AUTHORIZED
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES

SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Web-based subscription
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

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

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

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

Abacus Service Corporation
35055 West Twelve Mile, Suite 215
Farmington Hills, MI 48331
Phone (248)522-8005
http://www.abacusservice.com
Contract Number: **GS-35F-351CA**
Period Covered by Contract: **June 2, 2015 - June 1, 2020**

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

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

Schedule Title	General Purpose Commercial Information Technology Equipment, Software and Services
FSC Group, Part, and Section or Standard Industrial Group (as applicable)	Class 70, Part - Not Applicable Section - Not Applicable Commodity: Information Technology Supplies
FSC Class(es)/Product code(s) and/or Service Codes (as applicable)	7010 D302
Contract number	GS - 35F - 351CA
For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.	
Contract period.	June 2, 2015 through June 1 2020
Contractor's name, address, and phone number (include toll-free WATS number and FAX number, if applicable)	Abacus Service Corporation 35055 West Twelve Mile, Suite 215 Farmington Hills, MI 48331 Phone: 866-402-2228 | Fax: 248-479-0811
Contractor's internet address/web site where schedule information can be found (as applicable). Contract administration source (if different from preceding entry).	http://www.abacusservice.com/gsa-schedules
Business size.	SBA 8(a) certified Small Business

1)

    1(a)   Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s)

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FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

    1(b)   Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

    See pricing at page number

    1(c)   If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

    See pricing at page number

2)   Maximum order. **$500,000**

3)   Minimum order. **$100**

4)   Geographic coverage (delivery area). **Any location listed in SCA**

5)   Point(s) of production (city, county, and State or foreign country). **Various**

6)   Discount from list prices or statement of net price: **Net Prices**

7) Quantity discounts.

    7(a)   Quantity
            None

    7(b)   Dollar Volume

            0.50% > $250,000

    7(c)   Other Special Discounts (i.e. Government Education Discounts, etc.)
            Government educational institutions are offered the same discounts as all other Government clients.

8) Prompt payment terms. Note: Prompt payment terms must be followed by the statement "Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions."

    None

9)
    9(a)   Notification that Government purchase cards are accepted at or below the micro-purchase threshold.

            Abacus accepts the credit card for payments equal to or less than the micro-purchase orders under this contract.

    9(b)   Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.

            Abacus accepts to use credit card for dollar amounts over the micro-purchase threshold.

10) Foreign items (list items by country of origin).

11)
    11(a)   Time of delivery. (Contractor insert number of days.): Abacus 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)**
            132-51   <u>Basing on the Task Order Level</u> Days

    11(b)   Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.

            Based on the Task Order

    11(c)   Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-days delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery.

Based on the Task Order, Contract Officer is available to respond.

11(d)   Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to affect a faster delivery.

Based on the Task Order, Contract Officer is available to respond.

12) F.O.B. point(s).

Con US

13)

   13(a)   Ordering address (es).

        Abacus Service Corporation
        35055 West Twelve Mile, Suite 215
        Farmington Hills, MI 48331

   13(b)   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.

        Abacus understands and acknowledges that any Ordering activities shall use the ordering procedures of Federal Acquisition Regulation when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.
        a. Ordering procedures for supplies, and services not requiring a statement of work.
        b. Ordering procedures for services requiring a statement of work.

14) Payment addresses (es).

        Abacus Service Corporation
        35055 West Twelve Mile, Suite 215, Farmington Hills, MI 48331

15) Warranty provision.

        Not Applicable

16) Export packing charges, if applicable.

        Not applicable for services offered under Special Item Number 132-51, Information Technology Professional Services.

17) Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).
        Government purchase cards are accepted.

18) Terms and conditions of rental, maintenance, and repair (if applicable).

        Not Applicable

19) Terms and conditions of installation (if applicable).
Not Applicable

20) Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).

Not Applicable

20(a)   Terms and conditions for any other services (if applicable).

Not Applicable

21) List of service and distribution points (if applicable).

Not Applicable

22) List of participating dealers (if applicable).

Not Applicable

23) Preventive maintenance (if applicable).

Not Applicable

24)
24(a)   Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).

Abacus is proud to partner with companies that also feature green initiatives.

Abacus' Green Initiatives
Abacus believes that doing business the right way includes embedding a green initiative into our corporate philosophy. As members of various communities, we know that society, the environment, and the economy are interconnected. It makes sense to pay attention to the environmental impact of our economic practices to ensure our communities are healthy and pleasant. We have found that operating a green business is beneficial for the environment and provides cost savings. Our green initiatives have allowed us to conserve resources and cut down on waste.

Reduce paper waste in the following ways

➢ Abacus utilizes a Collaborative Software which ensures almost all of our operations are electronic and virtual.
➢ We utilize an online employee website, this allows them check their paystubs, benefits, 401(k), etc.
➢ The use of fax software allows us Abacus to save thousands of pages of material a year.
➢ Printer and copier defaults are set to two-sided.
➢ We minimize the use of envelopes in distribution of marketing materials.
➢ Reuse single-sided pages as scratch paper
➢ Abacus utilizes 100% recycled paper.

Energy Conservation

- ➢ The use of compact fluorescent light bulbs.
- ➢ Lights with motion detectors or timers are utilized to allow energy to be used only when a presence is detected.
- ➢ When feasible, we take advantage of working under natural light. At the end of each day and night, all office equipment and lights are diminished until the next working day.
- ➢ Disconnect unnecessary equipment completely. Such as; unplugging cell phone chargers when not in use.
- ➢ In the summer, we lower air-conditioning use by utilizing blinds, shades, or tinted windows.

Recycling

- ➢ Abacus makes a good faith effort to recycle paper, glass, plastic, cardboard, toner and inkjet cartridges, and other recyclable materials.
- ➢ Abacus locations have labeled recycling bins with detailed instructions, such as: remove caps, flattening containers, breakdown cardboard boxes, bundle newspapers, etc.

Transportation

- ➢ When possible, Abacus uses teleconferences or web conferences rather than traveling.
- ➢ Abacus plans to include incentives for employees who use public transportation, carpool, or ride their bikes to work in the near future.

24(b)   If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.

http://www.abacusservice.com/Section 508 compliance

25) Data Universal Number System (DUNS) number.

17-927-0991

26) Notification regarding registration in Central Contractor Registration (CCR) database.

Abacus Service Corporation has registered in the System for Award Management Database

RATE SCHEDULE

SIN(s) Proposed	Service Proposed (e.g. Job Title/Task)	Hourly Price Offered to GSA
132-51	Application Architect	$134.67
132-51	Application Developer	$139.66
132-51	Client-Server Applications Developer	$139.66
132-51	Application Systems Analyst	$139.66
132-51	Business Systems Analyst	$139.66
132-51	Business Planning and Analysis	$139.66
132-51	Communication Analyst	$79.81
132-51	Senior Communication Analyst	$109.73
132-51	Customer Support Technician	$79.81
132-51	Help Desk Specialist	$79.81
132-51	Desktop Engineer	$79.81
132-51	Audio Visual Engineer	$79.81
132-51	Data Architect	$104.75
132-51	Data Reporting Analyst	$89.78
132-51	Business Intelligence Specialist	$104.75
132-51	Data Warehousing Developer	$104.75
132-51	Database Administrator	$79.81
132-51	Computer Operator	$59.86
132-51	Network Analyst	$59.86
132-51	Senior Network Analyst	$74.82
132-51	Network Engineer	$79.81
132-51	Project Manager	$134.67
132-51	QA Analyst	$79.81
132-51	QA Engineer	$79.81
132-51	Release Manager	$79.81
132-51	Data Analyst	$59.86
132-51	Biostatistician	$59.86
132-51	Research Computing Lead	$59.86
132-51	IT Security Specialist	$59.86
132-51	Software Systems Analyst	$59.86
132-51	Systems Administrator	$59.86
132-51	Technical Trainer	$59.86
132-51	Web Designer	$79.81
132-51	Web Software Developer	$139.66
132-51	Web Technical Administrator	$139.66

LABOR CATEGORY DESCRIPTIONS

Application Architect **- Responsible for the translation and construction of complex business problems into sound technical solutions; provide technical and architectural direction to the software development team; ensure that development efforts are adhering to analysis, design, and development standards; provide insight and guidance on overall system design; responsible for business object architecture and application technical architecture; document and communicate architectural requirements.**
Minimum Education - Bachelor Degree, four years of specialized experience may be substituted for bachelor's degree

Application Developer **- Responsible for analysis, design and coding for business applications. Takes business requirements and constructs data and process models as well as technical specifications. Also perform impact analysis, design and coding activities for application upgrades and enhancements as well as providing support for the current production environments.**
Minimum Education - Bachelor Degree, four years of specialized experience may be substituted for bachelor's degree

Client Server Applications Developer **- Analyze designs, customizes and implements programs, systems and procedures to meet complex requirements and specifications in a client/server environment. Conducts analyses of difficult user needs and applications using advanced tools and techniques. Conceptualizes designs, codes, debugs, tests and documents computer programs. Experience with object oriented programming and programming graphic user interfaces (GUI) for a wide variety of operating systems. Skill and ability with relational database concepts and Structured Query Language (SQL).**
Minimum Education - Bachelor Degree, four years of specialized experience may be substituted for bachelor's degree

Applications/Systems Analyst **- Performs application systems analysis and programming duties. Duties include: confer with user community to conduct research and analysis to formulate and define system requirements, scope and objectives; establish priorities and monitor progress of complex information systems; prepare feasibility studies; prepare detailed specifications from which application software will be written; test and debug new and existing application software; develop software release management processes; develop performance testing plans; provide complete documentation for new or modified information systems and/or application software programs, including operational procedures and manuals.**
Minimum Education - Bachelor Degree, four years of specialized experience may be substituted for bachelor's degree

Business Systems Analyst **- Works with all phases of information systems analysis while considering the business implications of the application of technology to the current and future environment. Duties may include: develop technical standards and policies to meet the needs of the customers; documentation of business requirements; ensure systems analysis procedures and practices are identified and implemented; provide leadership in the development of strategic plans; promote the utilization of technical services to resolve business problems; manage customer expectations; QA/testing responsibility.**
Minimum Education - Bachelor Degree, four years of specialized experience may be substituted for bachelor's degree

Business Planning & Analysis **- Responsible primarily for supporting and maintaining a sustained engagement and service management relationship with the principal customers and stakeholders of**

IT and application services to promote strategic and tactical planning, needs and business case assessments of proposed IT initiatives, partnerships and university relations, proactive communications, measurable progress and improvements, and overall service excellence. Specific roles in support of these overall job family responsibilities provide focused attention to campus, business, and service delivery expectations management primarily from two related position types: (1) business/systems analysis, research, and coordination, and (2) service performance analysis and management.

Minimum Education - Bachelor Degree, four years of specialized experience may be substituted for bachelor's degree

Communications Analyst **- Provides operational, technical and analytical support for network oriented projects. These duties include hardware and trunk analysis, network traffic studies and assistance in developing standards and procedures, Analyzes communication problems as they are identified.**

Minimum Education - Bachelor Degree, four years of specialized experience may be substituted for bachelor's degree

Senior Communications Analyst **- Provides high level technical support for voice/data communications systems. Designs and recommends systems which merge operational needs with state-of-the-art technology. Continually analyzes existing voice/data networks to identify cost, reductions or operational improvement opportunities.**

Minimum Education - Bachelor Degree, four years of specialized experience may be substituted for bachelor's degree

Customer Support Technician **- Responds to user queries, answers questions, and resolves hardware and software problems in a multiple platform environment. Uses software packages, reference manuals, internal technical support, and vendor support services to diagnose or identify problems and determine solutions.**

Minimum Education - Bachelor Degree, four years of specialized experience may be substituted for bachelor's degree

Help Desk Specialist **- Duties include: provide second tier support to end users for PC, server and/or mainframe applications and hardware; interacts with network services, software systems engineering and/or applications development to restore service and/or identify and correct core problems; performs restorative and maintenance actions; simulates or recreates user problems to resolve operating difficulties; recommends systems modifications to reduce user problems; provides exemplary customer service.**

Minimum Education - Bachelor Degree, four years of specialized experience may be substituted for bachelor's degree

Desktop Engineer **- Duties include providing second level support to end users including resolving hardware and software problems in a multiple platform environment; Designing, implementing and maintaining an integrated configuration of company's standard PC software suite; serving as primary escalation point for all problem/issues along with all members of the Desktop Support team; and maintenance and repair of Desktop hardware.**

Minimum Education - Bachelor Degree, four years of specialized experience may be substituted for bachelor's degree

Audio Visual Engineer **- Duties include providing expertise in the selection, design, and implementation of audiovisual, sound, and cabling system; configuration, installation, and maintenance of classroom multi-media presentation systems; Test, review and asses types of**

equipment required to facilitate University projects and events and recommend equipment changes and purchases; sound production, video recording, and lighting engineering at scheduled events.
Minimum Education - Bachelor Degree, four years of specialized experience may be substituted for bachelor's degree

Data Architect **- Works on all phases of data architecture; designs databases for recovery, high availability, performance and maintenance; monitors the standards, procedures, integrity and integration of data; defines the overall warehouse architecture and standards; analyzes data needs and requirements of existing and proposed systems and develops technical, structural and organizational designs and specifications.**
Minimum Education - Bachelor Degree, four years of specialized experience may be substituted for bachelor's degree

Data Reporting Analyst **- Utilizes program technical tools (SAS; SQL; business objects) for reporting purposes. Duties include: develop reports and cubes according to analyst-defined specifications; assume independent responsibility for specific subject area within the reporting and analysis arena; provide expertise regarding tools developed within the warehouse framework; conduct technical training; work with the architect and development lead to improve performance and extend functionality; maintain and document operational environment; install and upgrade the application.**
Minimum Education - Bachelor Degree, four years of specialized experience may be substituted for bachelor's degree

Business Intelligence **- Evaluates and designs existing or proposed systems to structure and access databases. Analyzes business requirements of the user department, applications programming, and/or operations. Provides solutions at both the database level and reporting level including the modeling of physical and logical data structures for ETL and RPD.**
Minimum Education - Bachelor Degree, four years of specialized experience may be substituted for bachelor's degree

Data Warehousing Developer **- Works at a specialist level and is responsible for the development and maintenance of data warehouse application programs; develops databases using Oracle or SQL; writes extract programs; automates load and data acquisition processes; codes and documents scripts and stored procedures; develops appropriate programs and systems documentation; assists with metadata repository data management; creates index and view scripts.**
Minimum Education - Bachelor Degree, four years of specialized experience may be substituted for bachelor's degree

Database Administrator **- Works on all phases of database administration (e.g. Oracle, Microsoft) with varying degrees of complexity; evaluates, designs and implements logical and physical databases; loads, or assists in load, process of database software and application of fixes; implements and maintains catalogs; monitors and tunes database; provides resolution to technical problems and overall monitoring of the standards, procedures and integration of systems; coordinates installation of new and revised database systems.**
Minimum Education - Bachelor Degree, four years of specialized experience may be substituted for bachelor's degree

Information Services **– Computer Operator - Responsible for the monitoring of the production batch schedule and to perform daily checklists to ensure the health of systems and applications. Perform proactive monitoring of operating systems, databases, servers, web sites and network devices.**

Provide troubleshooting for system, network and application related issues as well as escalating production problems as needed.
Minimum Education - Bachelor Degree, four years of specialized experience may be substituted for bachelor's degree

Network Analyst **- Employee is responsible understanding all aspects of processing technologies such as: desktops, servers, PDAs, handheld computers and other such devices, disk storage systems, networking hardware and software systems. Analyzes business and technical requirements to design networking solutions that integrate all technical products and services end to end. Can troubleshoot complex configurations for root cause analysis, recommend technical and operational solutions, perform capacity planning for network systems, and performance tuning.**
Minimum Education - Bachelor Degree, four years of specialized experience may be substituted for bachelor's degree

Senior Network Analyst **- Monitors and responds to technical hardware and software problems utilizing a variety of testing tools and techniques. Provides technical advice to ensure the development of server hardware specifications. Duties include: installation of network hardware/software; training of users; provide internal analysis during periods of degraded system performance; provide problem solving to ensure proper escalation during periods of outages; perform studies to define solutions; provide integrated customer support on all hardware/software problems.**

Network Engineer **- Assess and/or determines network requirements for designing and developing hardware, software and telecommunications solutions to provide required network infrastructure and services. Plans, designs, develop, debugs and implements network hardware, software and system solutions across multiple platforms and architectures to support the organization's IT requirements. Reviews and troubleshoots installation of hardware and implementation of layered software solutions and products to ensure that they meet the company or customer/client requirements. Assesses bandwidth requirements to ensure network capacity and processing speed.**
Minimum Education - Bachelor Degree, four years of specialized experience may be substituted for bachelor's degree

Project Manager **- Manages plans, organizes and controls all operations and activities of IT projects at varying levels of scope and complexity. Duties include: manage projects of varying size and complexity; may oversee multiple projects to ensure proper management; create and maintain project plans; ensure that users and project team members roles and responsibilities are defined; coordinate and monitor activities to ensure project is completed on time and within budget; ensures that user requirements, deliverables and approvals are defined and documented; communicate project status; promote use of PMI best practices; ensure the delivery of a product that meets user requirements.**
Minimum Education - Bachelor Degree, four years of specialized experience may be substituted for bachelor's degree

Quality Assurance Analyst **- Provides expert quality assurance services; performs and leads tests to ensure that all systems meet minimum standards and requirements; works closely with applications team; creates complex test data for applications' documents testing data; devises improvements to current procedures and develops models of possible future configurations; performs complex work flow analysis and recommends improvements.**
Minimum Education - Bachelor Degree, four years of specialized experience may be substituted for bachelor's degree

Quality Assurance Engineer **- Works with network and DBA staff to ensure that the testing environment, test database, test and test/training accounts are operational and data is refreshed appropriately. Executes testing methodologies to ensure accuracy and integrity of data and information processing. Reviews/recommends QA test tools and software products. Writes and/or reviews software test plans and other technical documentation. Maintains the test plans and test materials for applications and may instruct end-users on these materials. Prioritizes and monitors tasks that are assigned to the QA analyst(s). Manages and administers the problem/issue tracking software.**
Minimum Education - Bachelor Degree, four years of specialized experience may be substituted for bachelor's degree.

Release Manager **- Employee provides release management for combined application and systems infrastructure releases. Duties include development of release management processes and procedures; management of release schedules; facilitation of cross-organizational release planning; co-ordination of post release turnover; management of releases; support of post release reviews. Role promotes industry standard frameworks and repeatability methodologies.**
Minimum Education - Bachelor Degree, four years of specialized experience may be substituted for bachelor's degree

Biostatistician **- Responsible for the planning, design, review, programming and implementation of special information systems activities including projects that require the statistical analysis of data, the creation of project statements and the evaluation and implementation of research designs including but not limited to quantitative and qualitative (experimental and non-experimental) in standard APA format; In addition, serves as a scientific consultant and instructor in the area of Biostatistics; design and maintain databases for storage and retrieval of research data; write computer programs to combine data from separate computer files to allow comparison of data from different sources; collaborate with program staff on the design and analysis of biostatistics aspects of research protocols.**
Minimum Education - Bachelor Degree, four years of specialized experience may be substituted for bachelor's degree

Research Computing Lead **- Responsible for all aspects of Scientific Computing, including all staffing, projects and strategic goals; development of functional strategies within the Scientific Computing area; developing and establishing operational policies, developing and implementing new or additional scientific computing solutions; manage computing technology and research infrastructure in alignment with strategic direction of University research goals; facilitates the needs , resources and application tools with scientific computing community and scientific computing users, Identifies and coordinates research computing resources.**
Minimum Education - Bachelor Degree, four years of specialized experience may be substituted for bachelor's degree

Data Analyst **- Responsible for the planning, design, review, programming and implementation of special information systems activities including projects that require the analysis of biological data; serves as a scientific consultant and instructor in the area of Informatics; performs diverse and complex duties in a manner consistent with a dynamic hardware and software environment that serves an active biomedical education and research community.**
Minimum Education - Bachelor Degree, four years of specialized experience may be substituted for bachelor's degree

Information Technology Security Specialist **- Responsible for the design, documentation, implementation, maintenance, and integration of the corporate WAN, LAN and server architecture**

in support of the university information security policy and strategic security programs. Other responsibilities include implementation and administration of network security hardware and software; documenting, communication and enforcing the network security standards and procedures; and ensuring compliance with external security / compliance audits and recommendations.

Minimum Education - *Bachelor Degree, four years of specialized experience may be substituted for bachelor's degree*

Software Systems Analyst **- Plans, conducts and coordinates the analysis, design and implementation of software/systems technical support and operating systems development. Coordinates the development of new systems programming activities, monitors effective hardware utilization and reviews system logic for optimum throughout. Prepares and conducts comprehensive system and programming tests.**

Minimum Education - *Bachelor Degree, four years of specialized experience may be substituted for bachelor's degree*

Systems Administrator **- Manages, directs and integrates the organization's networks in a multiple platform, protocol and operating systems environment. Plans, coordinates, implements and supports the LANIWAN hardware, software and Internet/intranet/Extranet integration and linkage. Research vendor products and recommends purchase, development or enhancement of network hardware, software and telecommunications. Establishes performance standards, policies and procedures. Coordinates systems training for users and system administrators. Knowledge of JavaScript, CORBA, PPTP and groupware products. Experienced with LAN/WAN/VPN and remote network technologies and protocols (such as, but not limited to, TCP/IP, HTTP, FTP, Ethernet, token ring, ARCNET, HTML CGI, ATM, CDPD) routers, hubs and servers. Troubleshoots LANIWAN systems to maintain operational integrity and coordinates efforts with vendors for upgrades and network maintenance.**

Minimum Education - *Bachelor Degree, four years of specialized experience may be substituted for bachelor's degree*

Technical Trainer **- Provides classroom and individual user training on various applications; trains IT staff on emerging technologies; may develop curriculum and instructional design, including development of teaching aids (training manuals, multimedia visual aids, computer-based training and reference materials).**

Minimum Education - *Bachelor Degree, four years of specialized experience may be substituted for bachelor's degree*

Web Designer **- Designs and builds web pages and web links using a variety of graphics software applications, techniques and tools. Develops and implements the "look and feel' of user interfaces on web site(s) and extensions. May provide review of graphics, layout and clarity of graphical user interface (GUI) features. Typically contributes expertise in designing written and electronic materials for targeted audiences/user community. Requires in-depth knowledge of HTML and other web site design-related applications and Internet/intranet development languages and protocols.**

Minimum Education - *Bachelor Degree, four years of specialized experience may be substituted for bachelor's degree*

Web Software Developer **- Designs, develops, troubleshoots, debugs and implements software code (such as, but not limited to, HTML, CGI, JavaScript, ASP and Perl) for web page and web site components. Works independently or with graphic designers and project team members to develop the site concept, interface design and architecture of the web site. Requires strong navigation and**

site-design instincts. May lead interface/connectivity design, development and implementation. At a fully experienced level, applies expertise in the development and utilization of web- based languages and protocols to develop customized programming for web-based software solutions, products and/or projects.

**Minimum Education** - Bachelor Degree, four years of specialized experience may be substituted for bachelor's degree

Web Technical Administrator **- Responsible for maintaining the overall technical integrity of the organization's web site. Administers web site components such as e-mail, chat and FTP services. Maintains servers, reports and logs and ensures functionality of web links. Monitors web site for acceptable performance and user accessibility. Communicates router configuration changes and troubleshoots system errors and bugs. Makes recommendations to senior staff on hardware, new technologies and connectivity requirements between Internet/Intranet/Extranet, LAN/WAN and other web site administrative issues. Knowledge of web site programming languages (such as, but not limited to, HTML, JavaScript, CGI) as they apply to web site administration.**

**Minimum Education** - Bachelor Degree, four years of specialized experience may be substituted for bachelor's degree

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

Abacus Service Corporation 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, rocurement 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

Abacus Service Corporation,
April M Szlaga, Operations Director
35055 West Twelve Mile, Suite 215
Farmington Hills, MI 48331
Phone (248)522-8005 | Fax (248)479-0811
Email: april@abacusservice.com

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)
In the spirit of the Federal Acquisition Streamlining Act   (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.
Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

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

Signatures

_____   _____
Ordering Activity   Date   Contractor   Date

BPA NUMBER_____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

MODEL NUMBER/PART NUMBER   *SPECIAL BPA DISCOUNT/PRICE

(2)   Delivery:
DESTINATION   DELIVERY SCHEDULES / DATES

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

(4)   This BPA does not obligate any funds.

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

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

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

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

   (a)   Name of Contractor;
   (b)   Contract Number;
   (c)   BPA Number;
   (d)   Model Number or National Stock Number (NSN);
   (e)   Purchase Order Number;
   (f)   Date of Purchase;

(g)   Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h)   Date of Shipment.

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

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

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**BASIC GUIDELINES FOR USING
"CONTRACTOR TEAM ARRANGEMENTS"**

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

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

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

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.
Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:
- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers' needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules "Team Solution" to meet the customer's requirement.
- Customers make a best value selection.