

# Authorized Information Technology Schedule Pricelist General Purpose Commercial Information Technology

Special Item No. 132-51 Information Technology Professional Services

Note: 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.

## **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	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

**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.

GCR & Associates, Inc.  
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New Orleans, LA 70122  
(504) 304-2500  
[www.gcrconsulting.com](http://www.gcrconsulting.com)

Contract Number: **GS-35F-0481V**

Period Covered by Contract: **June 10, 2009 – June 9, 2014**

General Services Administration  
Federal Acquisition Service

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

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](http://www.gsaadvantage.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page ([www.fss.gsa.gov](http://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.

**2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:**

Ordering and Payment delivery address:

**GCR & Associates, Inc.**  
**2021 Lakeshore Dr., Suite 500**  
**New Orleans, LA 70122**

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:**

(504) 304-2500

**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: 021019674  
Block 30: Type of Contractor - B

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

Block 31: Woman-Owned Small Business - No  
Block 36: Contractor's Taxpayer Identification Number (TIN): 72-0852541

**4a. CAGE Code: 1MLF9**

**4b. Contractor has not registered with the Central Contractor Registration Database.**

**5. FOB DESTINATION: N/A**

**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:

<b>SPECIAL ITEM NUMBER</b>	<b>DELIVERY TIME (Days ARO)</b>
132-51	Task Order Dependent

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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: 1% Net 30 Days
- b. Quantity: N/A
- c. Dollar Volume: An additional 0.5% for contracts exceeding \$250,000
- d. Government Educational Institutions: N/A
- e. Other

**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: N/A**

**10. SMALL REQUIREMENTS:** The minimum dollar value of orders to be issued is \$ 100.00.

**11. MAXIMUM ORDER Value: \$ 500,000.00**

## 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.

### 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.
- 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)

**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.gsadvantage.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:

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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 receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act 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 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: N/A

The EIT standard can be found at: [www.Section508.gov/](http://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:
- c. 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)

**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.
  3. 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.
  4. 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 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**

GCR & Associates, Inc. provides comprehensive IT services (Database Management, Application Design and Testing, website hosting, etc.) for government agencies and private sector corporations. The following is a list of the job descriptions offered by GCR and their associated hourly rates:

##### **Program Manager (CLNO 001)**

**Specialized Experience:** Must demonstrate proven supervisory and management skills in the assessment and develop of IT initiatives.

**General Experience:** Must have a complete understanding of and experience in project development from inception to deployment and a demonstrated ability to provide guidance and direction in multiple tasks

associated with the design and implementation of software systems and relevant hardware. Proven experience in understanding program requirements, the ability to review and evaluate all work being performed within a project, and adjust the funds and resources as required to successfully complete a program or project.

**Responsibilities:** Provides leadership and leadership in all areas of software development and implementation. Focus areas include engineering, systems analyst, development and implementation. Confers with client and project manager to provide technical advice and to assist with problem resolution. Leads funding and resource selection efforts. Identifies all task responsibilities and reports any changes or suggestions for improvement to the client and/or Senior Management.

**Education/Experience Alternates:**

No Degree		Associate's		Bachelor's		Master's		Ph.D.	
Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.
12	8	10	6	8	5	6	4	4	2

**Quality Assurance Manager (CLNO 002)**

**Specialized Experience:** Must have the capability to define quality procedures in conjunction with operating staff and the setting up and maintaining controls and documentation procedures for the design and implementation of client-server and web-enabled systems. Must be able to collate and analyze performance data and charts against defined parameters and ensure that tests and procedures are properly understood, carried out and evaluated and that product modifications are investigated if necessary. Capable of supervising technical staff in carrying out tests of computer software and writing technical and management systems reports;

**General Experience:** Must have excellent written and oral communication skills and the ability to develop clear and concise reporting on the performance of software to meet the design specifications or the quality of a system being produced during the course of a project. Must be able to communicate effectively with Program and Project Managers and to assist in the development of corrective actions in a project if required.

**Responsibility:** Maintains the level of quality throughout the project life cycle. Maintains a process for evaluating software systems and associated documentation. Conducts formal and informal reviews. Reviews software and related documentation for correctness, adherence to concept and standards. Coordinates problem solutions and user satisfaction.

**Education/Experience Alternates:**

No Degree		Associate's		Bachelor's		Master's		Ph.D.	
Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.
10	6	8	5	6	4	4	2	3	1

**Senior Project Manager (CLNO 003)**

**Specialized Experience:** Must be capable of planning, executing, and successfully closing the work associated with the design of software applications and the ability to accomplish the stated objectives in the implementation of the software.

**General Experience:** Must have excellent written and oral communication skills and the ability to develop clear and attainable project objectives, building the project requirements, and managing the triple constraint for projects (cost, time, and scope). Must be capable of overseeing the actions of multiple projects through the supervision of multiple Project Managers.

**Responsibilities:** Manages programmers, analysts, technicians, testers, and other Project Managers in the performance and delivery on a contract(s). Tasks may include systems design, analysis, programming, evaluation, installation, and testing an application. Has responsibility for monitoring the daily activity on a project or a group of projects.

**Education/Experience Alternates:**

No Degree		Associate's		Bachelor's		Master's		Ph.D.	
Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.
16	10	14	5	12	4	10	3	8	2

**Project Manager (CLNO 004)**

**Specialized Experience:** Must be capable of planning, executing, and successfully closing the work associated with the design of software applications and the ability to accomplish the stated objectives in the implementation of the software.

**General Experience:** Must have excellent written and oral communication skills and the ability to develop clear and attainable project objectives, building the project requirements, and managing the triple constraint for projects (cost, time, and scope). If necessary, must be capable of overseeing the actions of multiple projects through the supervision of Junior Project Managers.

**Responsibilities:** Under supervision by a Senior Project Manager, assists in managing programmers, analysts, technicians, testers, and others in the performance and delivery on a contract. Tasks may include systems design, analysis, programming, evaluation, installation, and testing an application. Has responsibility for monitoring the daily activity on a project or a group of projects.

**Education/Experience Alternates:**

No Degree		Associate's		Bachelor's		Master's		Ph.D.	
Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.
14	8	12	4	10	2	8	2	6	2

**Junior Project Manager (CLNO 005)**

**Specialized Experience:** Must be capable of planning, executing, and successfully closing the work associated with the design of software applications and the ability to accomplish the stated objectives in the implementation of the software.

**General Experience:** Must have excellent written and oral communication skills and the ability to develop clear and attainable project objectives, building the project requirements, and managing the triple constraint for projects (cost, time, and scope).

**Responsibilities:** Under supervision by a Senior Project Manager, assists in managing programmers, analysts, technicians, testers, and others in the performance and delivery on a contract. Tasks may include systems design, analysis, programming, evaluation, installation, and testing an application. Has responsibility for daily project activity and monitoring.

**Education/Experience Alternates:**

No Degree		Associate's		Bachelor's		Master's		Ph.D.	
Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.
12	6	10	2	18	1	6	1	4	1

### Senior Programmer (CLNO 006)

**Specialized Experience:** Must have experience as an applications programmer on both client/server and web-enabled, large-scale database management systems. Must have a working knowledge of computer equipment and the ability to develop complex software to satisfy design objectives.

**General Experience:** Must include experience in managing and performing software engineering activities and the assessment of legacy systems to consider expansion and efficiency enhancements. Use of design tools and techniques, object oriented principles and experience with the functional, technical, and operational architecture of large and complex information systems is desired. Must have managerial experience and excellent written and oral communication skills.

**Responsibilities:** Has the ability to lead meetings with upper management and the assessment team members to define business systems requirements and resolve problems in existing processes. Works with management to define business systems requirements and resolve problems in existing jobs. Works as a member of an assessment team to analyze application software currently in use and has the capabilities to supervise Programmers. As a result of the assessment and recommendations for improvement, leads the development of system design specifications and the preparation of system design documents. Tests and reviews program test data and leads the testing and the documentation of system errors and failures. Able to debug errors within a program module. Analytical skills are good with the ability to debug errors caused by inconsistencies between different parts of the same system. Can read an entity relationship diagram and use it as part of the analysis/solution process. Reviews program and system documentation.

**General Experience:** Under supervision, performs technical tasks using standard and non-standard analysis design, and programming methods and techniques. Analyze problems in terms of user requirement, input data and form, output data and form. Develops coding level flow charts and associated descriptive text from general program statements, and code assigned segments of a program using machine and/or other program languages. Assists in developing test routines and data.

#### Education/Experience Alternates:

No Degree		Associate's		Bachelor's		Master's		Ph.D.	
Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.
12	8	10	6	8	5	6	4	4	2

### Programmer (CLNO 007)

**Specialized Experience:** Must have experience as an applications programmer on both client/server and web-enabled, large-scale database management systems. Must have a working knowledge of computer equipment and the ability to develop complex software to satisfy design objectives.

**General Experience:** Must include experience in managing and performing software engineering activities and the assessment of legacy systems to consider expansion and efficiency enhancements. Use of design tools and techniques, object oriented principles and experience with the functional, technical, and operational architecture of large and complex information systems is desired.

**Responsibilities:** Works with management to define business systems requirements and resolve problems in existing jobs. Works as a member of an assessment team to analyze application software currently in use and has the capabilities to supervise Junior Programmers. As a result of the assessment and recommendations for improvement, will develop system design specifications and prepare system design documents. Tests and reviews program test data and leads the testing and the documentation of system errors and failures. Able to debug errors within a program module. Analytical skills are good with the ability to debug errors caused by inconsistencies between different parts of the same system. Can read an entity relationship diagram and use it as part of the analysis/solution process.

#### Education/Experience Alternates:

No Degree		Associate's		Bachelor's		Master's		Ph.D.	
Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.
10	7	8	5	6	3	4	2	3	1

**Junior Programmer (CLNO 008)**

**Specialized Experience:** Must have experience as an applications programmer on both client/server and web-enabled, large-scale database management systems. Must have a working knowledge of computer equipment and the ability to develop complex software to satisfy design objectives .

**General Experience:** Must include experience in managing and performing software engineering activities and the assessment of legacy systems to consider expansion and efficiency enhancements. Use of design tools and techniques, object oriented principles and experience with the functional, technical, and operational architecture of large and complex information systems is desired.

**Responsibilities:** Works with management to define business systems requirements and resolve problems in existing jobs. Works as a member of an assessment team to analyze application software currently in use. As a result of the assessment and recommendations for improvement, will develop system design specifications and prepare system design documents. Tests and reviews program test data and leads the testing and the documentation of system errors and failures.

**Education/Experience Alternates:**

No Degree		Associate's		Bachelor's		Master's		Ph.D.	
Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.
8	5	6	4	4	2	3	1	2	1

**Technical Writer (CLNO 009)**

**Specialized Experience:** Must demonstrate experience in writing, reviewing and /or editing of Requirements Documents, User's Manuals, or other technical documents associated with the design and implementation of software.

**General Experience:** Must include work that provides a thorough knowledge of the structure and content of software design and use documents and a thorough understanding of applicable Government and/or industry standards.

**Responsibilities:** Provides documentation support for strategic, tactical, and operational level planning and process assessment in the design and implementation of software. Prepares and edits documents related to assessments of software design, testing, and utilization. Provides documentation and project library support to the application design and implementation team members.

**Education/Experience Alternates:**

No Degree		Associate's		Bachelor's		Master's		Ph.D.	
Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.
8	4	6	3	4	2	2	1	0	0

**Help Desk Technician (CLNO 010)**

**Specialized Experience:** Requires ability to diagnose, troubleshoot and client issues by employing strong listening and communication skills. Must have creative problem-solving skills to assist clients.

**General Experience:** Must be proficient in the use of telephone and computer hardware/software. Must have good communication skills. Good people skills and strong writing skills are essential.

**Responsibilities:** Serves as the point of contact for troubleshooting hardware/software, PC and printer problems. Provides phone and in person support to users relative to the custom applications.

**Education/Experience Alternates:**

No Degree		Associate's		Bachelor's		Master's		Ph.D.	
Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.
1	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

**Testing Specialist (CLNO 011)**

**Specialized Experience:** Must have at least two (2) years of software testing experience of custom applications.

**General Experience:** Must have at least four (4) years of experience in the computer software development industry.

**Responsibilities:** Develops complex testing plans and procedures for applications and systems. Develops processes and procedures used by testing specialists to conduct Quality Control and Quality Assurance audits of applications and developed systems.

**Education/Experience Alternates:**

No Degree		Associate's		Bachelor's		Master's		Ph.D.	
Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.
12	6	10	6	6	4	2	1	0	0

**Jr. Testing Specialist (CLNO 012)**

**Specialized Experience:** Must be able to implement and document software testing procedures.

**General Experience:** Must be comfortable in the use of software systems and general familiarity with desktop and web-enabled applications.

**Responsibilities:** Implements testing plans and procedures, and conducts testing of software and web-enabled applications. Documents the performance of the applications and any errors or modifications that should be completed to have the application perform as intended.

**Education/Experience Alternates:**

No Degree		Associate's		Bachelor's		Master's		Ph.D.	
Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.
10	4	4	2	2	1	0	0	0	0

**Graphic/Web Designer (CLNO 013)**

**Specialized Experience:** Ability to use available graphics software tools, multimedia applications, and webpage development tools.

**General Experience:** Must be comfortable in the use of software systems and general familiarity with desktop and web-enabled applications.

**Responsibilities:** Provides a wide variety of graphics services to project managers and application developers. Develops web pages and web site layouts. Experienced in the use of Adobe, Macromedia, and various web development tools.

**Education/Experience Alternates:**

No Degree		Associate's		Bachelor's		Master's		Ph.D.	
Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.
8	4	7	3	5	2	3	1	0	0

**GIS Specialist (CLNO 014)**

**Specialized Experience:** Active management, processing, maintaining, and analyzing of GIS and Geospatial data. Development of projects, applications, maps, and other products required to support requesting activities.

**General Experience:** Must include work that provides a thorough knowledge of the fundamental use of GIS applications and the graphical display of data.

**Responsibilities:** Geographic Information Systems trained technician in ESRI products with responsibility for map production and project layouts. Possesses skills in Avenue Scripting and Visual Basic development. Registers CAD drawings to geographic coordinate systems using GIS software tools and techniques. Investigates/analyzes Geospatial Database management system problems.

**Education/Experience Alternatives:**

No Degree		Associate's		Bachelor's		Master's		Ph.D.	
Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.
12	5	9	4	7	3	5	2	3	1

**Systems Analyst (CLNO 015)**

**Specialized Experience:** Experience in the development of software specifications and the analysis of procedures and systems to refine their formulation and convert to automated processes.

**General Experience:** Has the ability to adapt to new situations and environments. Possesses keen troubleshooting skills and a thorough understanding of the design and implementation of automated systems.

**Responsibilities:** Acts as the lead in performing systems analysis of computer and communications network systems. Oversees the overall installation of computer operating systems, network and application software. Analyzes and evaluates user needs and identifies resource requirements for each task to determine the functional requirements of automated systems. Conceptualizes, develops, and implements complex systems designed to meet clients requirements.

**Education/Experience Alternatives:**

No Degree		Associate's		Bachelor's		Master's		Ph.D.	
Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.
7	3	6	2	3	1	0	0	0	0

**Computer Support Technician (CLNO 016)**

**Specialized Experience:** Information technology experience in Help Desk, databases, and/or computer software applications.

**General Experience:** Must be comfortable in the use of software systems and general familiarity with desktop and web-enabled applications.

**Responsibilities:** Works under the supervision of a Project Manager to perform a variety of customers support tasks. Interfaces with customer to initially record and diagnose support calls, and providing Level I support for applications developed by firm. Logs support activities related to request, including tracking request through completion.

**Education/Experience Alternatives:**

No Degree		Associate's		Bachelor's		Master's		Ph.D.	
Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.
10	4	8	4	4	2	0	0	0	0

**Documentation Specialist (CLNO 017)**

**Specialized Experience:** Experience in the preparation of technical documents relative to the design and Implementation of computer software systems including research or the application of Government and industry documentation standards.

**General Experience:** Must be proficient in technical writing and have documentation experience pertaining to all aspects of the most current data processing tools.

**Responsibilities:** Responsible for all documentation efforts, including directing the work of others in the completion of assigned documentation work. Organizes and analyzes all available technical literature and drafts copy as required. Uses software tools to produce all published documents required for the successful completion of a project.

**Education/Experience Alternates:**

No Degree		Associate's		Bachelor's		Master's		Ph.D.	
Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.
9	4	7	3	5	2	3	1	0	0

**Senior Analyst (CLNO 018)**

**Specialized Experience:** Must demonstrate the ability to work independently and possesses supervisory skills to direct the analysis of processes and the design of software applications for large, complex systems including experience in database management concepts. Has a working knowledge of software systems design and implementation for Internet connectivity. Must have the ability to formulate thorough process designs for use by computer programmers in the writing, testing and debugging of software.

**General Experience:** Proven experience in having responsibility for assignments relating to the design and implementation of software. Ability to work independently on projects involving complex processes and an ability to support multiple systems analyses at any given time.

**Responsibilities:** Analyzes very complex business information, including financial and transactional if necessary, to formulate database designs, screen layouts, technical reports, and information flow throughout a system. Often supervises or provides technical direction for an Analyst or team of Analysts in their projects. Prepares

**Education/Experience Alternates:**

No Degree		Associate's		Bachelor's		Master's		Ph.D.	
Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.
12	6	10	5	8	4	4	2	2	0

**Analyst (CLNO 019)**

**Specialized Experience:** Must have the ability to work independently or with minimal direction on the analysis and design of software applications including experience in database management concepts. Must have experience in assessing and adapting/improving business processes through the design and implementation of computer software.

**General Experience:** Must have exceptional written and oral communication skills, capable of maintaining quality communication with Task/Project Managers to insure the successful completion of a project to the satisfaction of the client. Must have a strong working knowledge of the Microsoft Office suite of products (or comparable word-processing/business software).

**Responsibilities:** Collects and gathers business requirements from clients and subject matter experts to determine the needed features and functions of computer applications and systems. Works independently or under the direction of a Senior Analyst to provide quality and timely resolution to complex processes. Analyzes the business processes to formulate database designs, screen layouts, technical reports, and information flow as architectural components in the design of process improvements.

**Education/Experience Alternates:**

No Degree		Associate's		Bachelor's		Master's		Ph.D.	
Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.
7	3	6	2	3	1	0	0	0	0

**Administrative Specialist (CLNO 020)**

**Specialized Experience:** No specialized experience is required for this position

**General Experience:** This is an entry-level position that requires minimal general experience. Must have a strong working knowledge of the Microsoft Office suite of products (or comparable word-processing/business software).

**Responsibilities:** Provides administrative support to a project team including documentation, word processing, project communication, visitor control, and event administration.

**Education/Experience Alternates:**

No Degree		Associate's		Bachelor's		Master's		Ph.D.	
Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.	Gen.	Spec.
1	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

**Prices**

GCR & Associates offers a broad range of Information Technology Professional Services, which span twenty (20) categories. These services are available for work performed at both contractor and government sites.

<b>GCR &amp; Associates, Inc.</b>			
<b>GSA Schedule 70 Rates</b>			
<b>CLNO</b>	<b>Skill Category</b>	<b>Contractor Site</b>	<b>Government Site</b>
001	Program Manager	\$ 156.98	\$ 128.72
002	Quality Assurance Manager	\$ 103.90	\$ 85.20
003	Senior Project Manager	\$129.78	\$ 106.42
004	Project Manager	\$ 103.36	\$ 84.76
005	Junior Project Manager	\$ 77.89	\$ 63.87
006	Senior Programmer	\$ 110.13	\$ 90.30
007	Programmer	\$ 90.81	\$ 74.47
008	Junior Programmer	\$ 76.61	\$ 62.82
009	Technical Writer	\$ 86.55	\$ 70.97
010	Help Desk Technician	\$ 67.05	\$ 54.98
011	Testing Specialist	\$ 51.80	\$ 42.47
012	Jr. Testing Specialist	\$ 37.00	\$ 30.34
013	Graphic/Web Designer	\$ 68.16	\$ 55.89
014	GIS Specialist	\$ 113.32	\$ 92.92
015	Systems Analyst	\$ 93.21	\$ 76.43
016	Computer Support Technician	\$ 62.41	\$ 51.18
017	Documentation Specialist	\$ 84.12	\$ 68.97
018	Senior Analyst	\$ 90.65	\$ 74.33
019	Analyst	\$ 66.50	\$ 54.53
020	Administrative Specialist	\$ 51.70	\$ 42.40

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

**PREAMBLE**

GCR & Associates, Inc. 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 Stacey James, 504-304-2500, [sjames@gcrconsulting.com](mailto:sjames@gcrconsulting.com), 504-304-2525 Fax.