

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

VanJoh Graphics, LLC specializes in providing IT services to government clients. Services we offer include: CADD-GIS support, ePRISMS support, FUS support, GFEBS support, FMS support, database design, military master planning, System Implementation and Administration, Database Management, and Programming/Coding support.

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 D311 IT Data Conversion Services
- FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) 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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Port Deposit, MD 21904
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Contract Number: GS-35F-620GA

DUNS Code: 053214420

Period Covered by Contract: 08/10/2017 through 08/09/2022

General Services Administration
 Federal Acquisition Service

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

1. COMPANY OVERVIEW

VanJoh Graphics, LLC has been providing Information Technology Professional Services to government clients since 1998. Their reputation for success is due to twenty (20) years of delivering superior IT management, Facilities Maintenance Management, and other related programming and systems management services to government agencies throughout the continental United States. Personnel with VanJoh are committed to exceptional customer service, timely output and efficiency in their efforts.

VanJoh Graphics, LLC provides CADD support, Computer Maintenance Management System (CMMS) support, Geographical Information System (GIS) support, Enterprise Pro-Active Real Property Interactive Space Management System (ePRISMS) support, Facility Utilization Surveys (FUS), Oracle Database Management, General Fund Enterprise Business System (GFEB) support, Facility Maintenance Management (FMS) support, ARMY Master Planning and Real Property Management support (under CFOA), System Implementation and Administration, Database Management, and Programming/Coding support as part of our Information Technology Professional Services.

VanJoh Graphics, LLC rigorously adheres to its basic business principles of integrity, quality, innovation, communication and teamwork. In addition, VanJoh Graphics, LLC specializes in providing services to government clients only.

2. DESCRIPTION OF LABOR CATEGORIES

Project Manager

Experience: 5 years related experience in the areas of development, implementation, or marketing, with 2 years of project management experience.

Functional Responsibilities: Plans, directs, and coordinates activities of designated projects, preferably in deploying and managing geospatial systems to ensure that goals and objectives of the project are accomplished within the prescribed timeframe and funding parameters.

Education: Bachelor's Degree in Business, Computer Science, Engineering.

Geospatial Analyst III

Experience: 7 years related experience in GIS. Responsible for writing and using AML programming language and generating complex multi-layered maps. Must be knowledgeable in GIS concepts and computer graphics fundamentals, and be familiar with relational data base fundamentals and concepts. Must have experience in the development of GIS applications, preferably in ARC/INFO. Significant expertise and working knowledge of UNIX is essential. Must have ability to effectively communicate technical information to non-technical computer users, both orally and in writing.

Functional Responsibilities: Works closely with GIS user community to determine specific application requirements and specifications. Develops, designs, tests, and implements custom GIS applications using an appropriate combination of programming tools found in the GIS application development suite, and the UNIX programming environment. Develops

documentation and user training materials for each application. Conducts user training sessions for applications, and provides user support.

Education: Bachelor's Degree in Geography, Cartography, GIS, Computer Science, Information Systems, Mathematics, Engineering, or Related Discipline OR High School Diploma or equivalent and 7 years related experience.

Geospatial Analyst II

Experience: 4 years related experience in GIS. Responsible for writing and using AML programming language and generating complex multi-layered maps. Must be knowledgeable in GIS concepts and computer graphics fundamentals, and be familiar with relational data base fundamentals and concepts. Some experience in the development of GIS applications, preferably in ARC/INFO. A working knowledge of UNIX is essential. Must have ability to effectively communicate technical information to non-technical computer users, both orally and in writing. *Functional Responsibilities:* Works closely with GIS user community to determine specific application requirements and specifications. Develops, designs, tests, and implements custom GIS applications using an appropriate combination of programming tools found in the GIS application development suite, and the UNIX programming environment. Develops documentation and user training materials for each application. Conducts user training sessions for applications, and provides user support.

Education: Bachelor's Degree in Geography, Cartography, GIS, Computer Science, Information Systems, Mathematics, Engineering, or Related Discipline OR High School Diploma or equivalent and 4 years related experience.

Geospatial Analyst I

Experience: 2 years related experience in GIS using AML programming language, and writing and generating complex multi-layered maps. Must be knowledgeable in GIS concepts and computer graphics fundamentals, and be familiar with relational data base fundamentals and concepts. Must have experience in the development of GIS applications, preferably in ARC/INFO. A working knowledge of UNIX is essential. Must have ability to effectively communicate technical information to non-technical computer users.

Functional Responsibilities: Works closely with GIS user community to determine specific application requirements and specifications. Develops, designs, tests, and implements custom GIS applications using an appropriate combination of programming tools found in the GIS application development suite, and the UNIX programming environment. Develops documentation and user training materials for each application. Conducts user training sessions for applications, and provides user support.

Education: Associate's Degree in Geography, Cartography, GIS, Computer Science, Information Systems, Mathematics, Engineering, or Related Discipline OR High School Diploma or equivalent and 2 years related experience.

CADD Manager

Experience: 7 years related experience using Computer Aided Design (CAD) techniques and applications. Understands CADD technologies as well as able to manage other resources for the successful delivery of CADD solutions and services. Able to implement data capture processes with various technologies such as laser dimensioning, surveying, utilizing Global Positioning Systems, imagery, scanning, and photography.

Functional Responsibilities: Implements processes for the translation of captured data into various formats for the integration with Geographical Information Systems as well as formatting data to adhere to Spatial Data Standards for Facility, Infrastructure, and Environment (SDSFIE). Implement business processes for the ongoing maintenance of the data. Coordinates all CADD activities with other personnel to ensure successful data creation and integration with various applications.

Education: Bachelor's Degree in Geography, Cartography, GIS, Computer Science, Information Systems, Mathematics, Engineering, or Related Discipline OR High School Diploma or equivalent and 7 years related experience.

CADD Technician II

Experience: 4 years related experience using Computer Aided Design (CAD) techniques and applications. Proficient in CADD (Microstation V8i) technologies with programming capability to develop customized CADD tools. Experience and understanding of engineering and planning principals. Expert knowledge of floor plans, building components, and site layouts.

Functional Responsibilities: Works closely with GIS and CADD user community to determine specific application requirements and specifications. Executes processes in data standardization, data migration, data creation, data maintenance and data integration. Basic understanding of database structure and capabilities for integration with other data sources. Creates metadata and understands geospatial relationships.

Education: Bachelor's Degree in Geography, Cartography, GIS, Computer Science, Information Systems, Mathematics, Engineering, or Related Discipline OR High School Diploma or equivalent and 4 years related experience.

CADD Technician I

Experience: 2 years related experience using Computer Aided Design (CAD) techniques and applications. Proficient in CADD technologies to the level of creating 2D & 3D CADD drawings as well as map layers with data attributes that comply with Spatial Data Standards for Facility, Infrastructure, and Environment (SDSFIE).

Functional Responsibilities: Works closely with GIS and CADD user community to determine specific application requirements and specifications. Executes processes in data standardization, data migration, data creation, data maintenance and data integration. Basic understanding of database structure and capabilities for integration with other data sources. Creates metadata and understands geospatial relationships.

Education: Associate's Degree in Geography, GIS, Computer Science, or Physical Science OR High School Diploma or equivalent and 2 years related experience.

Survey Technician

Experience: 1 year related experience with CAD, GIS, and GFEBs, and knowledgeable of Spatial Data Standards.

Functional Responsibilities: Conduct field surveys where dimensions of facilities are collected/verified with laser measuring devices. This requires familiarity with surveying techniques and procedures. Must also possess good communication skills to conduct manpower surveys. Perform simple CADD drawings in MicroStation Triforma. Assist in producing GIS maps and data entry. Able to work as a team to meet deadlines.

Education: Associate's Degree in Geography, GIS, Computer Science, or Physical Science OR High School Diploma or equivalent and 1 year related experience.

Master Planner / Analyst IV

Experience: 10 years related experience as Program Manager for military facilities planning contracts. Includes 5 years real property master planning and 5 years senior management experience. Capable of performing integrated analytical functions.

Functional Responsibilities: Responsible for task orders placed against the contract and will be accountable to the customer for the technical quality, content, and results of all projects.

Education: Master's Degree in a related field OR Bachelor's Degree in Planning, Geography, Engineering, Landscape Architecture, or Related Discipline and 10 years related experience.

Senior Planner / Analyst III

Experience: 7 years related experience in producing Master Planning and Real Property related products. Have experience and appropriate training in project management, economic analysis, strategic planning, space planning and the development of long and short-range facility and installation planning programs. Have strong skills developing and analyzing planning products using GIS and CADD technologies. Have auditable experience developing plans, programs and policies for the development of major and minor facility construction and renovation projects at DoD bases nationwide. Be thoroughly familiar with the DD 1391 Form and PAX Processor System and have the ability to generate projects and cost estimates developed with PACES software. Have a thorough knowledge of Army Stationing and Installation Plan (ASIP). Have in-depth knowledge of Army processes, protocols and procedures to develop MILCON, base level and conversion project presentation materials for the WLRPPB, the Installation Board of Directors and Installation Council of Colonels (I-CoC) regarding upcoming Military Construction projects (MILCON) and base level construction and conversion projects. *Functional Responsibilities:* Serves as representative in land use and disposal plans. Accountable to the Program Manager for one or more task orders placed against the contract. Serves as a focal point for assigned projects. Develop estimates of hours and dollars needed to complete a proposed project based on analysis of a scope of work. Utilize planning systems, explain the general factors that generate facility allowances in a situation and identify basic factors that might justify a facility requirement. A company Program Director or Senior Planner on site visits in a supporting role, as well as to gather first hand field experience while meeting key people in the planning community. Performs advanced analytical functions. Assembles, supports, and leads the Site Approval Board. *Education:* Master's Degree in a related field OR Bachelor's Degree in Planning, Geography, Engineering, Landscape Architecture, or Related Discipline and 7 years related experience.

Junior Planner / Analyst II

Experience: 2 years related experience in government contracts. Knowledge of Facility Planning System (FPS) and the Real Property Planning and Analysis System (RPLANS). Ability to operate all Army legacy tools related to TAB management and be able to identify the general corrective actions needed to eliminate discrepancies or anomalies in system output (i.e., corrections to force structure data, assets data or requirements data). Advanced computer skills required.

Functional Responsibilities: Utilize planning systems, explain the general factors that generate facility allowances in a situation, and identify basic factors that might justify a facility requirement. A company Program Director or Senior Planner on site visits in a supporting role, as well as to gather first hand field experience while meeting key people in the planning community. Performs routine analytical functions.

Education: Associate's Degree in Planning, Geography, Engineering, Landscape Architecture, or Related Discipline OR High School Diploma or equivalent and 2 years related experience.

Basic Planner / Analyst I

Experience: 2 years related experience producing Master Planning and Real Property related products in direct support of DPW Master Planning Real Property Branch. Familiar with Real Property Plans and Analysis System (RPLANS, now WebRPLANS). Experience using GIS and CADD technologies. Experience and appropriate training in project management, economic analysis, strategic planning, space planning and the development of long and short-range facility and installation planning programs. Thoroughly familiar with the DD 1391 Form, PAX Processor System, and Army Stationing and Installation Plan (ASIP). Possesses an in-depth knowledge of Army processes, protocols, and procedures for base level construction and conversion projects. Advanced computer skills required.

Functional Responsibilities: Carries out the tasks in a project plan. Assists in development of material for TAB management workshops. Changes, adds, and/or deletes data within Real Property section of General Fund Enterprise Business System (GFEBS). Develops plans, programs and policies for the development of major and minor facility construction and renovation projects at DoD bases nationwide. Generates projects and Cost Estimates developed with PACES software. Supports the DPW Site Approval Board. Develops MILCON, base level, and conversion project presentation materials for the WLRPPB, the Installation Board of Directors, and Installation Council of Colonels (I-CoC) regarding upcoming Military Construction projects (MILCON) and base level construction and conversion projects.

Education: Associate's Degree in Planning, Geography, Engineering, Landscape Architecture, or Related Discipline OR High School Diploma or equivalent and 2 years related experience.

Senior Property Manager / Analyst II

Experience: 7 years related experience related to urban planning with emphasis in landscape architecture. Have experience developing products using GIS and CADD technologies. Must have a good understanding of planning processes and analytical methodologies; and must have the ability to function as a technical specialist formulating and developing advanced planning concepts. Must have the ability to communicate effectively (speaking, writing, graphic and visual skills) with the team and the client.

Functional Responsibilities: Provides direction to team members, develops project deliverables for medium to large projects, and develops and assists with marketing initiatives and proposals. Develops plans for utilization of land and physical facilities of cities, counties and metropolitan areas, applying diverse knowledge of planning principles and practices using all available technologies. Compiles and analyzes data on economic, social and physical factors effecting land use, and prepares or requisitions graphic and narrative reports on data. Confers with local authorities, civic leaders, social scientists and land planning and development specialists to devise and recommend strategies for land use and residential, commercial, industrial and

community physical facilities. Reviews and evaluates environmental impact to determine how they affect their planning projects and programs.

Education: Bachelor's Degree in Planning, Geography, Engineering, Landscape Architecture, or Related Discipline OR High School Diploma or equivalent and 7 years related experience.

Junior Property Manager / Analyst I

Experience: 2 years related experience relating to the Army Master Planning and Real Property. Have experience using CADD technologies. Must be able to obtain required certified GFEBs training to qualify for provisioning as a Real Property Data Maintainer.

Functional Responsibilities: Changes, adds, and/or deletes data within ARMY Legacy Systems. Validates space requirements. Supports validation of space requirements, Facility Category Group justifications, conduct facility turn in and reassignment walk through inspections, process release and reassignment letters for those facilities, provide facility turn in and reassignment key control, provide space planning support services to include review of ongoing and future modifications for compliance with Army Regulations.

Education: Associate's Degree in Planning, Geography, Landscape Architecture, or Related Discipline OR High School Diploma or equivalent and 2 years related experience.

Property Manager / Analyst II

Experience: 2 years related experience processing MILCON projects in the DD Form 1391 Processor System of the PAX System. Have experience in and be able to support validation of space requirements, Facility Category Group justifications, conduct facility turn in and reassignment walk through inspections, process release and reassignment letters for those facilities, provide facility turn in and reassignment key control, provide space planning support services to include review of ongoing modifications for compliance with Army Regulations.

Functional Responsibilities: Supports validation of space requirements, Facility Category Group justifications, conduct facility turn in and reassignment walk through inspections, process release and reassignment letters for those facilities, provide facility turn in and reassignment key control, provide space planning support services to include review of ongoing and future GO and GSO modifications for compliance with Army Regulations.

Education: Associate's Degree in Planning, Geography, Landscape Architecture, or Related Discipline OR High School Diploma or equivalent and 2 years related experience.

Database Manager

Experience: 5 years related experience, including 2 years specialized experience. Requires some supervisory responsibility and management interface. Experience must include providing direction to personnel performing database administration tasks, and technical expertise using at least one of the following DBMS products relevant to the specific task: IMS, DB2, ADABAS, ORACLE, SYBASE, SQL Server, INGRES.

Functional Responsibilities: Provides highly technical expertise and guidance in the design, implementation, operation and maintenance of database management systems (DBMS). Evaluates and recommends available DBMS products after matching requirements with system capabilities. Determines file organization, indexing methods, and security procedures for specific applications. Controls the design and use of databases. Controls the global view of databases, controls the access to the databases, assures the safekeeping of the databases (from accidental or intentional damage or loss), and monitors the use of databases. Must define all

required database administration policies, procedures, standards, and guidelines and be an authority on the design of databases and the use of database management systems. Evaluates and recommends available DBMS products after matching requirements with system capabilities. Prepares and delivers presentations on DBMS concepts.

Education: Bachelor's Degree in Computer Science, Computer Science Engineering, Information Systems, Software Engineering, or Related Discipline OR High School Diploma or equivalent and 5 years related experience.

Software Developer III

Experience: 5 years related experience in the full range development life-cycle and technologies, current with the Geospatial industry. Proficiency in multiple programming languages and databases.

Functional Responsibilities: Develops, customizes, and troubleshoots software applications; develops desktop and web based applications, and recommends technologies to meet client requirements. Possesses expertise with .NET development framework, Oracle or MicroSoft Server database, J2EE, and web-based development using ASP.NET, PHP, or JSP. Knowledgeable of ESRI, CAD, and GIS.

Education: Bachelor's Degree in Computer Science, Computer Science Engineering, Information Systems, Software Engineering, or Related Discipline OR High School Diploma or equivalent and 5 years related experience.

Software Developer II

Experience: 3 years related experience in object-oriented design and programming, working in a Windows or Linux environment.

Functional Responsibilities: Develops, customizes, and troubleshoots software applications; develops desktop and web based applications, and recommends technologies to meet client requirements. Possesses expertise with .NET development framework, Oracle or MicroSoft Server database, J2EE, and web-based development using ASP.NET, PHP, or JSP. Knowledgeable of ESRI, CAD, and GIS.

Education: Bachelor's Degree in Computer Science, Computer Science Engineering, Information Systems, Software Engineering, or Related Discipline OR High School Diploma or equivalent and 3 years related experience.

Software Developer I

Experience: 1 year related experience in object-oriented design and programming, working in a Windows or Linux environment.

Functional Responsibilities: Supports applications and uses skills to develop functional desktop and web-based applications. Works with Oracle and SQL databases, supporting large and small-scale design and development strategies. Possesses basic knowledge of the full range development life-cycle, understanding how to apply the technologies in the current Geo Spatial industry environment.

Education: Bachelor's Degree in Computer Science, Computer Science Engineering, Information Systems, Software Engineering, or Related Discipline OR 1 year related experience.

Senior Systems Analyst/Programmer II

Experience: 7 years related experience in application design/development. Areas of focus can include Enterprise Architecture, System Engineering, Systems Analysis, Relational Database Management Systems, Systems Programming, and Web Application Development.

Functional Responsibilities: Participates in systems analysis and programming initiatives with a focus on the more challenging aspects of system requirements. Plays a major role in the evaluation of requests for new or modified systems to determine feasibility, cost and time required, compatibility with other related systems, and hardware configuration. Formulates plan for system development, using structured analysis and design. Plans, develops, tests, and documents computer programs, applying knowledge of programming techniques and computer systems. Submits plans for management and/or client approval. Prepares flowcharts and/or modeling diagrams to illustrate sequence of steps system must follow and to describe logical operations involved. May consult with user/client to identify current operating procedures and clarify system objectives. Conducts research to expand understanding of user requirements and latest programming techniques. Designs architecture, database, and user interface to meet defined requirements. Converts project specifications, using flowcharts and/or modeling diagrams, into sequence of detailed instructions and logical steps for coding, applying knowledge of computer programming techniques and computer languages. Produces and maintains documentation to describe system development, logic, coding, and corrections. Writes manual for users to describe installation and operating procedures. Participates in and/or oversees systems training, installation of hardware/software, technical assistance to users, installation and testing system at user site, and monitoring system performance after implementation. *Education:* Bachelor's Degree in Computer Science, Computer Science Engineering, Information Systems, Software Engineering, or Related Discipline OR High School Diploma or equivalent and 7 years related experience.

Systems Analyst/Programmer I

Experience: 4 years related experience in application design/development. Areas of focus can include Enterprise Architecture, System Engineering, Systems Analysis, Relational Database Management Systems, Systems Programming, and Web Application Development.

Functional Responsibilities: Participates in all systems analysis and programming initiatives. Participates in the evaluation of requests for new or modified systems to determine feasibility, cost and time required, compatibility with other related systems, and hardware configuration. Executes system development plans, using structured analysis and design. Participates in the planning, development, testing, and documentation initiatives, applying knowledge of programming techniques and computer systems. Prepares flowcharts and/or modeling diagrams to illustrate sequence of steps system must follow and to describe logical operations involved. Consults with assigned project management personnel to clarify project goals and objectives. Participates in research to expand understanding of user requirements and latest programming techniques. Develops architecture, database, and user interface to meet defined requirements. Participates in the conversion of the project specifications, using flowcharts and/or modeling diagrams, into sequence of detailed instructions and logical steps for coding, applying knowledge of computer programming techniques and computer languages. Produces and maintains documentation to describe system development, logic, coding, and corrections. Writes manual for users to describe installation and operating procedures.

Education: Bachelor's Degree in Computer Science, Computer Science Engineering, Information Systems, Software Engineering, or Related Discipline OR High School Diploma or equivalent and 4 years related experience.

Data Analyst III

Experience: 5 years related experience in one or more of the disciplines associated with the Analyst labor category.

Functional Responsibilities: Applies management analysis processes, statistical methods, and advanced technical and analytical research techniques to determine solutions based on client requirements with an IT services/solutions-based scope. Analyzes operational activities to obtain a quantitative, rational basis for decision making and resource allocation. Employs process improvements and reengineering methodologies and principles for modernization of systems and projects. Creates project plans to achieve performance-based objectives, enhancing implementation, systems and service. Provides integral support in mission requirements determination, conceptualization, design, development, testing, verification and validation, documentation, and implementation of system applications. Applies fundamental concepts, processes, practices, and procedures of the specific professional or technical assignment or specialty area. Performs work that requires practical experience and training. Work is performed independently, with evaluation and innovation in analyzing and identifying data, processes, problems, and solutions.

Education: Associate's Degree in Computer Science, Information Systems, Business or Related Discipline or High School Diploma or equivalent and 5 years related experience.

Data Analyst II

Experience: 3 years related experience in one or more of the disciplines associated with the Analyst labor category.

Functional Responsibilities: Performs complex data analysis in support of ad-hoc and standing management or customer requests. Develops programs, methodologies, and files for analyzing and presenting data. Uses and supports database applications and analytical tools. Evaluates data quality, applications, and functions. Produces output and maintains operation. Researches new data sources and analytical tools. Contributes to new product development and improvement in product delivery and presentation. Develops awareness of and familiarity with issues and events affecting organization, department, and/or customer. Uses timely and appropriate participation of users/customers in data collection and query systems. May direct lower level Data Analysts.

Education: Associate's Degree in Computer Science, Information Systems, Business or Related Discipline or High School Diploma or equivalent and 3 years related experience.

Data Analyst I

Experience: 1 year related experience in one of the disciplines associated with the Analyst labor category.

Functional Responsibilities: The Data Analyst is responsible for the entry, editing, and validation of reports submitted in hard copy or electronic format. Enters a large number hard copy documents into a PC-based application. Performs quality control and batch edit reviews (data analysis). Reviews and modifies exception reports generated by applicable data

management application. Strong customer service focus. Strong attention to detail. Excellent communication skills, written and verbal, formal and informal. Experience with Microsoft Office (Word and Excel). Interact effectively with all levels of management, customers, peers and staff.

Education: High School Diploma or equivalent and 1 year related experience.

3. IT PROFESSIONAL SERVICES HOURLY LABOR RATES

<u>ITEM #</u>	<u>SIN #</u>	<u>LABOR CATEGORY</u>	<u>GSA PRICE (INCLUDING IFF)</u>
001	132-51	Project Manager	\$140.72
002	132-51	Geospatial Analyst III	\$122.83
003	132-51	Geospatial Analyst II	\$ 82.77
004	132-51	Geospatial Analyst I	\$ 70.69
005	132-51	CADD Manager	\$121.92
006	132-51	CADD Technician II	\$ 90.36
007	132-51	CADD Technician I	\$ 82.14
008	132-51	Survey Technician	\$ 74.39
009	132-51	Master Planner / Analyst IV	\$133.55
010	132-51	Senior Planner / Analyst III	\$121.92
011	132-51	Junior Planner / Analyst II	\$ 82.14
012	132-51	Basic Planner / Analyst I	\$ 74.39
013	132-51	Senior Property Manager / Analyst II	\$121.92
014	132-51	Junior Property Manager / Analyst I	\$ 74.39
015	132-51	Property Manager / Analyst II	\$ 79.97
016	132-51	Database Manager	\$139.66
017	132-51	Software Developer III	\$130.27
018	132-51	Software Developer II	\$ 81.32
019	132-51	Software Developer I	\$ 69.66
020	132-51	Senior Systems Analyst / Programmer II	\$139.66
021	132-51	Systems Analyst / Programmer I	\$121.92
022	132-51	Data Analyst III	\$ 82.14
023	132-51	Data Analyst II	\$ 74.39
024	132-51	Data Analyst I	\$ 70.16

**4. INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL
SINs**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!™ on-line shopping service (www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.gsa.gov/fas) contain information on a broad array of products and services offered by small business concerns.

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

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

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.

CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION

VanJoh Graphics, LLC
176 Rowland Road Port
Deposit, MD 21904

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance: (410) 306-3019

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.

STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279

Block 9: **G = Order/Modification Under Federal Schedule Contract**

Block 16: Contractor Identification Number (DUNS): **053214420**

Block 30: Type of Contractor: **B =Other Small Business**

Block 31: Woman-Owned Small Business – **No**

Block 37: Contractor's Taxpayer Identification Number (TIN): **52-2145339**

Block 40: Veteran Owned Small Business (VOSB): **C =Not Veteran Owned**

4a. CAGE Code: **1KBP5**

4b. Contractor **has** registered with the Central Contractor Registration Database.

FOB DESTINATION

DELIVERY SCHEDULE

TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), to be negotiated per delivery order with the ordering agency.

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.

DISCOUNTS

Prices shown are NET Prices; Basic Discounts have been deducted.

Prompt Payment: **1% NET 10 DAYS**

Quantity: **None**

Dollar Volume: **None**

Other Special Discounts (i.e. Government Education Discounts, etc.): **None**

TRADE AGREEMENTS ACT OF 1979, as amended:

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

STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

SMALL REQUIREMENTS

The minimum dollar of orders to be issued is **\$100**.

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

The Maximum Order for Special Item Number (SIN) 132-51 – Information Technology Professional Services is **\$500,000**.

ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

FAR 8.405-2 Ordering procedures for services requiring a statement of work.

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.

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.

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.

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).

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).

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:

- (a) Manufacturer;
- (b) Manufacturer's Part Number; and
- (c) 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>

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. 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-

- (a) 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));
- (b) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (c) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (d) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

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.

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:

N/A

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.

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).

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.

INSTALLATION, DEINSTALLATION, REINSTALLATION

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

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.

SECTION 508 COMPLIANCE

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant:

Yes X

No

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): <http://www.vanjohgraphics.com/section508.aspx>
The EIT standard can be found at: www.Section508.gov/.

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.

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, Contractor shall disclose 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.

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>.

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)

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

*****NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.*

SCOPE

(a) The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT/IAM 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.

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.

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.

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/IAM 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.

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.

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.

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.

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/IAM Professional Services.

INDEPENDENT CONTRACTOR

All IT/IAM 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.

ORGANIZATIONAL CONFLICTS OF INTEREST

“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.

INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT/IAM 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.

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.

RESUMES

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

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.

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.

DESCRIPTION OF IT/IAM PROFESSIONAL SERVICES AND PRICING

- (a) The Contractor shall provide a description of each type of IT/IAM Service offered under Special Item Numbers 132-51 IT/IAM 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/IAM 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.

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

6. USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS**PREAMBLE:**

VanJoh Graphics, LLC 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:

John Hughes, President

Direct: 443.252.7102

Fax: 667.231.4588

Email: vanjoh01@me.com

7. BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) 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 ordering activity that works better and costs less.

Signatures

Ordering Activity

Date

Contractor

Date

BPA NUMBER _____

(CUSTOMER NAME)

BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;

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

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

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

8. 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 an ordering activity requirement.

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:

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