



Florida Department of Management Services

Cyber-Security Assessment, Remediation, and Identity Protection, Monitoring, and Restoration Services

September 3, 2015



Contract Number: GS-35F-035CA



Staci L. Redmon
President and CEO, Strategy and Management Services, Inc. (SAMS)
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Springfield, VA 22150
Office: 703-347-6177

D&B Number: 827144242
Federal ID Number: 26-2856494
SAMS is SAM Compliant

This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed—in whole or in part—for any purpose other than to evaluate this proposal. If, however, a contract is awarded to Strategy and Management Services, Inc. (SAMS) as a result of—or in connection with—the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in all sheets stamped within this volume.

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Source Selection Information

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1. Introduction

Strategy and Management Services, Inc. (SAMS) understands the important mission of the Florida Department of Management Services and the reliance its stakeholders place on the organization. Making a difference. That's what SAMS is all about. Since 2008, by staying committed to exceeding expectations with people who make a difference, SAMS has become a leading provider of innovative operations, management, technology solutions in a variety of public and private sector industries and markets.

Fundamental to SAMS' success is our written set of Core Values that define the corporate culture and empower our future vision:

- We are committed to our people
- We are committed to being a fully dedicated resource for our clients
- We are committed to community support.

Winner of multiple awards, SAMS provides a range of complex services and solutions for clients across the Government as well as a host of industry partners. Propelled by the strong partnerships it develops with both clients and stakeholders, SAMS has succeeded in becoming a go-to resource for wide ranging management and technology solutions locally and nationally.

Whether serving federal, civilian and defense agencies, state and local governments or commercial buyers of management, operations, technical services; SAMS has proven to be a highly-responsive, reliable and trusted resource for clients. Florida Department of Management Services can expect the same level of service we provide to every client. We are currently providing clients similar services that align closely with the requirements outlined in the RFI.

SAMS has partnered with TriShield Integrated Security (Team SAMS), in order to provide Florida Department of Management Services, the most comprehensive team with the ability to execute the wide range of services that are required under this Request for Information.



TriShield Integrated Security, LLC is a Service Disabled Veteran Owned Small Business (SDVOSB) with a mission to provide evolving security management solutions with a vision to continually

evolve those solutions to provide the best protection for our clients.

TriShield's Security Management solutions comprise of three core areas:

Cyber

Personnel

Physical

To ensure their clients' success, TriShield will provide security education and assessments that will illustrate both the "good and bad guy" point of view. Through their evolving nature,

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TriShield's recommendations will assist in thwarting current and future evolving threats to deny access to their clients' information, employees, customers, and assets.

TriShield's leadership consists of McNeely Royal (Army, Security Management), Kimberly Moore (Navy, Cyber), Sean Fuller (Marine, Physical), Tiffany Abentroth (Marine, Physical), Nancy Colon (Civilian, Security Management). Through their vision, TriShield's goal is to obtain an 80% workforce consisting of U.S. Military Veterans. By doing this, their clients and community will understand that TriShield truly knows what it means to protect, serve and evolve above the ever-changing threats to businesses and government.

2. Background

Client: Greene County Chamber of Commerce: *What is Cyber Security & what does it mean to your business?*

Address: 146 Main St, Stanardsville, VA 22973

Date: 02 September 2015

Point of Contact: Melissa Liberatore, (434) 906-4859

Action Performed: Presented to small businesses on what cyber security is, illustrated and discussed how cyber security is applicable to their small businesses, covered various cyber security incidents, and provided security recommendations for what a business should take into account to assist in deterring their threat(s).

Client: James Madison University (JMU): *The Business of Food Conference 2015*

Address: Harrisonburg, Virginia 22807

Date: 29 June 2015

Point of Contact: Betty Hoge, (434) 295-8198

Action Performed: Presented to new and current restaurant business owners on cyber security issues through case studies, personal restaurant experiences and provided recommendations on what a business should take in account for cyber security.

Client: United Bank

Address: 1265 Seminole Trail, Charlottesville, VA 22938

Date: 28 June 2015

Point of Contact: Maggie Morris, (434) 973-1664

Action Performed: Developed a video recorded walkthrough, a day and night, physical security assessment regarding the client's exterior building, property lighting, exterior video surveillance and situational awareness. Provided recommendations to assist the client's physical security measures to help protect customers, employees, and building safety.

Client: South Ridge Christian Fellowship

Address: 1284 Sunset Ave Extended, Charlottesville, VA 22903

Date: 15 February 2015

Point of Contact: James Repp, (434) 295-0447

Action Performed: Performed a walkthrough physical, personnel and cyber security assessment for the client. Provided recommendations to the client to assist in protecting church building, and their members. Developed personnel, physical and cyber security awareness training for the client and his leadership.

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3. Contact Information

Company Name: Strategy and Management Services, Inc.
 POC: Staci L. Redmon
 Email: sredmon@getsamsnow.com
 Phone: 703-347-6177
 Address: 6225 Brandon Avenue, Suite 200
 Springfield, VA 22150
 DUNS: 827144242
 EIN: 26-2856494
 CAGE: 54KF3
 NAICS: 541990
 Certification: Service Disabled Veteran Owned Small Business (SDVOSB)

4. Response to Section IV

Does Team SAMS cover these services?		
1) Pre-Incident Services	YES	NO
a) Incident Response Agreements – Terms and conditions in place ahead of time to allow for quicker response in the event of a cyber-security incident.	X	
b) Assessments – Evaluate a State Agency’s current state of information security and cyber-security incident response capability.	X	
c) Preparation – Provide guidance on requirements and best practices.	X	
d) Developing Cyber-Security Incident Response Plans – Develop or assist in development of written State Agency plans for incident response in the event of a cyber-security incident.	X	
e) Training – Provide training for State Agency staff from basic user awareness to technical education.	X	
2) Post-Incident Services	YES	NO
a) Break services Toll-free Hotline – Provide a scalable, resilient call center for incident response to State Agencies.	X	
b) Investigation Clean up - Conduct rapid evaluation of incidents, lead investigations and provide remediation services to restore State Agency operations to pre-incident levels.	X	
c) Incident response – Provide guidance or technical staff to assist State Agencies in response to an incident.	X	
d) Mitigation Plans – Assist State Agency staff in development of mitigation plans based on investigation and incident response. Assist State Agency staff with incident mitigation activities.	X	
e) Identity Monitoring, Protection, and Restoration – Provide identity monitoring, protection, and restoration services to any individuals potentially affected by a cyber-security incident.	X	

5. Terms and Conditions

1. SCOPE

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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

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

- (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

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10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

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

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

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(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, minimum general experience and minimum education.

Please see FAS Price List File for lab

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Authorized Federal Acquisition Service Information Technology Schedule Pricelist

General Services Administration
Federal Acquisition Service
Information Technology Schedule, Group 70

Contract Period: October 22, 2014 to October 21, 2019



Strategy and Management Services, Inc.

Staci L. Redmon
President & CEO
703-347-6177; sredmon@getsamsnow.com
6225 Brandon Avenue, Suite 200
Springfield, VA 22150



Contract Number: GS-35F-035CA

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GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage, a menu-driven database system. The INTERNET address GSA Advantage is: GSAAdvantage.gov.

General Purpose Commercial Information

Technology Equipment, Software and Services

FSC GROUP Class 70, STANDARD INDUSTRY GROUP: 70

FSC Product code: D399

Strategy and Management Services, Inc.

6225 Brandon Avenue, Suite 200

Springfield, VA 22150-2526

DUNS: 827144242 CAGE Code: 54KF3

Voice: 703-347-6177 Fax: 703-997-2558

Contact: Staci Redmon; sredmon@getsamsnow.com

Contract Number: GS-35F-035CA

Contract Period: October 22, 2014 to October 21, 2019

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

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

Contractor's internet address/web site where schedule information can be found: www.dbsinc.us

Federal Services Overview

Strategy and Management Services, Inc. (SAMS) is a certified U.S. Small Business Administration (SBA) 8(a), the Center for Veterans Enterprise (CVE) Verified Service-Disabled Veteran Owned Small Business (SDVOSB), a Woman Owned Small Business (WOSB), and a SBA Certified Small and Disadvantaged Business (SDB) that provides Operations Support, Information Technology Services, and Facilities Management Services to the U.S. Department of Agriculture; the U.S. Department of Treasury; the U.S. Department of Veteran Affairs; the U.S. Security Exchange Commission; the U.S. Department of Housing and Urban Development; the U.S. Equal Employment Opportunity Commission, the U.S. Department of Justice; the U.S. Department of Defense Office of the Inspector General; the U.S. Department of the Army; the U.S. Department of the Air Force; the U.S. Department of the Navy; the Washington Headquarters Services; the U.S. Senate Office of the Sergeant at Arms; and other Federal Agencies. SAMS is registered in the System for Award Management (SAM) database; Cage Code 54KF3; Dun and Bradstreet (DUNS) Number 827144242; possess a U.S. Department of Defense (DoD) Top Secret Facility Clearance, Secret Safeguarding, and possess a Defense Contract Audit Agency (DCAA) approved accounting system.

Strategy and Management Services, Inc. (SAMS) provides services and solutions addressing the diverse needs of Federal agencies and industry partners through our dedicated, highly skilled professional staff. We strive to inspire creativity and innovation with our Information Technology Services striving towards effective outcomes and efficient execution.

SAMS' Valued Customers



Information for Ordering Offices

- 1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).
- 1b. N/A.
- 1c. See the attached labor category descriptions.
2. Maximum order. \$500,000
3. Minimum order. \$100.00
4. Geographic coverage (delivery area). 50 United States; District of Columbia; Puerto Rico
5. Point(s) of production (city, county, and State or foreign country). Not Applicable
6. Discount from list prices or statement of net price. Net prices set forth above.
7. Quantity discounts. ½% on orders over \$250,000.00
8. Prompt payment terms. None
- 9a. Government purchase cards are accepted at or below the micro-purchase threshold.
- 9b. 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 insert number of days.) As negotiated with ordering agency.
- 11b. Expedited Delivery. Contact the Contractor.
- 11c. Overnight and 2-day delivery. Contact the Contractor.
- 11d. Urgent Requirements. Contact the Contractor.
12. F.O.B. point(s). Destination.
- 13a. Ordering address. Set forth above.
- 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.
14. Payment address. Set forth above.
15. Warranty provision. Standard Commercial Warranty
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

- 20a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable
- 20b. 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/. Not Applicable
- 25. Data Universal Number System (DUNS) number. Set forth above.
- 26. Contractor is registered in the SAM database.

Terms and Conditions

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)**

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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.

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10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

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

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT 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, minimum general experience and minimum education.

Please see FAS Price List File for lab

Labor Categories

SAMS General Labor Categories		
Labor Category	Description	
Biometrics/IT Technology Consultant	Minimum/General Exp.	A Minimum of three (3) years' experience required in a related field.
	Functional Responsibility	Biometrics/IT Technology Consultant IV will provide technical and specialized guidance concerning automated solutions to complex information processing programs
	Minimum Education	High School Diploma or up to a BA/BS
Data Administration /Standardization Specialist	Minimum/General Exp.	A Minimum of five (5) years' experience required in a related field.
	Functional Responsibility	Provides data management services to include data management, data model validation and data structures.
	Minimum Education	BA/BS
IA Analyst, Sr.	Minimum/General Exp.	A minimum of ten (10) years' experience required in a related field.
	Functional Responsibility	Provides provide engineering and other technical expertise in support of architecture development.
	Minimum Education	Masters
Information Architect	Minimum/General Exp.	A minimum of five (5) years' experience in a related field.
	Functional Responsibility	Provides enterprise architecture management and data management services.
	Minimum Education	BA/BS
IT Consultant	Minimum/General Exp.	A minimum of five (5) years' experience in a related field.
	Functional Responsibility	Determines requirements, designs, builds, tests, implements, maintains and enhances business systems.
	Minimum Education	High School Diploma or up to a BA/BS
IT Technical SME	Minimum/General Exp.	A minimum of ten (10) years' experience in a related field.
	Functional Responsibility	Providing engineering and other technical expertise in support of architecture development and requirements decomposition, analysis, documentation, and review.
	Minimum Education	Master's

Subject Matter Expert III	Minimum/General Exp.	A minimum of three (3) years' experience in a related field.
	Functional Responsibility	Provides overall research, analytical, technical support in forensic and biometric standards.
	Minimum Education	High School Diploma or up to a BA/BS
Technical Systems, Architect, Expert	Minimum/General Exp.	A minimum of ten (10) years' experience in a related field.
	Functional Responsibility	Provides development of acquisition strategies, approaches and resultant acquisition packages
	Minimum Education	High School Diploma or up to a BA/BS

LABOR CATEGORY RATES

LABOR CATEGORY TITLE	GSA RATE
IA Analyst Sr.	\$135.79
IT Technical SME	\$172.28
Information Architect	\$148.16
Database Administrator	\$156.70
Tech Systems Architect, Expert	\$94.71
Biometrics/IT Technology Consultant IV	\$100.39
Subject Matter Expert III	\$100.66
IT Consultant	\$80.03

USA Commitment To Promote Small Business Participation Procurement Programs

Preamble

SAMS 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 business to supply products and services to our company.

To ensure 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 with 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

SAMS's President & CEO

Staci L. Redmon

(703) 347-6177 office

(703) 997-2558 fax

sredmon@getsamsnow.com

Best Value Blank Purchase Agreement Federal Supply Schedule

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 Service Administration (GSA) Federal Supply Schedule Contract(s)

_____.

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

SAMPLE Blank Purchase Agreement

BPA Number _____

(CUSTOMER NAME)

BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply contract number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH _____

- (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

- (2) Delivery:

DESTINATION

DELIVERY SCHEDULE/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 refunds.

- (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) Contractor 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 the 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 as 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 Teaming Agreements

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.

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”¹²³⁰ to meet the customer’s requirement.
- Customers make a best value selection.