

**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

**SCHEDULE 70 – GENERAL PURPOSE COMMERCIAL INFORMATION  
TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES**

Note: Contractor has been awarded all Special Item Numbers under the Cooperative Purchasing & Disaster Recovery programs.

**Wycliffe Enterprises, Inc.**

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**CONTRACT NUMBER: GS-35F-216CA**

**PERIOD COVERED BY CONTRACT:**

**March 6, 2015 through March 5, 2020**

**BUSINESS SIZE:**

**Small Business**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: [GSAAdvantage.gov](http://GSAAdvantage.gov). For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

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**INFORMATION FOR ORDERING ACTIVITIES**

**1a. AUTHORIZED SPECIAL ITEM NUMBERS (SINs):**

<u>SIN</u>	<u>DESCRIPTION</u>
132-51	Information Technology Professional Services
132-100	Ancillary Supplies and/or Services

**1b. Lowest Priced Model Number and Price for each SIN:** See Price List

**1c. SERVICES OFFERED:** See Price List

**2. MAXIMUM ORDER PER SIN:**

<u>SIN</u>	<u>MAXIMUM ORDER</u>
132-51	\$500,000 per SIN/Order
132-100	\$150,000 per SIN/Order

**3. MINIMUM ORDER LIMITATION:** \$100

**4. GEOGRAPHIC COVERAGE (DELIVERY AREA):** The geographic scope of this contract is the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories

**5. POINT OF PRODUCTION:** United States

**6. BASIC DISCOUNT:** Prices listed are net, discounts have been deducted and the industrial funding fee has been added

**7. QUANTITY DISCOUNT:** 1% at or above \$400,000

**8. PROMPT PAYMENT TERMS:** Net 30

**9a. GOVERNMENT PURCHASE CARDS ARE ACCEPTED UP TO THE MICRO-PURCHASE THRESHOLD.**

**9b. GOVERNMENT PURCHASE CARDS ARE ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD.**

**10. FOREIGN ITEMS:** None

- 11a. TIME OF DELIVERY:** 30 Days
- 11b. EXPEDITED DELIVERY:** Contact Contractor
- 11c. OVERNIGHT AND 2-DAY DELIVERY:** Contact Contractor
- 11d. URGENT REQUIREMENTS:** Contact Contractor
- 12. F.O.B. POINT:** Not Applicable to Services
- 13a. ORDERING ADDRESS:** Wycliffe Enterprises, Inc.  
1341 Hughes Ford Road, Suite 101  
Frederick, MD 21701-3134
- 13b. ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14. PAYMENT ADDRESS:** Same as Ordering Address
- 15. WARRANTY PROVISION:** Standard Commercial Warranty
- 16. EXPORT PACKING CHARGES:** Not Applicable
- 17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:**  
Will be accepted above the micro-purchase threshold
- 18. TERMS AND CONDITIONS OF RENTAL:** Not Applicable
- 19. TERMS AND CONDITIONS OF INSTALLATION:** Not Applicable
- 20. TERMS AND CONDITIONS OF REPAIR PARTS:** Not Applicable
- 20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES:** Not Applicable
- 21. LIST OF SERVICE AND DISTRIBUTION POINTS:** Not Applicable
- 22. LIST OF PARTICIPATING DEALERS:** Not Applicable

- 23. **PREVENTIVE MAINTENANCE:** Not Applicable
  
- 24a. **SPECIAL ATTRIBUTES:** Not Applicable
  
- 24b. **SECTION 508 COMPLIANCE INFORMATION:** Not Applicable
  
- 25. **DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER:** 166754726
  
- 26. **CONTRACTOR HAS REGISTERED IN THE SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE.**

**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**

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

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

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

## **8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

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

## **9. INDEPENDENT CONTRACTOR**

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

## **10. ORGANIZATIONAL CONFLICTS OF INTEREST**

### **a. Definitions.**

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

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

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

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

## **11. INVOICES**

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

## **12. PAYMENTS**

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

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

### **13. RESUMES**

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

### **14. INCIDENTAL SUPPORT COSTS**

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

### **15. APPROVAL OF SUBCONTRACTS**

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

### **16. SUBSTITUTIONS**

Wycliffe Enterprises, Inc. reserves the right to make the following substitutions in the education and/or experience requirements of any of the service skill categories set forth herein.

- 1. One year of experience is the equivalent of one year of education.
- 2. One year of education is the equivalent of one year of experience.

### **17. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING**

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

**TERMS AND CONDITIONS APPLICABLE TO ANCILLARY SUPPLIES AND /OR SERVICES  
(SPECIAL ITEM NUMBER 132-100)**

**There will be no special clauses/provisions for this SIN. However, customer agencies may create special terms and conditions at task order level, as long as the standard MAS terms and conditions are not superseded. This standing solicitation will be formatted in accordance with FAR 12.303 and FC 98-4.**

## LABOR CATEGORY DESCRIPTIONS

### **Project Manager**

#### ***Functional Responsibilities***

Project Manager is responsible for Management of the project as a whole. Creates project schedules using project scheduling software, OSHA Certified, Plans work with subordinates. Company point of contact to the client. Define the project's objectives, create schedules and oversee quality control throughout the entire project. Must attain resources, manage the team and Sub-contractors and/or consultants. In addition, identify, assess and minimize project risks until successful project completion.

#### ***Minimum Education***

Bachelor's Degree

#### ***Minimum Years of Experience***

5 Years

### **Contracts Administrator**

#### ***Functional Responsibilities***

Oversee the preparation and revision of contracts that involve the purchase of sale of goods and services. Handle the acquisition, distribution, and store of equipment and supplies. Dispose of unclaimed property. Oversee proposal planning and administration of contracts. Negotiate terms and conditions. Prepare contract briefs and revisions summarizing contractual requirements and budgets. Track authorizations and correspondence. Maintain detailed and organized files. Prepare contract change notices, monitor contractor performance, including the reporting and status of contractor and owner deliverables. Maintain an audit file for each contract which will include original contract, all correspondence, changes/deviations, amendments, clarifications, payment schedules. Prepare and disseminate information to appropriate employees regarding contract status, facilitate contractor meetings. Ensure that contractor is in compliance with legal requirements, owner specifications and government regulations. Perform closing activities as needed. Track payments and deadlines. Analyze and mitigate risk. Provide contract summaries and ensure contract execution in accordance with company policy.

#### ***Minimum Education***

High School Diploma or GED Equivalent

#### ***Minimum Years of Experience***

5 Years

### **Network Engineer**

#### ***Functional Responsibilities***

Establishes and maintains network performance, building net configurations and connections; troubleshooting network problems. Establishes networking environment by designing system configuration; directing system installation; defining, documenting, and enforcing system standards. Maximizes network performance by monitoring performance; troubleshooting network problems and outages; scheduling upgrades; collaborating with network architects on network optimization. Secures network system by establishing and enforcing policies; defining and monitoring access. Updates job

knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. Accomplishes information systems and organization mission by completing related results as needed. Reporting network operational status by gathering, prioritizing information; managing projects. Skills/Qualifications: Tracking Budget Expenses, Project Management, Problem Solving, LAN Knowledge, Proxy Servers, Networking Knowledge, Network Design and Implementation, Network Troubleshooting, Network Hardware Configuration, Network Performance Tuning.

**Minimum Education**

Bachelor's Degree and necessary certifications

**Minimum Years of Experience**

5 Years

**Network Engineer – Project Manager**

**Functional Responsibilities**

Provide senior technical and management leadership in network engineering and operation to support and oversee the establishment and maintenance of network performance, building net configurations and connections; troubleshooting network problems. Managing and monitoring the network infrastructure, providing troubleshooting support, and ensuring documentation is accurate. Proposing and implementing system enhancements, including software and hardware updates that will improve performance, reliability, and scalability of the network. Defining, designing, implementing, and evolving network solutions. Manage technical projects within the scope of the Network Team. Perform activities required to plan, deploy, manage, support, and scale a mission-critical network, Provide subject-matter expertise regarding network planning, technical architectures, models and standards. Identify, diagnose, and resolve different types of network problems. Proactively analyze vulnerabilities in the network and provide strategy/options for mitigation. Manage all network hardware installation, configuration, and maintenance, Perform network capacity and resource planning. Recommend network improvements, including cost/benefit analysis, to meet changing requirements. Manage vendors and hold them accountable to contractual SLA's and obligations. Create and maintain procedural, training, and logical/physical/architectural network documentation. Make sound network recommendations to best facilitate ongoing technology projects; shape solutions through early and active involvement in project and product life-cycles. Be an escalation point in team's network schedule. Extensive knowledge of data communication systems, including hardware, software and applications. Strong ability to troubleshoot complex multi-vendor network issues in the LAN and WAN. Proficient knowledge of core networking protocols and experienced in applying these protocols to solve complex networking problems, Hands-on experience with the networking products of major vendors (e.g., Cisco, Juniper, HP), along with strong Unix/Linux systems knowledge and proficiency with the related disciplines, Lead the network team in operating and managing the LAN and WAN network environment.

**Minimum Education**

Bachelor's Degree and necessary certifications

**Minimum Years of Experience**

5 Years

**Systems Designer**

**Functional Responsibilities**

Evaluates the proper amount of space required to support communications transport systems, follows proper codes and standards, integrates various communications transport systems platforms, advises owner and users of appropriate communication transport system requirements, designs the appropriate system based on requirements.

***Minimum Education***

Bachelor's Degree and RCDD designation

***Minimum Years of Experience***

7 Years

SUBSTITUTIONS

**Wycliffe Enterprises, Inc. reserves the right to make the following substitutions in the education and/or experience requirements of any of the service skill categories set forth herein.**

1. **One year of experience is the equivalent of one year of education.**
2. **One year of education is the equivalent of one year of experience.**

**GSA Price List**

<b>SIN</b>	<b>Labor Category</b>	<b>Base Year</b>	<b>Year Two</b>	<b>Year Three</b>	<b>Year Four</b>	<b>Year Five</b>
132-100	Project Manager	\$122.80	\$125.25	\$127.76	\$130.31	\$132.92
132-100	Contracts Administrator	\$70.10	\$71.50	\$72.93	\$74.39	\$75.88
132-51	Network Engineer	\$98.24	\$100.20	\$102.21	\$104.25	\$106.33
132-51	Network Engineer-Project Manager	\$147.36	\$150.30	\$153.31	\$156.37	\$159.50
132-51	Systems Designer	\$147.36	\$150.30	\$153.31	\$156.37	\$159.50