\$143.36	\$147.66	\$152.09
NETWORK ENGINEER I	\$109.31	\$112.59	\$112.31	\$115.68	\$119.15	\$122.73
NETWORK ENGINEER II	\$105.11	\$108.26	\$107.99	\$111.23	\$114.58	\$118.01
NETWORK ENGINEER III	\$ 95.07	\$ 97.92	\$ 97.68	\$100.61	\$103.62	\$106.74
NETWORK ENGINEER	\$ 66.55	\$ 68.54	\$ 68.37	\$ 70.43	\$ 72.54	\$ 74.71

**GSA RATES (continued)**  
**LABOR CATEGORY RATES BY GFY (Government Fiscal Year)**  
**(Contractor Site Rates Only)**

**SYSTEMS ENGINEERING**

	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
	<b>7/25/08- 7/24/09</b>	<b>7/25/09- 7/24/10</b>	<b>7/25/10- 7/24/11</b>	<b>7/25/11- 7/24/12</b>	<b>7/25/12- 7/24/13</b>
SENIOR STAFF SYSTEMS ENGINEER	\$208.35	\$215.65	\$223.19	\$231.00	\$239.09
STAFF SYSTEMS ENGINEER	\$162.50	\$168.19	\$174.07	\$180.17	\$186.47
SENIOR SYSTEMS ENGINEER I	\$154.08	\$159.47	\$165.05	\$170.83	\$176.81
SENIOR SYSTEMS ENGINEER II	\$134.26	\$138.96	\$143.82	\$148.86	\$154.07
SYSTEMS ENGINEER I	\$110.55	\$114.42	\$118.43	\$122.57	\$126.86
SYSTEMS ENGINEER II	\$ 94.22	\$ 97.51	\$100.93	\$104.46	\$108.12
SYSTEMS ENGINEER III	\$ 86.89	\$ 89.94	\$ 93.08	\$ 96.34	\$ 99.71
SYSTEMS ENGINEER	\$ 81.80	\$ 84.66	\$ 87.63	\$ 90.69	\$ 93.87
ASSOCIATE SYSTEMS ENGINEER	\$ 65.95	\$ 68.26	\$ 70.65	\$ 73.12	\$ 75.68
SYSTEMS ENGINEERING ASSISTANT	\$ 54.20	\$ 56.10	\$ 58.06	\$ 60.09	\$ 62.20
TECHNICAL PUBLICATIONS SPECIALIST	\$ 46.19	\$ 47.80	\$ 49.48	\$ 51.21	\$ 53.00

**SOFTWARE ENGINEERING**

	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
	<b>7/25/08- 7/24/09</b>	<b>7/25/09- 7/24/10</b>	<b>7/25/10- 7/24/11</b>	<b>7/25/11- 7/24/12</b>	<b>7/25/12- 7/24/13</b>
SENIOR SOFTWARE ENGINEER I	\$150.47	\$155.73	\$161.18	\$166.82	\$172.66
SENIOR SOFTWARE ENGINEER II	\$131.67	\$136.28	\$141.05	\$145.99	\$151.10
SOFTWARE ENGINEER I	\$117.49	\$121.60	\$125.86	\$130.26	\$134.82
SOFTWARE ENGINEER II	\$ 99.16	\$102.63	\$106.22	\$109.94	\$113.79
SOFTWARE ENGINEER III	\$ 90.07	\$ 93.22	\$ 96.48	\$ 99.86	\$103.36
SOFTWARE ENGINEER	\$ 70.64	\$ 73.11	\$ 75.67	\$ 78.32	\$ 81.06

**COMMUNICATIONS ENGINEERING**

	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
	<b>7/25/08- 7/24/09</b>	<b>7/25/09- 7/24/10</b>	<b>7/25/10- 7/24/11</b>	<b>7/25/11- 7/24/12</b>	<b>7/25/12- 7/24/13</b>
SENIOR COMMUNICATIONS ENGINEER	\$158.86	\$164.42	\$170.18	\$176.13	\$182.30
SENIOR COMMUNICATIONS ENGINEER II	\$147.55	\$152.71	\$158.06	\$163.09	\$169.31
NETWORK ENGINEER I	\$121.41	\$125.66	\$130.05	\$134.61	\$139.32
NETWORK ENGINEER II	\$114.55	\$118.55	\$122.70	\$127.00	\$131.44
NETWORK ENGINEER III	\$103.00	\$106.60	\$110.33	\$114.20	\$118.19
NETWORK ENGINEER	\$ 73.33	\$ 75.89	\$ 78.55	\$ 81.30	\$ 84.14

**GSA RATES (continued)**  
**LABOR CATEGORY RATES BY GFY (Government Fiscal Year)**  
**(Client Site Rates Only)**

**SYSTEMS ENGINEERING**

	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
	<b>7/25/08- 7/24/09</b>	<b>7/25/09- 7/24/10</b>	<b>7/25/10- 7/24/11</b>	<b>7/25/11- 7/24/12</b>	<b>7/25/12- 7/24/13</b>
SENIOR STAFF SYSTEMS ENGINEER	\$178.18	\$184.42	\$190.88	\$197.56	\$204.47
STAFF SYSTEMS ENGINEER	\$138.97	\$143.83	\$148.87	\$154.08	\$159.47
SENIOR SYSTEMS ENGINEER I	\$131.77	\$136.38	\$141.15	\$146.09	\$151.20
SENIOR SYSTEMS ENGINEER II	\$114.82	\$118.84	\$123.00	\$127.30	\$131.76
SYSTEMS ENGINEER I	\$ 94.54	\$ 97.85	\$101.28	\$104.82	\$108.49
SYSTEMS ENGINEER II	\$ 80.57	\$ 83.40	\$ 86.31	\$ 89.33	\$ 92.46
SYSTEMS ENGINEER III	\$ 74.31	\$ 76.91	\$ 79.61	\$ 82.39	\$ 85.28
SYSTEMS ENGINEER	\$ 69.96	\$ 72.40	\$ 74.94	\$ 77.56	\$ 80.28
ASSOCIATE SYSTEMS ENGINEER	\$ 56.40	\$ 58.38	\$ 60.42	\$ 62.53	\$ 64.72
SYSTEMS ENGINEERING ASSISTANT	\$ 46.35	\$ 47.97	\$ 49.65	\$ 51.39	\$ 53.19
TECHNICAL PUBLICATIONS SPECIALIST	\$ 39.50	\$ 40.88	\$ 42.31	\$ 43.79	\$ 45.33

**SOFTWARE ENGINEERING**

	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
	<b>7/25/08- 7/24/09</b>	<b>7/25/09- 7/24/10</b>	<b>7/25/10- 7/24/11</b>	<b>7/25/11- 7/24/12</b>	<b>7/25/12- 7/24/13</b>
SENIOR SOFTWARE ENGINEER I	\$128.68	\$133.18	\$137.84	\$142.67	\$147.66
SENIOR SOFTWARE ENGINEER II	\$112.61	\$116.55	\$120.63	\$124.85	\$129.22
SOFTWARE ENGINEER I	\$100.48	\$103.99	\$107.63	\$111.40	\$115.30
SOFTWARE ENGINEER II	\$ 84.80	\$ 87.77	\$ 90.84	\$ 94.02	\$ 97.31
SOFTWARE ENGINEER III	\$ 77.03	\$ 79.72	\$ 82.51	\$ 85.40	\$ 88.39
SOFTWARE ENGINEER	\$ 60.41	\$ 62.52	\$ 64.71	\$ 66.98	\$ 69.32

**COMMUNICATIONS ENGINEERING**

	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
	<b>7/25/08- 7/24/09</b>	<b>7/25/09- 7/24/10</b>	<b>7/25/10- 7/24/11</b>	<b>7/25/11- 7/24/12</b>	<b>7/25/12- 7/24/13</b>
SENIOR COMMUNICATIONS ENGINEER I	\$135.86	\$140.62	\$145.54	\$150.63	\$155.90
SENIOR COMMUNICATIONS ENGINEER II	\$126.18	\$130.60	\$135.17	\$139.90	\$144.80
NETWORK ENGINEER I	\$103.83	\$107.46	\$111.22	\$115.12	\$119.14
NETWORK ENGINEER II	\$ 97.96	\$101.39	\$104.94	\$108.61	\$112.41
NETWORK ENGINEER III	\$ 88.09	\$ 91.17	\$ 94.36	\$ 97.66	\$101.18
NETWORK ENGINEER	\$ 62.71	\$ 64.90	\$ 67.17	\$ 69.53	\$ 71.96



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 Agency):

- (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:

**DESINATION**

**DELIVERY SCHEDULE/DATES**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- (3) The Government estimates, but does not guarantee, that the volume of purchases through the 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 GUIDELINE FOR USING “CONTRACTOR TEAM ARRANGEMENT”**

Federal Supply Schedule Contractors may use “Contractor Team Arrangement” (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

These Tem 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.

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

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customer’s needs, or –
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection. |