

GSA Schedule Number: GS-35F-0431R



RTL Networks, Inc. – GSA Price List

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

Special Item No. 132-8 Purchase of New Equipment
Special Item No. 132-51 Information Technology Professional Services
Special Item No. 132-33 Perpetual Software Licenses

RTL Networks, Inc.
2460 W. 26th Ave., Suite 250-C
Denver, CO. 80211
(303) 757-3100
www.RTL-Networks.com

Contract Number: GS-35F-0431R

Period Covered by Contract: 21 March 2005 - 20 March 2010

General Services Administration Federal Acquisition Service

Pricelist current through Modification # _____, dated _____.

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

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**INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

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

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

1. GEOGRAPHIC SCOPE OF CONTRACT:

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- The Geographic Scope of Contract will be domestic and overseas delivery.
- The Geographic Scope of Contract will be overseas delivery only.
- The Geographic Scope of Contract will be domestic delivery only.

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

not applicable.

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2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

RTL Networks, Inc
2460 W. 26th Ave., Suite 250-C
Denver, CO. 80211
Office: (303) 757-3100 / Fax: (303) 757-4133
www.RTL-Networks.com
www.info@RTL-Networks.com

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: Telephone: (303) 757-3100

When Authorized Dealers are allowed by the Contractor to bill ordering activities and accept payment, the order and/or payment must be in the name of the Contractor, in care of the Authorized Dealer.

3. LIABILITY FOR INJURY OR DAMAGE

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

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

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: **121316033**

Block 30: Type of Contractor - **A (Small Disadvantaged Business)**

- A. Small Disadvantaged Business
- B. Other Small Business
- C. Large Business
- G. Other Nonprofit Organization
- L. Foreign Contractor

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Block 31: Woman-Owned Small Business - No

Block 36: Contractor's Taxpayer Identification Number (TIN): 81-0565568

4a. CAGE Code: 3B1D54

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

5. FOB DESTINATION

RTL Networks, Inc. agrees to FOB destination at no extra charge.

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
<u>132-8</u>	30 days, or as negotiated between RTL Networks, Inc. and the ordering Agency.
<u>132-33</u>	7 days, or as negotiated between RTL Networks, Inc. and the ordering Agency.
<u>132-51</u>	As negotiated between RTL Networks, Inc. and the ordering Agency.

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

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

a. Prompt Payment: None.

b. Quantity: None.

c. Dollar Volume: None.

d. Government Educational Institutions: Shall receive the same discounts, terms and conditions as all other Government customers.

e. Other: None.

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8. TRADE AGREEMENTS ACT OF 1979, as amended:

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

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

Not applicable.

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

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

a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:

Special Item Number 132-8 - Purchase of Equipment

Special Item Number 132-33 - Perpetual Software Licenses

Special Item Number 132-53 – Wireless Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

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

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

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

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS

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

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

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

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

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- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

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16. GSA ADVANTAGE!

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

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

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

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.



(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

Not applicable.

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

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The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

23. SECTION 508 COMPLIANCE.

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: www.RTL-Networks.com.

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:
This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

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

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

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

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



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

26. SOFTWARE INTEROPERABILITY.

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

27. ADVANCE PAYMENTS

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



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**TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY NEW EQUIPMENT
(SPECIAL ITEM NUMBER 132-8)**

1. MATERIAL AND WORKMANSHIP

All equipment furnished hereunder must satisfactorily perform the function for which it is intended.

2. ORDER

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPA) agreements shall be the basis for purchase in accordance with the provisions of this contract. If time of delivery extends beyond the expiration date of the contract, the Contractor will be obligated to meet the delivery and installation date specified in the original order.

For credit card orders and BPAs, telephone orders are permissible.

3. TRANSPORTATION OF EQUIPMENT

FOB DESTINATION. Prices cover equipment delivery to destination, for any location within the geographic scope of this contract.

4. INSTALLATION AND TECHNICAL SERVICES

a. **INSTALLATION.** When the equipment provided under this contract is not normally self-installable, the Contractor's technical personnel shall be available to the ordering activity, at the ordering activity's location, to install the equipment and to train ordering activity personnel in the use and maintenance of the equipment. The charges, if any, for such services are listed below, or in the price schedule:

Charges are listed in the price schedule.



b. **INSTALLATION, DEINSTALLATION, REINSTALLATION.** The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

c. **OPERATING AND MAINTENANCE MANUALS.** The Contractor shall furnish the ordering activity with one (1) copy of all operating and maintenance manuals which are normally provided with the equipment being purchased.

5. INSPECTION/ACCEPTANCE

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any equipment that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming equipment at no increase in contract price. The ordering activity must exercise its postacceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

6. WARRANTY

a. Unless specified otherwise in this contract, the Contractor's standard commercial warranty as stated in the contract's commercial pricelist will apply to this contract.

For the purpose of this contract, commitments, warranties and representation include:

- 1) RTL Networks, Inc. will honor all original equipment manufacturer (OEM) warrantee(s) and will be responsible for product/software acquisition and timely delivery to customer specified locations (s) within the geographic areas specified in this contract.
- 2) Any representations and/or warranties concerning the products made in any literatures, description, drawings and/or specifications furnished by the Contractor.

The above warranty does not apply to any Product(s) which

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Your Technology Solutions Provider

- 1) has been altered, except as authorized by ,
- 2) has not been installed, operated, repaired, or maintained in accordance with any installation, handling, maintenance, or operating instructions supplied by RTL Networks,
- 3) has been subjected to unusual physical or electrical stress, misuse, negligence, or accident,
- 4) is used in ultra hazardous activities,
- 5) the Client has not fulfilled contract obligations (i.e. product registration, etc.),
- 6) has been used in such a way that RTL Networks cannot reasonably reproduce the Software error, or
- 7) has been exported from the original country of designation without payment of an uplift.

In addition, in no event does RTL Networks warrant that Customer will be able to operate its networks without problems or interruptions.

b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

d. If inspection and repair of defective equipment under this warranty will be performed at the Contractor's plant, the address is as follows: ____

RTL Networks, Inc.
2460 W. 26th Ave., Suite 250-C
Denver, CO. 80211

7. PURCHASE PRICE FOR ORDERED EQUIPMENT

The purchase price that the ordering activity will be charged will be the ordering activity purchase price in effect at the time of order placement, or the ordering activity purchase price in effect on the installation date (or delivery date when installation is not applicable), whichever is less.

8. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City or otherwise) covering work of this character, and shall include all costs, if any, of such compliance in the prices quoted in this offer.

9. TRADE-IN OF INFORMATION TECHNOLOGY EQUIPMENT

When an ordering activity determines that Information Technology equipment will be replaced, the ordering activity shall follow the contracting policies and procedures in the Federal Acquisition

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Regulation (FAR), the policies and procedures regarding disposition of information technology excess personal property in the Federal Property Management Regulations (FPMR) (41 CFR 101-43.6), and the policies and procedures on exchange/sale contained in the FPMR (41 CFR part 101-46).

9. PRICE LISTS

Dealer/Reseller of	Percentage marked up from distributor cost	SIN
Focus	7%	SIN 132-8
Imation	9%	SIN 132
Kingston	10%	SIN 132
Konica Minolta	10%	SIN 132
Quantum	10%	SIN 132
Sony Storage	10%	SIN 132
Targus	10%	SIN 132
US Robotics	10%	SIN 132
Viewsonic	9%	SIN 132



**TERMS AND CONDITIONS APPLICABLE TO PERPETUAL SOFTWARE LICENSES
(SPECIAL ITEM NUMBER 132-33)**

1. INSPECTION/ACCEPTANCE

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any software that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming software at no increase in contract price. The ordering activity must exercise its postacceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the software, unless the change is due to the defect in the software.

2. GUARANTEE/WARRANTY

a. Unless specified otherwise in this contract, the Contractor's standard commercial guarantee/warranty as stated in the contract's commercial pricelist will apply to this contract.

For the purpose of this contract, commitments, warranties and representation include:

- 1) RTL Networks, Inc. will honor all original equipment manufacturer (OEM) warrantee(s) and will be responsible for product/software acquisition and timely delivery to customer specified locations (s) within the geographic areas specified in this contract.
- 2) Any representations and/or warranties concerning the products made in any literatures, description, drawings and/or specifications furnished by the Contractor.

The above warranty does not apply to any Product(s) which

- 1) has been altered, except as authorized by ,
- 2) has not been installed, operated, repaired, or maintained in accordance with any installation, handling, maintenance, or operating instructions supplied by RTL Networks,
- 3) has been subjected to unusual physical or electrical stress, misuse, negligence, or accident,
- 4) is used in ultra hazardous activities,
- 5) the Client has not fulfilled contract obligations (i.e. product registration, etc.),
- 6) has been used in such a way that RTL Networks cannot reasonably reproduce the Software error,
or
- 7) has been exported from the original country of designation without payment of an uplift.

In addition, in no event does RTL Networks warrant that Customer will be able to operate its networks without problems or interruptions.

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b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

3. TECHNICAL SERVICES

The Contractor, without additional charge to the ordering activity, shall provide a hot line technical support number (303) 757-3100 for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available from 9am (MST) to 5pm (MST).

4. SOFTWARE MAINTENANCE

a. Software maintenance as it is defined: (select software maintenance type) :

 X 1. Software Maintenance as a Product (SIN 132-33)

Software maintenance as a product includes the publishing of bug/defect fixes via patches and updates/upgrades in function and technology to maintain the operability and usability of the software product. It may also include other no charge support that are included in the purchase price of the product in the commercial marketplace. No charge support includes items such as user blogs, discussion forums, on-line help libraries and FAQs (Frequently Asked Questions), hosted chat rooms, and limited telephone, email and/or web-based general technical support for user's self diagnostics.

Software maintenance as a product does NOT include the creation, design, implementation, integration, etc. of a software package. These examples are considered software maintenance as a service.

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2. Software Maintenance as a Service (SIN 132-34)

Software maintenance as a service creates, designs, implements, and/or integrates customized changes to software that solve one or more problems and is not included with the price of the software. Software maintenance as a service includes person-to-person communications regardless of the medium used to communicate: telephone support, on-line technical support, customized support, and/or technical expertise which are charged commercially. Software maintenance as a service is billed arrears in accordance with 31 U.S.C. 3324.

- b. Invoices for maintenance service shall be submitted by the Contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

5. PERIODS OF TERM LICENSES (SIN 132-32)

- a. The Contractor shall honor orders for periods for the duration of the contract period or a lesser period of time.
- b. Term licenses and/or maintenance may be discontinued by the ordering activity on thirty (30) calendar days written notice to the Contractor.
- c. Annual Funding. When annually appropriated funds are cited on an order for term licenses and/or maintenance, the period of the term licenses and/or maintenance shall automatically expire on September 30 of the contract period, or at the end of the contract period, whichever occurs first. Renewal of the term licenses and/or maintenance orders citing the new appropriation shall be required, if the term licenses and/or maintenance is to be continued during any remainder of the contract period.
- d. Cross-Year Funding Within Contract Period. Where an ordering activity's specific appropriation authority provides for funds in excess of a 12 month (fiscal year) period, the ordering activity may place an order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.
- e. Ordering activities should notify the Contractor in writing thirty (30) calendar days prior to the expiration of an order, if the term licenses and/or maintenance is to be terminated at that time. Orders for the continuation of term licenses and/or maintenance will be required if the term licenses and/or maintenance is to be continued during the subsequent period.

6. CONVERSION FROM TERM LICENSE TO PERPETUAL LICENSE

- a. The ordering activity may convert term licenses to perpetual licenses for any or all software at any time following acceptance of software. At the request of the ordering activity the Contractor shall

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furnish, within ten (10) calendar days, for each software product that is contemplated for conversion, the total amount of conversion credits which have accrued while the software was on a term license and the date of the last update or enhancement.

b. Conversion credits which are provided shall, within the limits specified, continue to accrue from one contract period to the next, provided the software remains on a term license within the ordering activity.

c. The term license for each software product shall be discontinued on the day immediately preceding the effective date of conversion from a term license to a perpetual license.

d. The price the ordering activity shall pay will be the perpetual license price that prevailed at the time such software was initially ordered under a term license.

7. TERM LICENSE CESSATION

a. After a software product has been on a continuous term license for a period of 12 months * months, a fully paid-up, non-exclusive, perpetual license for the software product shall automatically accrue to the ordering activity. The period of continuous term license for automatic accrual of a fully paid-up perpetual license does not have to be achieved during a particular fiscal year; it is a written Contractor commitment which continues to be available for software that is initially ordered under this contract, until a fully paid-up perpetual license accrues to the ordering activity. However, should the term license of the software be discontinued before the specified period of the continuous term license has been satisfied, the perpetual license accrual shall be forfeited.

b. The Contractor agrees to provide updates and maintenance service for the software after a perpetual license has accrued, at the prices and terms of Special Item Number 132-34, if the licensee elects to order such services. Title to the software shall remain with the Contractor.

8. UTILIZATION LIMITATIONS - (SIN 132-32, SIN 132-33, AND SIN 132-34)

a. Software acquisition is limited to commercial computer software defined in FAR Part 2.101.

b. When acquired by the ordering activity, commercial computer software and related documentation so legend shall be subject to the following:

(1) Title to and ownership of the software and documentation shall remain with the Contractor, unless otherwise specified.

(2) Software licenses are by site and by ordering activity. An ordering activity is defined as a cabinet level or independent ordering activity. The software may be used by any subdivision of the ordering activity (service, bureau, division, command, etc.) that has access to the site the software is placed at, even if the subdivision did not participate in the acquisition of the software. Further, the software may be used on a sharing basis where multiple agencies have joint projects that can be satisfied by the use of the software placed at one ordering activity's site. This would allow other agencies access to one ordering activity's database. For ordering activity public domain databases, user agencies and third parties may use the computer program to enter, retrieve, analyze and present data. The user ordering activity will take appropriate action by instruction, agreement, or otherwise, to protect the Contractor's proprietary property with any third parties that are permitted access to the computer programs and documentation in connection



with the user ordering activity's permitted use of the computer programs and documentation. For purposes of this section, all such permitted third parties shall be deemed agents of the user ordering activity.

(3) Except as is provided in paragraph 8.b(2) above, the ordering activity shall not provide or otherwise make available the software or documentation, or any portion thereof, in any form, to any third party without the prior written approval of the Contractor. Third parties do not include prime Contractors, subcontractors and agents of the ordering activity who have the ordering activity's permission to use the licensed software and documentation at the facility, and who have agreed to use the licensed software and documentation only in accordance with these restrictions. This provision does not limit the right of the ordering activity to use software, documentation, or information therein, which the ordering activity may already have or obtains without restrictions.

(4) The ordering activity shall have the right to use the computer software and documentation with the computer for which it is acquired at any other facility to which that computer may be transferred, or in cases of Disaster Recovery, the ordering activity has the right to transfer the software to another site if the ordering activity site for which it is acquired is deemed to be unsafe for ordering activity personnel; to use the computer software and documentation with a backup computer when the primary computer is inoperative; to copy computer programs for safekeeping (archives) or backup purposes; to transfer a copy of the software to another site for purposes of benchmarking new hardware and/or software; and to modify the software and documentation or combine it with other software, provided that the unmodified portions shall remain subject to these restrictions.

(5) "Commercial Computer Software" may be marked with the Contractor's standard commercial restricted rights legend, but the schedule contract and schedule pricelist, including this clause, "Utilization Limitations" are the only governing terms and conditions, and shall take precedence and supersede any different or additional terms and conditions included in the standard commercial legend.

9. SOFTWARE CONVERSIONS - (SIN 132-32 AND SIN 132-33)

Full monetary credit will be allowed to the ordering activity when conversion from one version of the software to another is made as the result of a change in operating system, or from one computer system to another. Under a perpetual license (132-33), the purchase price of the new software shall be reduced by the amount that was paid to purchase the earlier version. Under a term license (132-32), conversion credits which accrued while the earlier version was under a term license shall carry forward and remain available as conversion credits which may be applied towards the perpetual license price of the new version.

10. DESCRIPTIONS AND EQUIPMENT COMPATIBILITY

The Contractor shall include, in the schedule pricelist, a complete description of each software product and a list of equipment on which the software can be used. Also, included shall be a brief, introductory explanation of the modules and documentation which are offered.

11. RIGHT-TO-COPY PRICING

The Contractor shall insert the discounted pricing for right-to-copy licenses.

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9. PRICE LISTS

Dealer/Reseller of	Percentage marked up from distributor cost	SIN
Smart Draw	15%	SIN 132-33

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

1. SCOPE

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

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

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

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



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

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

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
 - (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
 - (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.



6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

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related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

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

12. PAYMENTS

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

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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



15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

RTL Networks, Inc. years of experience successfully dealing with the Commercial sector, the Department of Defense (DoD), and Federal, state and local governmental agencies. RTL Networks, Inc. is capable of delivering its hardware and software products globally. In addition to the wide array of hardware and software offerings, RTL Networks, Inc. also offers professional service offerings across the United States in the following solution areas:

Technology Solutions

- Network Architecture Planning, Design and Implementation
- Security Architecture Planning, Design and Implementation
- Network Infrastructure Assessments and Base-lining
- Network Security Policy and Framework Development
- IT Strategic Planning and Roadmap Development
- Cabling – Cat 5, 7 and optical
- VoIP Readiness Assessments
- Network & Security Maintenance, Testing and Troubleshooting
- Integrated security system design
- Wired and wireless secure communication systems

Media Solutions

- Video production
- Design and motion graphics
- Web design
- Print materials

Outsourcing Solutions

- Information Technology
- Administrative services
- Data entry
- Records management

Consulting Solutions

- Technology/Financial management
- ERP solutions
- Business

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SBA 8(a) and SDB Certification:

Duration: 10 June 2005 - 10 June 2014

General

FY 2009 Subcontractor Schedule			
NO.	LABOR CATEGORY	Subcontractor Site Hourly Rates	Government Site Hourly Rates
1	Administrative Specialist	\$28.12	\$25.55
2	Administrative Specialist (Senior)	\$41.70	\$36.62
3	Project Control Specialist	\$100.41	\$93.68
4	Project Manager	\$87.61	\$79.64
5	Technical Writer/Editor	\$40.64	\$36.94
6	Training Specialist	\$45.35	\$41.23

1. Administrative Specialists

Minimum Experience: 1 or more years

Functional Responsibility:

Provides administrative support such as technical typing, editing of word processing and other computer-based manuscripts, integration of various sources into a cohesive product which may be delivered as computer-based magnetic media, preparation of graphical and narrative presentation material. Provides assistance with maintaining personnel and other files; prepares correspondence, schedules and coordinates travel. Supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Responsible for integrating the graphics generated with automated tools and the deliverable documents.

Minimum Education: HS Diploma or equivalent



2. Administrative Specialists (Senior)

Minimum Experience: 3 or more years

Functional responsibility:

Provides administrative support such as technical writing, proofreading, technical editing of word processing and other computer-based documents; integrates various sources into a cohesive product which may be delivered as computer-based magnetic media; prepares graphical and narrative presentation material. Assists in the preparation of management plans and reports; Coordinates schedules to facilitate completion of proposals, contract deliverables, task order review, briefings/presentations; Performs analysis, development and review of program or functional areas as required.

Minimum Education: HS Diploma or equivalent

3. Project Control Specialist

Minimum Experience: 6 or more years

Functional Responsibility:

Directs all financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting; Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues which would require a report and recommend solutions. Develops work breakdown structures, prepares charts, tables, graphs and diagrams to assist in analyzing problems; Provides daily supervision and direction to staff.

Minimum Education: BS degree or higher

4. Project Manager

Minimum Experience: 6 or more years

Functional Responsibility:

Serves as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Government Contracting Officer (KO), the task order-level TMs, Government management personnel and customer agency representatives. Reports to Program Manager; Responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

Minimum Education: BS degree or higher



5. **Technical Writer/Editor**

Minimum Experience: 4 or more years

Functional Responsibility:

Gathers, analyzes, translates and composes technical information into clear, readable documents to be used by technical and non-technical personnel. Composes technical documents including, user's manuals, training materials, installation guides, proposals, and reports; Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. Conducts research and ensures the use of proper technical terminology.

Minimum Education: Associates degree or equivalent

6. **Training Specialist**

Minimum Experience: 4 or more years; must understand computer functions and related technical terminology and how they are applied in everyday business situations; must possess exceptional interpersonal skills and superior oral and written communication skills.

Functional Responsibility: Provides support for coordinating, developing, and delivering computer-related training to the user community. Develops and revises these courses and prepares appropriate training catalogs. Develops courses and instructional material to educate technical and non-technical personnel in IT; Prepares instructor materials (course outline, background material, and training aids); Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms); Provides second level support and coordinate training with help desk. Provides standards, services, and guidance on IT related training programs that are designed to enable government agency personnel to use information technologies and systems more productively; Services include the development, delivery, and/or coordination of training courses and materials that address specific agency needs; Possesses thorough knowledge of appropriate hardware and software.

Minimum Education: Associates degree or equivalent

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Information Technology

FY 2009 Subcontractor Schedule			
NO.	LABOR CATEGORY	Subcontractor Site Hourly Rates	Government Site Hourly Rates
1	Systems Architect	\$128.06	\$118.01
2	Database Analyst/Programmer	\$50.41	\$45.83
3	Information Resource Management Analyst	\$69.71	\$63.95
4	IT Security Specialist (Junior)	\$74.22	\$68.82
5	IT Security Specialist	\$96.80	\$88.28
6	IT Security Specialist (Senior)	\$112.70	\$105.70
7	Web Content Administrator	\$66.18	\$60.13
8	Voice Communications Manager	\$48.77	\$43.51
9	Application Systems Analyst	\$51.21	\$46.56
10	Application Developer/Programmer	\$58.73	\$51.46
11	Applications Engineer (Junior)	\$72.21	\$62.76
12	Applications Engineer (Intermediate)	\$85.10	\$74.00
13	Applications Engineer (Senior)	\$97.91	\$85.22
14	Computer Systems Analyst (Junior)	\$57.71	\$52.47
15	Computer Systems Analyst	\$77.39	\$71.44
16	Computer Systems Analyst (Senior)	\$99.67	\$94.80
17	Systems Engineer (Senior)	\$126.80	\$112.30
18	Web Architect	\$92.61	\$83.03
19	Systems Administrator	\$59.81	\$54.37
20	Web Designer	\$122.27	\$108.34

1. Systems Architect

Minimum Experience: 8 or more years or 5 years with a Masters Degree in a related career field

Functional Responsibility:

Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems; Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for agency IT architectures, and profiles of standards as they apply to



the implementation and specific to the solution for the platform, integration with other systems, and the external interfaces. Ensures that the common operating environment is compliant; evaluates analytically and systematically problems of work flows, organization and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.

Minimum Education: BS degree or higher

2. Database Analyst/Programmer

Minimum Experience: 3 or more years

Functional Responsibility:

Designs, implements and maintains moderately complex databases, access methods, access time, device allocation, validation checks, organization, protection and security, documentation and statistical methods. Maintains database dictionaries, monitors standards and procedures and integration of systems through database design.

Minimum Education: Associates degree or higher

3. Information Resource Management Analyst

Minimum Experience: 2 or more years

Functional Responsibility:

Ensures problem resolution and customer satisfaction for individual Task Orders; Performs technical and administrative efforts for tasks, including review of work products for correctness, compliance with industry-accepted standards, federal government legislative and regulatory requirements and user standards specified in Task Orders; Develops requirements for IT products/services from inception to conclusion from simple to complex projects, including specifications, feasibility studies, requirement analysis, etc.

Minimum Education: HS Diploma or higher



4. IT Security Specialist (Junior)

Minimum Experience: 4 years or more experience; A working knowledge of several of the following areas is required: understanding of business security practices and procedures; knowledge of current security tools available; hardware/software security implementation; different communication protocols; encryption techniques/tools; familiarity with commercial products, and current Internet/EC technology.

Functional Responsibility:

Provides assistant designs, develops, engineers and implements solutions to security requirements. Performs risk analyses which also include risk assessment; Supports, assists with coordination, and implementation the organization's information security.

Minimum Education: HS Diploma or equivalent

5. IT Security Specialist

Minimum Experience: 7 years experience in the following areas is required: understanding of business security practices and procedures; knowledge of current security tools available; hardware/software security implementation; different communication protocols; encryption techniques/tools; familiarity with commercial products, and current Internet/EC technology.

Functional Responsibility:

Provides support to plan, coordinates, and implements the organization's information security. Provides support for facilitating and helping agencies identify their current security infrastructure and define future programs, design and implementation of security related to IT systems. Has ability to serve as Information System Security Officer.

Minimum Education: Associates degree or higher

6. IT Security Specialist (Senior)

Minimum Experience: 10 or more years experience; Extensive experience in several of the following areas is required: understanding of business security practices and procedures; knowledge of current security tools available; hardware/software security implementation; different communication protocols; encryption techniques/tools; familiarity with commercial products, and current Internet/EC technology.

Functional Responsibility:

Oversees the efforts of security staff to design, develop, engineer and implement solutions to security requirements; Responsible for the implementation and development of the DHS IT security. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses which also includes risk assessment.



support to plan, coordinate, and implement the organization's information security. Provide support for facilitating and helping agencies identify their current security infrastructure and define future programs, design and implementation of security related to IT systems; Provides daily supervision and direction to staff.

Minimum Education: BS degree or higher

7. Web Content Administrator

Minimum Experience: 6 or more years experience; A working knowledge of several of the following are required, graphic design or a related field, Web-site management, web servers, intranet site structures, and Web-related software.

Functional Responsibility:

Provides support for developing & providing Agency Web-site content that will motivate & satisfy civilian user's needs so that they will regularly access the site & utilize it as a major source for information, decision making and benefits delivery. Provides support for maintaining civil service handbook & policies/procedures on the agency Web; Assists in the development of an agency newsletter & civilian benefits communications; Recommends new & innovative web uses as well as training & educating employees on the use & benefits of using the Web. Provides support in the location & pursuit of content & surveying internal customers to gather feedback for site improvement & enhancements.

Minimum Education: Associates degree or higher

8. Voice Communications Manager

Minimum Experience: 5 or more years

Functional Responsibility:

Ensures that adequate and appropriate planning is provided for hardware and communications facilities to develop and implement methodologies for analysis, installation and support of voice communications systems. Provides coordination in the analysis, acquisition and installation of hardware and software; Interfaces with internal/external customers and vendors to determine system needs. Manages the training and efforts of a staff responsible for system and network planning and analysis activities; May include billing/charge-back responsibilities.

Minimum Education: Associates degree or higher



9. Application Systems Analyst

Minimum Experience: 4 or more years experience; A working knowledge of relational database environments, structured analysis, data modeling, information engineering, mathematical model building, sampling, and cost accounting to plan the system. Must be able to specify the inputs to be accessed by the system, design the processing steps, and format the output to meet the users' needs. Requirements include excellent verbal and written communications skills.

Functional Responsibility:

Provides analysis and design of business systems for different applications such as: financial, accounting, human resources, and other enterprise systems; Handles test scripts and service requirements; Works closely with end users on project development and implementation. May prepare cost-benefit and return-on-investment analyses to help management decide whether implementing the proposed system will be financially feasible.

Minimum Education: Associates degree or higher

10. Application Developer/Programmer

Minimum Experience: 6 or more years

Functional Responsibility:

Analyzes functional business applications and design specifications for functional activities. Develops codes, tests, and debugs new software or enhancements to existing software. Performs maintenance on existing software products and contributes knowledge of business applications. Writes programs according to specifications needed. Works with the technical staff to understand problems had with software and then resolve them. Resolves customer complaints with the software and responds to suggestions for improvements and enhancements. Develops block diagrams and logic flow charts; Prepares required documentation. Provides technical direction to programmers to ensure program deadlines are met.

Minimum Education: Associates degree or higher



11. Applications Engineer (Junior)

Minimum Experience: 3 or more years

Functional Responsibility:

Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

Minimum Education: Associates degree or equivalent

12. Applications Engineer (Intermediate)

Minimum Experience: 6 or more years

Functional Responsibility:

Works from specifications to develop or modify software applications. Assists with design, coding, benchmark testing, debugging and documentation of programs; Applications generally dealing with utility programs, job control language, macros, subroutines and other control modules. Works on most phases of software systems programming applications, and may require instruction and guidance in other phases.

Minimum Education: Associates degree or higher

13. Applications Engineer (Senior)

Minimum Experience: 8 or more years

Functional Responsibility:

Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer-Aided Software Engineering (CASE) tools; Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time and improving current techniques. Formulates and defines specifications for software applications or modifies and maintains existing applications using engineering releases and utilities from the manufacturer. Responsible for program design, coding, testing, debugging and documentation; Instructs, directs, and checks the work of other task personnel; Responsible for quality assurance review and the evaluation of existing and new software products.

Minimum Education: BS degree or higher



14. Computer Systems Analyst (Junior)

Minimum Experience: 3 or more years

Functional Responsibility:

Analyzes information requirements; Evaluates analytically and systematically problems of workflows, organization, planning, and develops appropriate corrective action. Help develop plans for automated information systems from project inception to conclusion. Defines the problem, and develops system requirements and program specifications. Under supervision, coordinates closely with programmers or engineers to ensure proper implementation of program and system specifications; Develops system alternative solutions in conjunction with functional users.

Minimum Education: Associates degree or higher

15. Computer Systems Analyst

Minimum Experience: 6 or more years

Functional Responsibility:

Analyzes and develops computer systems possessing a wide range of capabilities, including numerous engineering, business and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze downtimes, analyze proposed system modifications, upgrades and new COTS; Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications; Develops, in conjunction with functional users, system alternative solutions.

Minimum Education: BS degree or higher

16. Computer Systems Analyst (Senior)

Minimum Experience: 10 or more years

Functional Responsibility:

Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules; Coordinates with the Project and/or Program Manager to ensure problem solution and user satisfaction; Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives; Provides daily supervision and direction to support staff.

Minimum Education: BS degree or higher



17. Systems Engineer (Senior)

Minimum Experience: 10 or more years of experience; Experience as a systems engineer on one or more IT platforms is preferred. Must have solid technical background with a focus on IT systems; Skill areas include telecommunications (ex. - TCP/IP, OIS/CMIP/X25), operating systems (ex. - Windows, NT, and UNIX), database/DBMS (ex. - Oracle, Access, Sybase) and applications (ex. - Tivoli, PeopleSoft, etc.) is required; Familiarity with ITIL, SEI/CMM desirable.

Functional Responsibility:

Provides identification and fixing of problems within existing systems, design/implementation of new systems and enhancement of existing systems; participates in analysis, design and new construction of next generation IT systems. Responsible for understanding the needs of the customers and the realities of commercially available IT products, and creating requirements that will allow implementation by the development team.

Minimum Education: BS degree or higher; or CCNA certification or equivalent.

18. Web Architect

Minimum Experience: 8 or more years

Functional Responsibility:

Designs and builds web sites using a variety of graphics software applications, techniques, and tools. Designs and develops user interface features, site animation, and special effects elements. Contributes to the design group's efforts to enhance the look and feel of the organization's on-line offerings; Designs the website to support the organization's strategies and goals relative to external communications.

Minimum Education: BS degree or higher

19. Systems Administrator

Minimum Experience: 8 or more years of experience with large application configuration management considerations.

Functional Responsibility:

Provides support for installing and upgrading applications, maintaining complex application and technical configuration settings, and managing the configurations across the development, test, and production environments.

Minimum Education: BS degree or equivalent



20. Web Designer

Minimum Experience: 8 or more years of experience.

Functional Responsibility:

Requires strong navigation and site design instincts. Designs, develops, troubleshoots, debugs, and implements software code for components of the website. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website; Responsible for interface implementation.

Minimum Education: HS Diploma or equivalent

GSA Schedule Number: GS-35F-0431R



Consulting

FY 2009 Subcontractor Schedule			
NO.	LABOR CATEGORY	Subcontractor Site Hourly Rates	Government Site Hourly Rates
1	Configuration Management Specialist, Associate	\$94.71	\$88.28
2	Configuration Management Specialist, Intermediate	\$109.45	\$104.22
3	Configuration Management Specialist, Lead	\$124.94	\$117.99
4	Information Technology Consultant	\$108.60	\$102.45
5	Quality Assurance Analyst	\$49.16	\$44.69
6	Quality Assurance Manager	\$62.22	\$56.56
7	Quality Assurance Specialist	\$65.78	\$58.34
8	Subject Matter Expert	\$57.96	\$52.69
9	Disaster Recovery Specialist	\$113.46	\$105.32
10	Business Process Reengineering Specialist (Junior)	\$58.84	\$53.48
11	Business Process Reengineering Specialist	\$58.94	\$53.48
12	Business Process Reengineering Specialist (Senior)	\$70.00	\$63.63
13	Test Engineer (Associate)	\$56.74	\$52.56
14	Test Engineer (Intermediate)	\$65.16	\$57.21
15	Test Engineer (Senior)	\$87.00	\$75.75
16	Information Engineer, Principal	\$111.88	\$100.58

1. Configuration Management Specialist (Associate)

Minimum Experience: 2 or more years

Functional Responsibility:

Supports configuration management planning; Describes provisions for configuration identification, change control, configuration status accounting and configuration audits. Supports configuration planning; Identifies and maintains the original configuration of requirements documentation, design documentation, and related documentation.

Responsible for configuration change control; Supports the change process so that only approved and validated changes are incorporated into product documents and related software; Responsible for configuration status accounting. Tracks all problems and changes in product documents and reports changes and current configuration;

Responsible for configuration audits; Supports audits to verify that requirements of all baselines have been met; Supports the quality assurance process audits.

Minimum Education: HS Diploma or equivalent



2. Configuration Management Specialist (Intermediate)

Minimum Experience: 4 or more years

Functional Responsibility:

Responsible for configuration management activities; Describes provisions for configuration identification, change control, configuration status accounting and configuration audits. Responsible for configuration planning; Identifies and maintains the original configuration of

requirements documentation, design documentation, and related documentation.

Responsible for configuration change control; Regulates the change process so that only approved and validated changes are incorporated into product documents and related software. Responsible for configuration status accounting; Tracks all problems and changes in product documents and reports changes and current configuration;

Responsible for configuration audits; Supports audits to verify that requirements of all baselines have been met; Supports quality assurance process audits.

Minimum Education: HS Diploma or equivalent

3. Configuration Management Specialist (Lead)

Minimum Experience: 6 or more years

Functional Responsibility:

Responsible for configuration management activities and planning; Describes provisions for configuration identification, change control, configuration status accounting and configuration audits. Responsible for configuration planning; Identifies and maintains the original configuration of requirements documentation, design documentation, and related documentation. Guides and directs change control team(s). Regulates the change process so that only approved and validated changes are incorporated into product documents; Responsible for configuration status accounting. Responsible for tracking all problems and changes in product documents, reporting changes and current configuration and responsible for configuration audits; Manages audits and ensures procedures are in place to verify that requirements of all baselines have been met; Supports quality assurance process audits.

Minimum Education: BS degree or higher



4. Information Technology Consultant

Minimum Experience: 8 or more years (or 5 years with a Masters degree in a related career field)

Functional Responsibility:

Leads major portions of large or medium projects, and leads small projects autonomously. Provides highly technical and specialized solutions to complex IT problems; Performs analyses and studies and prepares reports; Gathers facts through research, interviewing, surveys, etc. analyzes the client's business, draws conclusions, prepares final reports and gives presentations; Uses in-depth consultative skills and business knowledge to practice business objectives and processes.

Minimum Education: HS Diploma or equivalent

5. Quality Assurance Analyst

Minimum Experience: 5 or more years

Functional Responsibility:

Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure Government standards/requirements are adhered to, and for progress in accordance with schedules. Coordinates with the Project Manager and/or Quality Assurance Manager to ensure problem solution and user satisfaction; Makes recommendations, if needed, for approval of major systems installations; Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates and end user representatives.

Minimum Education: Associates degree or higher

6. Quality Assurance Manager

Minimum Experience: 10 or more years

Functional Responsibility:

Establishes and maintains a process for evaluating software and associated documentation; Determines the resources required for quality control; Maintains the level of quality throughout the software life cycle; Conducts formal and informal reviews at pre-determined points throughout the development life cycle; Provides daily supervision and direction to support staff

Minimum Education: BS degree or higher



- 7. Quality Assurance Specialist**
Minimum Experience: 8 or more years
Functional Responsibility:
Develops and implements quality control methodologies to ensure compliance with quality assurance standards, guidelines, and procedures in a large computer-based organization. Develops and defines major and minor characteristics of quality including quality metrics and scoring parameters and determines requisite quality control resources; Establishes and maintains a process for evaluating hardware, software, and associated documentation and/or assists in the evaluation; Conducts and/or participates in formal and informal reviews at pre-determined points throughout the development life cycle.
Minimum Education: BS degree or higher
- 8. Subject Matter Expert**
Minimum Experience: 12 or more years
Functional Responsibilities:
Develops requirements from a project's inception to its conclusion for a particular IT subject matter area (i.e., simple to complex systems). Assists other project members with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; life-cycle management; software development methodologies; and modeling and simulation.
Minimum Education: BS degree or higher
- 9. Disaster Recovery Specialist**
Minimum Experience: 12 or more years
Functional Responsibility:
Responsible for security and integrity of assigned electronic data, data systems, and data networks and provides support in the development of a government agencies emergency management and business recovery plans. Contributes knowledge of business processes, management structures, technology programs/platforms and performs functions pertaining to the agencies business risk assessment. Reviews and develops business recovery strategies. Drafts procedures for identifying failures and invoking contingency plans, creates response procedures and identifies communication channels.
Communicates with various response teams during testing, actual execution of recovery procedures and supports the design, development, installation, implementation and administration of backup solutions. Makes recommendations to the user community and the operations group on system enhancements, designs and administers programs to include policies, standards, guidelines, training programs and a viable quality assurance process for disaster recovery. **Minimum Education:** MS degree or higher



10. Business Process Reengineering Specialists (Junior)

Minimum Experience: 4 or more years

Functional Responsibility:

Assists with applying business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Should apply as appropriate, activity data modeling, transaction flow analysis, and internal control and risk analysis, modern business methods and applies performance measurement techniques. Assist in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated systems. Helps identify best practices and creating and assessing performance measurements

Minimum Education: Associates degree or higher

11. Business Process Reengineering Specialists

Minimum Experience: 7 or more years

Functional Responsibility:

Applies process improvement and re-engineering methodologies and principles to conduct process modernization projects; Responsible for effective transitioning of existing project teams and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Performs as key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts; Additional duties may include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements.

Minimum Education: Associates degree or higher



12. Business Process Reengineering Specialist (Senior)

Minimum Experience: 12 or more years

Functional Responsibility:

Applies process improvement and reengineering methodologies and principles to conduct process modernization projects; provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Performs as key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts; Applies appropriate activity data modeling, transaction flow analysis, and internal control and risk analysis, modern business methods and applies performance measurement techniques. Assists in establishing standards for information systems procedures; Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and system architecture objectives. Senior level supervisors provide daily supervision and direction to staff.

Minimum Education: BS degree or higher

13. Test Engineer (Associate)

Minimum Experience: 4 or more years

Functional Responsibility:

Performs formal system testing activities for a particular project or subset of a larger project under supervision of more experienced test personnel; May participate in support of user requirements for simple to moderately complex software/hardware applications under the direction of a Senior Test Engineer. Executes defined test cases and procedures as detailed in the test documentation; Assists with the collection of data and technical information used in the development of test documentation. Assists in the development of test data to be used in performing required tests; Responsible for documentation of test results in the proper logs and/or tracking systems. Participates in selected phases of risk management assessment and software or IT system development under the direction of more experienced personnel; May participate in the development of test scripts and is responsible for ensuring proper execution of those test scripts. Under the direction of more experienced personnel, may be responsible for ensuring that test designs and documentation supports selected client, agency or industry standards and time lines; Responsible for ensuring that testing conclusions and recommendations are supported by test results. Responsible for or assists in the analysis of test results and documents conclusions.

Minimum Education: HS Diploma or equivalency



14. Test Engineer (Intermediate)

Minimum Experience: 6 or more years

Functional Responsibility:

Performs analysis of documented user requirements and directs or assists in the design of test plans in support of user requirements for moderately complex to complex software or IT systems. Reviews user application system requirements documentation; designs, defines and documents unit and application test plans; transforms test plans into test scripts and executes those scripts; May participate in all phases of risk management assessment and software/hardware development under the direction of a Senior Test Engineer. Responsible for ensuring proper execution of test scripts and documentation of test results in test logs or defect tracking systems. Responsible for ensuring that the test designs and documentation support all applicable client, agency or industry standards, time lines and budgets. Responsible for the development of test data to be used in performing the required tests; Responsible that testing conclusions and recommendations are fully supported by test results, and those project managers are fully informed or testing status and application deviations from documented user requirements. Responsible for/or assists in the analysis of test results, documents conclusions and makes recommendations as supported by such analysis.

Minimum Education: Associates degree or higher

15. Test Engineer (Senior)

Minimum Experience: 10 or more years

Functional Responsibility:

Subject matter expert provides testing expertise for support of user requirements of complex to highly complex software applications or IT systems; Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection. Responsible for ensuring that the test design and documentation support all applicable clients, agency or industry standards time lines and budgets. Responsible for ensuring that testing conclusions and recommendations are fully supported by test results, and project managers are fully informed of testing status and application deviations from documented user requirements.

Minimum Education: BS degree or higher



16. Information Engineer (Principal)

Minimum Experience: 12 or more years

Functional Responsibility:

Applies an enterprise-wide set of disciplines for the planning, analysis, design and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise wide strategic systems planning, business information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as Integrated Computer-Aided Software Engineering (I-CASE) tools. Applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. Has experience with such methodologies as IDEF 0 process modeling and IDEF 1x data modeling. Provides technical guidance in software engineering techniques and automated support tools.

Minimum Education: BS degree or higher



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

PREAMBLE

(Name of Company) provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

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

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact **(RTL Networks, Inc., Richard Lewis, Office (303) 757-3100, Fax (303) 757-4133, Richard@RTL-Networks.com)**