

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

**UNIVERSAL CONSULTING SERVICES, INC.
3975 FAIR RIDGE DRIVE, SUITE 400 SOUTH
FAIRFAX, VA 22033
(703) 591-5100
www.universal-inc.net**

CONTRACT NUMBER: GS-35F-0519L

PERIOD COVERED BY CONTRACT: 7/23/2006 – 7/22/2011

**GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE**

Pricelist current through Modification #FX75, dated June 17, 2009.

SPECIAL ITEM NUMBER 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

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

Table of Contents

Information for Ordering Offices.....	3
Terms & Conditions Applicable Information technology (IT) Professional Services (Special Item Number 132-51).....	10
Universal Consulting Services, Inc. Description of Services.....	14
Universal Consulting Services, Inc. Skill Category Description.....	16
Universal Consulting Services, Inc. GSA Schedule Contract Pricelist.....	24
USA Commitment to Promote Small Business Participation Procurement Programs.....	26

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

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.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Contractor's Ordering Address: Universal Consulting Services, Inc.
3975 Fair Ridge Dr. Suite 400S
Fairfax, VA 22033
Attn: Abhijit Dhumne

Contractor's Payment Address: Universal Consulting Services, Inc.
3975 Fair Ridge Dr. Suite 400S
Fairfax, VA 22033
Attn: Hanh McLellen

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 will 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:

Abhijit Dhumne: (703) 591-5100, ext. 200
Phillip J. Bach: (703) 591-5100, ext. 212

3. LIABILITY FOR INJURY OR DAMAGE

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

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

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: **008219672**
Block 30: Type of Contractor - **A. Small Disadvantaged Business**
B. Other Small Business

Block 31: Woman-Owned Small Business - **Yes**
Block 36: Contractor's Taxpayer Identification Number (TIN): **542014625**

- 4a. CAGE Code: **1SUM1**
- 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)
_____	_____ Days
_____	_____ Days

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

7. DISCOUNTS: Prices shown are NET Prices; Basic Discounts have been deducted.

- a. **Prompt Payment:** 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: Same
- 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:

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

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

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:
Special Item Number 132-51 - Information Technology Professional Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS

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

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

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

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be

acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal 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:

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:

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

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

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

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

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

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

- (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
- (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

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

26. SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

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

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

1. SCOPE

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

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

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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

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

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

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

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

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

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

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

6. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) (Deviation 1 – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (May 2001) (Deviation 1 – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

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

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

(1) The offeror;

- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

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

The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science

Universal Consulting Services, Inc.

Description of Services

The services of Universal Consulting Services, Inc. include, but are not limited, to the following:

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

The following is a high level description of the services Universal Consulting Services, Inc. can provide under SIN 132-51. Specific services include, but are not limited, to the following:

IT Systems Development Services (FPDS Code D302)

- Project Planning and Management
- Requirements Analysis
- System and Product Evaluation
- Systems Design
- Systems Development
- System Testing
- Data Conversion
- User Training
- Systems Implementation
- Systems Maintenance
- Systems Administration

IT Systems Analysis Services (FPDS Code D306)

- Business and Functional Analysis
- Business Process Re-engineering
- Change Management
- Data Modeling
- Facilitation
- Process Analysis and Definition
- Technology Architecture Definition
- Strategy

Automated Information Systems Design and Integration Services (FPDS Code D307)

- Systems Integration
- Process and Data Modeling
- Systems Specifications and Application Design
- Data conversion Design
- External Interface Design
- Infrastructure integration
- Logical and Physical Data Modeling
- Prototype Design
- Network Integration
- Sub-Component Design
- User Interface Design

Programming Services (FPDS Code D308)

- Code Design
- Code Development and Generation
- Code Testing
- Code Implementation

IT Back-up and Security Services (FPDS Code 310)

System Security
Data Back-up and Recovery
Security Administration
Internet Security

IT Data Conversion Services (FPDS Code D311)

Data Extraction
Data Transformation
Data Loading
Data Cleansing
Data Creation
Data reconciliation

Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services (FPDS Code D313)

CAD/CAM Drawings
CAD/CAM Training
CAD/CAM Conversion
CAD/CAM Storage

IT Network Management Services (FPDS Code D316)

Network Design
Network Configuration
Network Monitoring
Network Security

Other IT Services, Not Elsewhere Classified (FPDS Code D399)

Data Warehousing
Technical Architecture Design
Enterprise Information Portal Implementation
E-Commerce Portal Implementation
Knowledge Management System Implementation
IT Systems Program Management
E-Business Solution Identification and Implementation
Gap Analysis
Post Implementation Support
Independent Verification and Validation
Software Quality Management
IT Change Management
Business Process Re-design
Tool Evaluation and Selection
Requirements Analysis
Requirement for Proposal Preparation

Universal Consulting Services, Inc.

Skill Category Description

Commercial Job Title: IT Training Consultant

Minimum/General Experience: Experience managing and delivering systems training with emphasis on the information technology areas. Expertise in the areas of developing and implementing e-commerce, e-business, and client-server systems. Design, Develop, and Deliver training to IT, MIS, and related staff.

Functional Responsibility: Gather requirements, develop, and deliver information technology related training to customers. Work with the IT, MIS, and other IT related staff to innovate and re-engineer current business practices. Assist customers with the personnel growth and education & training goals. Conduct analysis for the best industry practices, research and development in the IT areas.

Minimum Education: Bachelor's degree or equivalent professional experience

Minimum Experience: 6 years of applicable experience, with 3 years managing teams or delivering training products. An advanced degree is equivalent to 3 years of experience.

Commercial Job Title: Systems Engineer

Minimum/General Experience: Experience leading development and implementation of client/server or e-business or e-commerce technology.

Functional Responsibility: Experience in systems analysis and design techniques for technology systems. Experience in at least two phases of systems development life cycle. Knowledge of available hardware, software, input/output devices, structure and management practices. Analyzes and develops client solution in team environment. Support team in day-to-day technology issues.

Minimum Education: High School Diploma or Bachelor's degree or equivalent professional experience

Minimum Experience: 1 years of applicable experience. An advanced degree is equivalent to 3 years of experience.

Commercial Job Title: Functional Consultant

Minimum/General Experience: Experience in analysis of business and functional issues and or training/certification in analysis of functional issues. Substantial knowledge of industry best practices. Experience analyzing proposed systems modifications and identifying and designing alternative functional/business solutions.

Functional Responsibility: Provide business process redesign leadership and perspectives. Lead and facilitate requirements analysis sessions. Interview stakeholders, client staff, and other related staff. Recommend to-be business process. Review company products. Provide guidance to junior company staff. Train client and other staff in the areas of functional expertise.

Minimum Education: Bachelor's degree or equivalent professional experience

Minimum Experience: 3 years of applicable experience, with at least 2 years of team leading experience. An advanced degree is equivalent to 3 years of experience.

Commercial Job Title: Project Manager

Minimum/General Experience: Experience in managing small to large-scale projects. Experience in client management, engagement management, and project management. Experience in project plan, estimation, and staff assignment preparation.

Functional Responsibility: Prepares business and technical architecture for implementation. Manage company staff. Resolve day-to-day issues with company product development, quality control, performance reviews, and configuration management. Train client and other staff on the technical and functional issues. Maintain established standard across the project.

Minimum Education: Bachelor's degree or equivalent professional experience

Minimum Experience: 5 years of applicable experience, with at least 1 managing small or large project. An advanced degree is equivalent to 3 years of experience.

Commercial Job Title: Systems Data Administrator

Minimum/General Experience: Experience with administering data for client-server, Internet based, and other systems.

Functional Responsibility: Experience with data migration, data validation, and updates. Transforming data from paper based systems to electronic systems. Experience with data integration. Validation and conformance of the functional business rules. Experience with data extraction from source systems, transformation of data, and loading data into the destination systems. The format of the data could be spreadsheets, paper based, relational database, or text files. Perform data quality functions to make sure that quality is consistent through the operations of the source and destination systems. Develop, test, and run reports as required.

Minimum Education: High school diploma or equivalent professional experience

Minimum Experience: 1 years of applicable experience.

Commercial Job Title: Junior IT Training Consultant

Minimum/General Experience: Experience with IT systems training with emphasis on the information technology areas. Expertise in supporting development and implementation of the e-commerce, e-business, and client-server systems. Support Design, Develop, and Deliver training to IT, MIS, and related staff.

Functional Responsibility: Support gather requirements, develop, and deliver information technology related training to customers. In the support roles, work with the IT, MIS, and other IT related staff to innovate and re-engineer current business practices. Assist customers with the personnel growth and education & training goals. Conduct analysis for the best industry practices, research and development in the IT areas. Support customer staff to execute their business operations. Support customers with maintenance of the business systems.

Minimum Education: High school diploma or equivalent professional experience

Minimum Experience: 2 years of applicable experience.

Commercial Job Title: Help Desk Specialist

Minimum/General Experience: Knowledge of PC operating systems (e.g., DOS, Windows), and networking and mail standards, and work on a help desk. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

Functional Responsibility: Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks and monitors the problem to ensure a timely solution.

Minimum Education: Bachelor's degree or equivalent professional experience.

Commercial Job Title: Client/Server Support Analyst

Minimum/General Experience: Experience in integration, testing, and/or maintenance of computer systems.

Functional Responsibility: Under general supervision, assists with personal computer operating systems software and communication system software. Designs, tests, and maintains personal computer systems. Responsible for analyzing and solving personal computer-related problems. Responsible for security, integrity, and reliability of personal computer systems. Tests and integrates new hardware, systems and modifications to existing equipment and systems. Performs research/investigations, analysis, design, testing, and installation of supported hardware and software. Schedules installation of new hardware and software and modifications to existing systems. Monitors performance of hardware and its capacity in all assigned locations. Recommends and implements enhancements to existing hardware and systems.

Minimum Education: Bachelor's degree or equivalent professional experience.

Minimum Experience: 3 years of applicable experience. An advanced degree is equivalent to 2 years of experience.

Commercial Job Title: Senior Technical Specialist

Functional responsibility: Develops, manages, maintains, and evaluates current state-of-the-art computer hardware, software, and software development tools. Evaluates their ability to support specific requirements and interface with other equipment and systems. Determines potential and actual bottlenecks and proposes recommendations for their elimination; and makes recommendations for system improvements that will result in optimal hardware and software use. Must be able to determine costs for converting computer systems from one language or machine to another by using compilers, simulators, emulators, and/or language translators and to recommend better utilization of operating systems capabilities for improving system efficiency.

Minimum/General Experience: Experience either as a computer hardware or systems software specialist or as a systems analyst with duties relating to the evaluation of third- and fourth-generation and current state-of-the-art computer hardware and software and its ability to support specific requirements for hardware and software evaluation, system management, or large-scale system development and maintenance.

Minimum Experience: Four years of applicable experience in at least two of the following disciplines: system analysis, system programming, application programming, and equipment analysis. An advanced degree is equivalent to two years of experience.

Minimum Education: Bachelor's degree or equivalent professional experience.

Commercial Job Title: Senior Systems Analyst

Minimum/General Experience: Experience in gathering functional requirements for the Information Technology systems development through users interaction, review documentation, and review of legacy systems. Experience in analyzing similar systems and ensuring that proper requirements and design criteria are met. Interaction with the stakeholders, functional experts, and IT staff to ensure systems are developed in the most efficient manner. Provide testing, quality assurance, and configuration management of the IT systems.

Functional Responsibility: Develop requirements gathering and design documentation for the IT systems. Participate in the functional and technical joint application development meetings. Participate in the Integrated Process Review Team meetings and lead the systems requirements. Develop test plan and document the findings. Provide training to the users. Support migration of the new IT systems to replace the legacy systems. Work with the project manager to ensure appropriate deliverables are developed.

Minimum Education: Bachelor's degree or equivalent professional experience

Minimum Experience: 4 years of applicable experience, with at least 2 years of team leading experience. An advanced degree is equivalent to 3 years of experience.

Commercial Job Title: Senior Systems Engineer

Minimum/General Experience: Experience leading development and implementation of client/server or e-business or e-commerce technology.

Functional Responsibility: Experience in leading database management, entity-relationship-diagram (ERD) & data dictionary development, and systems migration tasks. Experience with rapid application development (RAD) tools. Experience in systems analysis and design techniques for technology systems. Experience in at least three phases of systems development life cycle. Possess knowledge of available hardware, software, input/output devices, structure and management practices. Lead analysis and development of client solution in team environment. Lead team in day-to-day technology issues.

Minimum Education: Bachelor's degree or equivalent professional experience

Minimum Experience: 4 years of applicable experience. An advanced degree is equivalent to 3 years of experience.

Commercial Job Title: Senior Functional Consultant

Minimum/General Experience: Experience in leading business process redesign projects. Experience in leading analysis of business and functional issues and or training/certification in analysis of functional issues. Possess substantial knowledge of industry best practices. Experience analyzing proposed systems modifications and identifying and designing alternative functional/business solutions.

Functional Responsibility: Gather functional requirements from the interviews, conference calls, and by reviewing documentation. Co-relate business requirements with the information technology systems. Provide business process redesign leadership and perspectives. Lead and facilitate requirements analysis sessions. Interview stakeholders, client staff, and other related staff. Recommend to-be business process. Review company products. Provide guidance to junior company staff. Train client and other staff in the areas of functional expertise.

Minimum Education: Bachelor's degree or equivalent professional experience

Minimum Experience: 5 years of applicable experience, with at least 2 years of team leading experience. An advanced degree is equivalent to 3 years of experience.

Commercial Job Title: Senior Project Manager

Minimum/General Experience: Experience in implementation of large-scale information technology and business process redesign projects. Implement the appropriate methodology to ensure proper tasks, deliverables, and resources are applied. Experience in client service management, engagement economics management, and project management. Experience in project plan, estimation, and staff assignment preparation.

Functional Responsibility: Develop the work plan for the project. Accordingly, ensure appropriate technical and functional resources are applied to the project. Provide leadership to the project to ensure objectives are met or exceeded. Prepares business and technical requirements for implementation. Manage company staff. Resolve day-to-day issues with company product development, quality control, performance reviews, and configuration management. Train client and other staff on the technical and functional issues. Maintain established standard across the project.

Minimum Education: Bachelor's degree or equivalent professional experience

Minimum Experience: 6 years of applicable experience, with at least 1 managing small or large project. An advanced degree is equivalent to 3 years of experience.

Commercial Job Title: Junior Systems Engineer

Minimum/General Experience: Understanding of software development, including requirements analysis, design, development, implementation, and test/evaluation. Specific experience in systems engineering and life cycle support associated with federal acquisition/ procurement systems. Experience with a variety of software and operating systems, platforms, and network engineering technologies.

Functional Responsibility: Support system administration, installation and implementation, trouble call support, and training. Assist in establishing administration procedures. Develop and conduct tests to demonstrate system performance and conformance with specifications. Assist technical team with improving current system's performance and maintainability by offering new, innovative ideas. Analyze impact of future releases on the clients' enterprise usage of the system.

Minimum Education: Bachelor's degree or equivalent professional experience.

Minimum Experience: 3 years of applicable experience. An advanced degree is equivalent to 3 years of experience.

Commercial Job Title: Junior Installation and Configuration Engineer

Minimum/General Experience: Excellent understanding of development standards and browser issues. Experience with a variety of systems and network engineering technologies. Supporting systems engineering and/or information technology departments with analyzing requirements, programming, installing, and configuring software and database solutions. Exceptional understanding of the client-server concepts and related challenges.

Functional Responsibility: Install, configure, operate, and maintain client software applications. Assist performing scheduled database administration and maintenance. Help establish system configurations to maximize performance while minimizing down time. Coordinate repair and maintenance activities for network-based

application programs and systems in response to user trouble calls and normal operating requirements. Perform walk-through of design specifications, implementation plans, and post-production tests of systems. Support and document the database change process.

Minimum Education: Bachelor's degree or equivalent professional experience.

Minimum Experience: 2 years of applicable experience. An advanced degree is equivalent to 3 years of experience.

Commercial Job Title: Junior Functional Consultant

Minimum/General Experience: Understanding of procurement systems. Supporting business requirements gathering, process analysis and design, gap analysis, functional system design and specification, system configuration, development of system tests, procedures, and documentation. Responding to end-user trouble calls and analyzing client change requests. Providing project support in accordance with industry best practices. Communicating effectively and professionally with clients.

Functional Responsibility: Facilitate design sessions to review and/or configure the automated systems. Recommend improvements and solutions that would increase business efficiency, quality, and system performance. Review and QA functional designs and specifications to ensure optimal configurations, application security parameters, reports, data conversions, and interface design. Manage the day-to-day activities surrounding engineering change proposals (ECPs), trouble call resolution, and functionality deficiency tracking. Support team with maintaining requirements documents, developing system enhancements, deploying new system releases, and providing implementation and training services at client locations.

Minimum Education: Bachelor's degree or equivalent professional experience.

Minimum Experience: 2 years of applicable experience. An advanced degree is equivalent to 3 years of experience.

Commercial Job Title: Junior Implementation Consultant

Minimum/General Experience: Planning and executing the implementation of systems as part of a team. Providing day-to-day support to technical and functional staff. Gathering and documenting technical, testing, and training information. Providing customer support face-to-face and/or over the phone.

Functional Responsibility: Assist Senior Implementation Consultant with developing system implementation plan. Support configuring and deploying system implementations at client sites. Create support documentation including testing scenarios, data migration/conversion matrices, and training guides. Participate in system testing, data migration/conversion, and validation of functional enhancements. Provide system configuration and maintenance support to clients.

Minimum Education: Bachelor's degree or equivalent professional experience.

Minimum Experience: 4 years of applicable experience. An advanced degree is equivalent to 3 years of experience.

Commercial Job Title: Senior Implementation Consultant

Minimum/General Experience: Leading teams that successfully implemented enterprise-wide software applications that met their clients' requirements in a timely and efficient manner. Working well with clients to determine implementation requirements. Extensive understanding of and participation in the design, development, testing, and execution of a system implementation project. Possessing a strong knowledge of technical and project management tools.

Functional Responsibility: Lead technical implementation projects and manage implementation teams. Support team members with gathering functional requirements and preparing design specifications related to system implementation. Identify and recommend product customization and enhancements to meet client requirements. Develop and execute detailed system implementation plans. Develop data migration/conversion and testing strategies. Travel to client sites to install, configure, and train users on software packages.

Minimum Education: Bachelor's degree or equivalent professional experience.

Minimum Experience: 6 years of applicable experience. An advanced degree is equivalent to 3 years of experience.

Commercial Job Title: **Systems Integrator**

Minimum/General Experience: Designing and deploying the integration of enterprise, legacy, and COTS systems. Developing plans for integrating applications' databases, eliminating duplicate data, and designing interfaces that present information in a user-friendly manner. Demonstrating strong project management skills. Understanding operating systems, GUI elements, and database structures. Researching and troubleshooting IT products and software components. Background in Information Systems Engineering (ISE), Computer Science, or related field.

Functional Responsibility: Lead integration team through project design, development, deployment, maintenance, and training phases. Coordinate and guide other systems integrators on projects, including both internal and external resources. Innovatively leverage systems' capabilities and user-base through establishing integration goals. Work with clients to identify systems' components, data redundancies, and operational weaknesses. Translate business requirements into integration solution designs. Create plans to integrate systems to link business processes and improve user efficiency, software application value, and data consistency. Facilitate integration of new systems with enterprise, legacy, and COTS software packages. Execute system integrations at client sites.

Minimum Education: Bachelor's degree or equivalent professional experience.

Minimum Experience: 6 years of applicable experience. An advanced degree is equivalent to 3 years of experience.

Commercial Job Title: **Technical Architect**

Minimum/General Experience: Extensive experience with designing and implementing software architecture plans and processes. Leading team members, including project managers, system engineers, and functional consultants, in defining and meeting architecture goals. Managing a solution's architecture throughout the development lifecycle and maintenance phases. Breaking down a system into components, describing each component's responsibility, and outlining the relationships and dependencies between components. Background in IT/software development. Experience developing large scale enterprise systems and working with extensive data sets. Familiarity with various database platforms, operating systems, and software development tools.

Functional Responsibility: Ensure technical consistency across development approaches and practices; maintain adherence by team members. Analyze and prioritize functional and business requirements; develop an architecture plan to meet the system requirements and objectives. Reduce maintenance costs over a system's lifetime by anticipating future enhancements and ensuring the system design will facilitate such changes with little effect to the original architecture. Participate in system integration planning. Create architecture documentation detailing system structure and related software engineering and development processes. Design a software architecture validation plan and implement it during the appropriate software development phase. Interface with clients to ensure systems are designed to meet users' goals.

Minimum Education: Bachelor's degree or equivalent professional experience.

Minimum Experience: 7 years of applicable experience. An advanced degree is equivalent to 3 years of experience.

Commercial Job Title: Client/Server Support Analyst

Minimum/General Experience: Experience in integration, testing, and maintenance of computer systems.

Functional Responsibility: Under general supervision, assists with personal computer operating systems software and communication system software. Designs, tests, and maintains personal computer systems. Responsible for analyzing and solving personal computer-related problems. Responsible for security, integrity, and reliability of personal computer systems. Tests and integrates new hardware, systems and modifications to existing equipment and systems. Performs research/investigations, analysis, design, testing, and installation of supported hardware and software. Schedules installation of new hardware and software and modifications to existing systems. Monitors performance of hardware and its capacity in all assigned locations. Recommends and implements enhancements to existing hardware and systems.

Minimum Education: Bachelor's degree or equivalent professional experience.

Minimum Experience: 3 years of applicable experience. An advanced degree is equivalent to 2 years of experience.

Commercial Job Title: Help Desk Specialist

Minimum/General Experience: Knowledge of PC operating systems (e.g., DOS, Windows), and networking and mail standards, and work on a help desk. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

Functional Responsibility: Provide telephone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors. Serves as the initial point of contact for troubleshooting network applications and hardware and software PC and printer problems.

Minimum Education: Bachelor's degree or equivalent professional experience.

Minimum Experience: 2 years of applicable experience. An advanced degree is equivalent to 2 years of experience.

Commercial Job Title: Senior Technical Specialist

Minimum/General Experience: Experience either as a computer hardware or systems software specialist or as a systems analyst with duties relating to the evaluation of third- and fourth-generation and current state-of-the-art computer hardware and software and its ability to support specific requirements for hardware and software evaluation, system management, or large-scale system development and maintenance.

Functional Responsibility: Develops, manages, maintains, and evaluates current state-of-the-art computer hardware, software, and software development tools; evaluates their ability to support specific requirements and interface with other equipment and systems; determines potential and actual bottlenecks and proposes recommendations for their elimination; and makes recommendations for system improvements that will result in optimal hardware and software use. Must be able to determine costs for converting computer systems from one language or machine to another by using compilers, simulators, emulators, and/or language translators and to recommend better utilization of operating systems capabilities for improving system efficiency.

Minimum Education: Bachelor's degree or equivalent professional experience.

Minimum Experience: 4 years of applicable experience in at least two of the following disciplines: system analysis, system programming, application programming, and equipment analysis. An advanced degree is equivalent to 2 years of experience.

Universal Consulting Services, Inc.

GSA Schedule Contract Price List

Option Period 1 pricing – Contractor Site Rates

	7/23/2008 - 7/22/2009	7/23/2009 - 7/22/2010	7/23/2010 - 7/22/2011
Labor Category	Hourly Rate	Hourly Rate	Hourly Rate
IT Training Consultant	\$122.61	\$130.42	\$134.98
Systems Engineer	\$69.64	\$72.82	\$75.36
Functional Consultant	\$ 83.77	\$86.91	\$89.95
Project Manager	\$101.54	\$105.36	\$109.05
Systems Data Administrator	\$42.24	\$43.13	\$44.64
Jr. IT Training Consultant	\$51.36	\$52.83	\$54.68
Help Desk Specialist	\$60.29	\$62.40	\$64.58
Client/Server Support Analyst	\$88.01	\$91.09	\$94.28
Sr. Technical Specialist	\$176.25	\$182.42	\$188.80
Sr. Systems Analyst	\$75.23	\$82.10	\$84.97
Sr. Systems Engineer	\$78.96	\$86.20	\$89.21
Sr. Functional Consultant	\$112.55	\$122.86	\$127.16
Sr. Project Manager	\$154.02	\$168.10	\$173.98
Jr. Systems Engineer	\$59.88	\$62.11	\$64.28
Jr. Installation and Configuration Engineer	\$67.49	\$69.98	\$72.43
Jr. Functional Consultant	\$72.00	\$74.67	\$77.28
Jr. Implementation Consultant	\$75.39	\$78.19	\$80.92
Sr. Implementation Consultant	\$101.28	\$105.04	\$108.71
Systems Integrator	\$106.05	\$109.98	\$113.83
Technical Architect	\$117.00	\$121.10	\$125.34

Universal Consulting Services, Inc.

GSA Schedule Contract Price List

Option Period 1 pricing – Government Site Rates

	7/23/2008 - 7/22/2009	7/23/2009 - 7/22/2010	7/23/2010 - 7/22/2011
Labor Category	Hourly Rate	Hourly Rate	Hourly Rate
IT Training Consultant	\$117.10	\$ 124.56	\$128.92
Systems Engineer	\$66.52	\$69.04	\$71.45
Functional Consultant	\$80.01	\$83.02	\$85.93
Project Manager	\$96.98	\$100.62	\$104.15
Systems Data Administrator	\$40.34	\$41.28	\$42.72
Jr. IT Training Consultant	\$49.06	\$50.55	\$52.32
Help Desk Specialist	\$50.44	\$52.21	\$54.04
Client/Server Support Analyst	\$73.64	\$76.22	\$78.89
Sr. Technical Specialist	\$147.46	\$152.62	\$157.97
Sr. Systems Analyst	\$75.23	\$77.98	\$80.71
Sr. Systems Engineer	\$78.96	\$81.86	\$84.73
Sr. Functional Consultant	\$112.55	\$116.68	\$120.76
Sr. Project Manager	\$154.02	\$159.65	\$165.24
Jr. Systems Engineer	\$57.85	\$59.55	\$61.63
Jr. Installation and Configuration Engineer	\$65.20	\$67.11	\$69.46
Jr. Functional Consultant	\$69.57	\$71.62	\$74.12
Jr. Implementation Consultant	\$72.84	\$74.98	\$77.61
Sr. Implementation Consultant	\$97.86	\$100.75	\$104.27
Systems Integrator	\$102.46	\$105.46	\$109.15
Technical Architect	\$113.05	\$116.36	\$120.44

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

PREAMBLE

(Name of Company) 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 Abhijit Dhumne, Executive Vice President, (703) 591-5100 ext. 200, adhumne@universal-inc.net, Fax: (703) 991-0455.