

AUTHORIZED FEDERAL SUPPLY SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND 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)
FPDS Code D316	IT Network Management Services
FPDS Code D317	Automated News Services, Data Services or Other Information Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

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

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

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

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CONTRACT NUMBER: GS-35F-0479P

Period Covered by Contract: March 11, 2004 – March 10, 2019

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE**

Pricelist current through Modification #PO-0028, dated May 19, 2016.

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/>

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INFORMATION FOR ORDERING OFFICES
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 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!™ online shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply 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.

- 1a. Table of awarded the special item number with appropriate cross-reference to item descriptions and awarded price.
Special Item No.132-51 Information Technology Professional Services
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.
See Price Sheet
- 1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.
Skill category descriptions begin on page 9.
2. Maximum order. *\$500,000*
3. Minimum order. *\$100*
4. Geographic coverage (delivery area). *Domestic only*
5. Point(s) of production (city, county, and State or foreign country).
Same as company address.
6. Discount from list prices or statement of net price. *Government prices are net.*

7. Quantity discounts. *None*
8. Prompt payment terms. *None*
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.
- 9b. Notification that Government purchase cards are accepted above the micro-purchase threshold.
10. Foreign items (list items by country of origin). *None*
- 11a. Time of delivery. (Contractor inserts number of days.)
As negotiated on the task order level.
- 11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.
As negotiated on the task order level
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery.
As negotiated on the task order level
- 11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery.
As negotiated on the task order level
12. F.O.B. point(s). *Not Applicable*
- 13a. Ordering address(es). *Same as company address.*
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3. For supplies and services, the ordering procedures, and information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment address(es). *Same as company address.*
15. Warranty provision. *Not Applicable*
16. Export packing charges, if applicable. *Not Applicable*

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). *None*
18. Terms and conditions of rental, maintenance, and repair (if applicable). *Not Applicable*
19. Terms and conditions of installation (if applicable). *Not Applicable*
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). *Not Applicable*
- 20a. Terms and conditions for any other services (if applicable). *Not Applicable*
21. List of service and distribution points (if applicable). *Not Applicable*
22. List of participating dealers (if applicable). *Not Applicable*
23. Preventive maintenance (if applicable). *Not Applicable*
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). *Not Applicable*
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.
25. Data Universal Number System (DUNS) number. *167032239*
26. Notification regarding registration in SAM.gov (formerly the Central Contractor Registration) database. *CAGE Code: 34ZB1*

**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 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

- 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. 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 – 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 (JAN 1986) (Deviation – 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 – May 2003) 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 Services.

9. 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 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 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) 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 – Feb 2002) (Deviation – May 2003) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT SERVICES AND PRICING

Please refer to the labor category descriptions and pricing incorporated into this GSA Pricelist

SIN 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES
LABOR CATEGORY DESCRIPTIONS AND IT PROFESSIONAL SERVICES PRICING

1. Program Manager

General Experience: Possess at least twelve years of progressive management experience with related complex information technology (IT) systems, program and business integration projects. Our Program Managers possess extensive experience directing, managing and assessing large-scale, complex programs with the ability to provide overall program direction. They manage and control the overall scope, budget and schedule for complex, multi-project programs with the responsibility to communicate with executive management to ensure that all critical program, management, technical and related issues are addressed

Functional Responsibility: The Program Manager has overall management authority for a program or project and the Program Manager is the contractor's authorized interface with the Government Contracting Officer (CO) or the Contracting Officer's representative. The Program Manager meets periodically with program management to review the quality of services being provided, ensure services meet expectations, and address any contract issues. The Program Manager is responsible for resources, work standards, schedules, reviewing progress reports, supervising personnel, communicating policies, purposes, goals, accomplishments and responsible for overall contract performance.

Minimum Education: BA/BS degree in appropriate field or equivalent specialized work experience.

2. Project Manager

General Experience: Possess at least ten years of experience with related IT programs and projects. Our Project Managers possess extensive planning and managing large-scale or complex programs and have demonstrated the ability to set and maintain overall direction for a program or project; manage overall scope, budget, and schedule for complex, multi-project programs; and the ability to communicate with our Program Manager and client executive and senior management to ensure that critical program, management, technical and related issues are addressed.

Functional Responsibility: The Project Managers have management authority for the program or project and are responsible for overall contract performance. The Project Manager is responsible for providing overall direction to the program, works directly with the project or task managers on each project within the program, and ensures that the program is executed on schedule and within budget. The Project Managers also provide expert functional and management guidance to the project and meet regularly with client senior and program management to discuss program status and resolve related issues.

Minimum Education: BA/BS degree in appropriate field or equivalent specialized work experience.

3. Principle Biomedical Engineer

General Experience: Possess at least seven years of experience analyzing systems/technical requirements, translating systems requirements into systems designs, performing systems development (including development of application and technical architectures), conducting testing activities, and performing conversion and production support tasks for systems. Strong analytical and technical skills and have demonstrated the ability to provide guidance to development teams, supervise the development and testing of biomedical and information systems, and resolve technical issues.

Functional Responsibility: Applies systems engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate systems; review and prepare system engineering and technical analyses, reports, change proposals, security, and other technical documentation. Applies system engineering experience to perform functions such as system integration, configuration management, quality assurance testing, or acquisition and resource management. Analyzes, designs, develops, implements, tests, or evaluates automated data processing software related to engineering or functional requirements of major systems, associated support systems, or management information systems.

Minimum Education: BA/BS degree in appropriate field or equivalent specialized work experience.

4. **Junior Communications Engineer**

General Experience: Possess at least three years experience assisting in the development, test, evaluation, engineering, software and systems development, software life cycle support, and possess strong analytical and technical skills and demonstrated performance with defining requirements, conceptualizing systems designs, performing system test and evaluation, preparing technical or engineering studies and producing system documentation.

Functional Responsibility: Performs technical or engineering studies oriented toward systems engineering, design, development, testing acquisition and life-cycle support for systems, electrical, design, communications, test and evaluation junior engineers. Generally performs functions such as information/data management, hardware and software systems design and development, hardware/software integration and testing, systems acquisition planning, systems analysis, systems security, reverse engineering, configuration management, or test and evaluation.

Minimum Education: BA/BS degree in appropriate field or equivalent specialized work experience.

5. **Program Analyst**

General Experience: Possess at least seven years of experience in program management, technical or business analysis disciplines for related IT system programs and projects. Experience includes exercising analytical techniques when gathering information from users, define program problems and issues, and analyzing methods of approach, and developing methods of approach and developing procedures to resolve problems.

Functional Responsibility: Performs program management, technical, or business analysis. Provides program analysis support and has knowledge of systems acquisitions in the technical or program area specified in task orders. Analyzes requirements in the areas of business management, financial management, security, program scheduling, critical path analyses, support requirements, and performs other related analyst/management activities required for successful completion of the program tasks. Conducts impact studies, cost/benefit analyses, dependency models and tracking methodologies for performance measures.

Minimum Education: BA/BS degree in appropriate field or equivalent specialized work experience.

6. **Acquisition Specialist**

General Experience: Possess at least seven years of experience with related IT and financial management information systems, programs and projects. Progressively responsible experience in the analyses, design, and development of systems. Specific experience in defining requirements, conceptualizing system designs, conducting system comparison analyses, and preparing advanced analytical studies.

Functional Responsibility: Performs a wide range of analytical studies oriented toward systems analysis, design, development, testing, acquisition, and life-cycle support and life-cycle costs. Specific functions and responsibilities include activities such as information/data management, systems design and development, systems acquisition planning, systems analysis and evaluations, reverse engineering, configuration management, or system test and system evaluation.

Minimum Education: BA/BS degree in appropriate field or equivalent specialized work experience.

7. **Senior Contracts Subject Matter Expert**

General Experience: Possess at least twelve years of experience in strategic planning, acquisition and contracts planning, program management, market research, technical and business analysis, business and process management, and business and financial management services for specialized disciplines to include but not limited to management, planning and acquisition of IT and/or business and financial management

systems and programs and projects. Our Senior Contracts Subject Matter Experts possess extensive experience directing, managing, contracting and assessing large-scale, complex programs with the ability to provide overall program direction.

Functional Responsibility: A senior professional subject matter expert provides services to support specialized fields that include strategic development, planning, acquisition management, market research and development, change management, business analysis and development, including technical expertise for contracting, engineering, computer science, information systems, security systems and analysis, telecommunications, and related IT and/or business and financial systems. The subject matter expert shall study, research, organize, analyze, and present technical data and information.

Minimum Education: BA/BS or MS degree or a recognized expert in the applicable discipline requiring services of the subject matter expert.

8. Consultant/Subject Matter Expert

General Experience: Possess at least fifteen years of experience in program management, technical or business analysis for specialized disciplines to include but not limited to business administration, computer science, engineering, statistic, mathematics, and security for related IT and/or financial systems programs and projects. Demonstrated expertise in the isolation of technical problems and the formulation and implementation of solutions for multiple disciplines.

Functional Responsibility: A senior professional consultant/subject matter expert provides services to support the defined fields of engineering, computer science, information systems, systems and security analysis, networking, telecommunications, web technology and related IT and/or financial systems program or project services. The subject matter expert shall study, research, organize, analyze, and present technical data and information. Example of fields of technical expertise include:

- IT Systems Design and Integration
- Telecommunications and LAN/WAN Technologies
- Specific Technologies and Systems
- Intelligence, Security, and Tactical Analysts
- Mathematical, Engineering Research, and Motion Sequence Analysis
- Biomedical Technologies
- Project and Quality Assurance Management
- Requirements Analysis, Systems Engineering and Life Cycle Management

Minimum Education: BA/BS, MS or PHD or a recognized expert in the applicable discipline requiring services of the subject matter expert.

9. Senior Financial System Specialist

General Experience: Possess at least eight years of experience with related IT and/or financial systems programs and projects. Possess extensive experience in planning, gathering data and managing large-scale or complex programs and demonstrated the ability to set and maintain overall direction for a program or project; manage overall scope budget, and schedule for complex, multi-project programs; and the ability to communicate with Program Manager, client executive and senior management to ensure that critical program, management, technical and related issues are addressed.

Functional Responsibility: Have management authority for the program or project and responsibility for overall contract performance. Responsible for providing overall direction to the program, work directly with the project or task managers on each project within the program, and ensure that the program is executed on schedule and within budget. Also, provide expert functional and management guidance to the project and meet regularly with client senior and program management to discuss program status and resolve related issues.

Minimum Education: BA/BS degree in appropriate field or equivalent specialized work experience.

10. **Financial System Specialist**

General Experience: Possess at least five years of experience with related IT and/or financial systems projects. Possess extensive experience in planning, gathering data and managing large-scale or complex programs and demonstrated the ability to manage projects to achieve the desired products on schedule and within budget, to provide functional and technical expertise to the project team, to track project progress and finances, and report to program manager and client management.

Functional Responsibility: Provide day-to-day supervision and control of large or complex IT and financial projects. Responsible for developing the overall project work plans and monitor the execution of the project against the work plan. Provide technical and functional guidance to the project teams, monitor the progress of tasks and deliverables, track and report project status to program management, and ensure that all critical project issues are addressed and resolved.

Minimum Education: BA/BS degree in appropriate field or equivalent specialized work experience.

11. **Computer Scientist**

General Experience: Possess at least eight years of experience with related IT and/or financial systems programs and projects. Possess extensive experience in planning, gathering data and managing large-scale or complex programs and applying knowledge of computer science concepts and techniques to develop and apply automated solutions to engineering, scientific, or business data acquisition and management problems. Ability to communicate with Program Manager, client executive and senior management to ensure that critical program, management, security, technical and related issues are addressed.

Functional Responsibility: Has responsibility for employing scientific and engineering logic to independently identify conceptual or theoretical solutions to problems of computer hardware or software design and operation. Develops alternative approaches to design, test and evaluation techniques for solving automation problems, evaluates and recommends that which will provide the optimum solutions balancing project needs with economic constraints. Interfaces with and uses micro, mini and mainframe computer systems in addressing project objectives. Formulates architectural design, functional specification, interfaces and documentation of computer systems considering system interrelationships, operating modes, and equipment configuration management.

Minimum Education: BA/BS degree in appropriate field or equivalent specialized work experience.

12. **Administrative Assistant**

General Experience: Possess at least three years of professional experience that is directly related to the functional responsibilities of the position and experience providing administrative support for technical projects.

Functional Responsibility: Helps to provide administrative support for an information technology project team. Maintains information concerning project staffing and resources, and provides program information upon request. Processes forms, requisitions and reports. Maintains the office library and its record-keeping systems. Provides general office support. Prepares correspondence on own initiative regarding administrative matters and general office policies for approval and prepares material needed for conferences, correspondence, meetings, etc.

Minimum Education: High School Diploma or General Equivalency Diploma.

13. **Intermediate Database Administrator**

General Experience: 3 Years Experience

Functional Responsibility: Designs, develops and implements database applications to accommodate a variety of user needs. Analyzes and determines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements and data output and reporting capabilities. Defines logical attributes and inter-relationships and designs data structures to accommodate database production, storage, maintenance and accessibility. Tests designed applications utilizing database management software or general programming software. Installs, implements and supports systems within the user base. Performs system level database maintenance.

Minimum Education: Bachelor's Degree or equivalent in Computer Science, Engineering, or Information Technology

14. **Senior Database Administrator**

General Experience: 6 Years Experience

Functional Responsibility: Designs, develops and implements database applications to accommodate a variety of user needs. Analyzes and determines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements and data output and reporting capabilities. Defines logical attributes and inter-relationships and designs data structures to accommodate database production, storage, maintenance and accessibility. Tests designed applications utilizing database management software or general programming software. Installs, implements and supports systems within the user base. Performs system level database maintenance.

Minimum Education: Bachelor's Degree or equivalent in Computer Science, Engineering, or Information Technology

15. **Systems Engineer I**

General Experience: 2 Years Experience

Functional Responsibility: Defines, designs and develops system requirements. Assesses architecture and current hardware limitations, defines and designs complex system specifications, input/output processes and working parameters for hardware/software compatibility. Coordinates designs of subsystems and integration of total system. Analyzes and resolves difficult and complicated program support deficiencies. Conducts independent technical investigations in systems design. Coordinates and consolidates design efforts on major projects. May provide work leadership for lower level employees.

Minimum Education: Bachelor's Degree or equivalent in Computer Science, Engineering, or Information Technology

16. **Systems Engineer II**

General Experience: 4 Years Experience

Functional Responsibility: Defines, designs and develops system requirements. Assesses architecture and current hardware limitations, defines and designs complex system specifications, input/output processes and working parameters for hardware/software compatibility. Coordinates designs of subsystems and integration of total system. Analyzes and resolves difficult and complicated program support deficiencies. Conducts independent technical investigations in systems design. Coordinates and consolidates design efforts on major projects. May provide work leadership for lower level employees.

Minimum Education: Bachelor's Degree or equivalent in Computer Science, Engineering, or Information Technology

17. **Systems Engineer III**

General Experience: 6 Years Experience

Functional Responsibility: Defines, designs and develops system requirements. Assesses architecture and current hardware limitations, defines and designs complex system specifications, input/output processes and working parameters for hardware/software compatibility. Coordinates designs of subsystems and integration of total system. Analyzes and resolves difficult and complicated program support deficiencies. Conducts independent technical investigations in systems design. Coordinates and consolidates design efforts on major projects. May provide work leadership for lower level employees.

Minimum Education: Bachelor's Degree or equivalent in Computer Science, Engineering, or Information Technology

18. **Senior Systems Engineer**

General Experience: 5 Years Experience

Functional Responsibility: Defines, designs and develops system requirements. Assesses architecture and current hardware limitations, defines and designs complex system specifications, input/output processes and working parameters for hardware/software compatibility. Coordinates designs of subsystems and integration of total system. Analyzes and resolves difficult and complicated program support deficiencies. Conducts independent technical investigations in systems design. Coordinates and consolidates design efforts on major projects. May provide work leadership for lower level employees.

Minimum Education: Bachelor's Degree or equivalent in Computer Science, Engineering, or Information Technology

19. **Senior Systems Analyst**

General Experience: 5 Years Experience

Functional Responsibility: Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. Requires a bachelor's degree in area of specialty and at least 8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks.

Minimum Education: Bachelor's Degree or equivalent in Computer Science, Engineering, or Information Technology

20. **IT SME/Senior Cyber Security Manager**

General Experience: 8 Years Experience

Functional Responsibility: Supervises professionals in the maintenance of systems to protect data from unauthorized users. Identifies, reports, and resolves security violations. Responsible for determining enterprise information security standards. Develops and implements information security standards and procedures. Ensures that all information systems are functional and secure. Develops requirements from a project's inception to its conclusion in the subject matter area for simple to moderately complex systems. Assists other senior consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in the following specialties: information systems architecture, networking; telecommunications, automation; communications protocols, risk management/electronic analysis, software; lifecycle management, software development methodologies, and modeling and simulation.

Minimum Education: Bachelor's Degree or equivalent in Computer Science, Engineering, or Information Technology

SUNTIVA AUTHORIZED GSA IT PROFESSIONAL SERVICES PRICE LIST

**GSA IT-70 Price List
GS-35F-0479P**

GSA Off-Site/On-Site Rates

Labor Category	Rates
Program Manager	\$183.52
Project Manager	\$150.58
Principle Biomedical Engineer	\$107.99
Junior Communications Engineer	\$55.08
Program Analyst	\$103.03
Acquisition Specialist	\$106.04
Senior Contracts Subject Matter Expert	\$231.78
Consultant/Subject Matter Expert	\$203.91
Senior Financial System Specialist	\$83.33
Financial System Specialist	\$74.08
Computer Scientist	\$138.90
Administrative Assistant	\$34.62
Intermediate Database Administrator	\$72.35
Senior Database Administrator	\$97.84
Systems Engineer I	\$109.72
Systems Engineer II	\$119.70
Systems Engineer III	\$127.68
Senior Systems Engineer	\$63.51
Senior Systems Analyst	\$61.84
IT SME/Senior Cyber Security Manager	\$249.37

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

PREAMBLE

Suntiva provides commercial products and services to the Federal Government. 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 Federal Government contracts. To accelerate potential opportunities please contact:

Danny McKeen | Contracts Manager

SUNTIVA

7600 Leesburg Pike Ste 440E

Falls Church, VA 22043

dmckeen@suntiva.com

703-462-8470 (Main)

703-462-8477 (Fax)

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (Agency) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the Government that works better and costs less.

Signatures

Agency

Date

Contractor

Date

(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:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

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

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

BASIC GUIDELINES FOR USING
“CONTRACTOR TEAM ARRANGEMENTS”

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

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

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

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

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

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the 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.