

**AUTHORIZED FEDERAL SUPPLY SERVICE**

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

- Special Item No. 132-33 Perpetual Software Licenses
- Special Item No. 132-34 Maintenance of Software
- Special Item No. 132-50 Training Courses
- 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.

**SIN 132-33 – Perpetual Software Licenses**

**SIN 132-34 – Maintenance of Software for General Purpose Commercial Information Technology Software**

**SIN 132-50 - Training Courses For Information Technology Equipment And Software (FPDS Code U012)**

**SIN 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
- 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.

*Aligned Development Strategies, Inc.*  
*1925 K Street, N.W., Suite 105, Washington,DC 20006*  
*(202) 659-2807(office)/(202) 659-2810 (Fax)*  
*www.dgjames@goADSI.com, Website:www.goADSI.com*

Contract Number: [GS-35F-0360L](#)

Period Covered by Contract: [4/22/2006-4/22/2011](#)

General Services Administration  
Federal Supply Service

Pricelist current through Modification # \_\_\_\_\_, dated \_\_\_\_\_.

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

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INFORMATION FOR ORDERING ACTIVITIES  
APPLICABLE TO ALL SPECIAL ITEM NUMBERS

**SPECIAL NOTICE TO AGENCIES: Small Business Participation**

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. 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.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

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

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

**1. GEOGRAPHIC SCOPE OF CONTRACT:**

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

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

Offerors are requested to check one of the following boxes:

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

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

**Ordering Address**

*Aligned Development Strategies, Inc.  
1925 K Street, N.W., Suite 105  
Washington, DC 20006*

**Payment Information**

*Aligned Development Strategies, Inc.  
1925 K Street, N.W., Suite 105  
Washington, DC 20006*

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

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

**TELEPHONE NO.: (202) 659-2807 FAX NO.: (202) 659-2810**

**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: 08-413-0959  
Block 30: Type of Contractor - A. 8(a) Small Disadvantage Gusiness  
Block 31: Woman-Owned Small Business - No  
Block 36: Contractor's Taxpayer Identification Number (TIN): 52-2088644

- 4a. CAGE Code: ISAR8
- 4b. Contractor has registered with the Central Contractor Registration Database.

**5. FOB DESTINATION**

**6. DELIVERY SCHEDULE**

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
<u>132-50, 132-51, 132-33, 132-34</u>	<i>As agreed upon between ADSI and ordering Activity.</i>

- 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: *0% - Net 30* days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity - *None*
- c. Dollar Volume - *None*
- d. Government Educational Institutions - Same as discounts/pricing terms and conditions as all other government
- e. Other - *None*

**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:**

**10. SMALL REQUIREMENTS:** The minimum dollar value of orders to be issued is \$ 100.

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

- a. The Maximum Order value for the following Special Item Number (SIN) is \$500,000:  
Special Item Number 132-51 - Information Technology (IT) Professional Services

**12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

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

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

**13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS**

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

**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 Supply 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 2001)**

- (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. The Industrial Funding Fee does NOT apply to travel and per diem charges.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

- (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.

**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 C.1.)

## **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.fss.gsa.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:

***NONE***

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

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

**23. SECTION 508 COMPLIANCE.**

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

[www.goADSI.com](http://www.goADSI.com)

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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:

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  
PERPETUAL SOFTWARE LICENSES (SPECIAL ITEM NUMBER 132-33) AND  
MAINTENANCE (SPECIAL ITEM NUMBER 132-34) OF GENERAL PURPOSE  
COMMERCIAL INFORMATION TECHNOLOGY SOFTWARE**

1. INSPECTION/ACCEPTANCE

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

2. GUARANTEE/WARRANTY

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

*Aligned Development Strategies, Inc. (ADSI) warrants that this product will perform in accordance with the documentation for a period of 90 days from the date of receipt and that ADSI will, at its own discretion, make reasonable efforts to solve any problem issues. This Limited Warranty is void if end user accident, abuse, misapplication, or alteration results in failure of the software product.*

b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract. **NO WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE IS OFFERED.**

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

3. TECHNICAL SERVICES

The Contractor, without additional charge to the ordering activity, shall provide a hot line technical support number **(202) 659-2807** for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available from **9:00 am** to **5:00 pm**. Eastern Standard time Monday to Friday except for Public Holidays.

4. SOFTWARE MAINTENANCE

a. Software maintenance service shall include the following:

- **Telephone technical support (Monday – Friday 9:00am – 5:00pm Eastern Standard Time):**
- **System configuration assistance and problem resolution.**
- **Fixes and software patches.**
- **New updates to electronic documentation and release notes.**
- **Free product updates**

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

5. PERIODS OF TERM LICENSES (132-32) AND MAINTENANCE (132-34)

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

6. CONVERSION FROM TERM LICENSE TO PERPETUAL LICENSE **NOT APPLICABLE**

- a. The ordering activity may convert term licenses to perpetual licenses for any or all software at any time following acceptance of software. At the request of the ordering activity the Contractor shall furnish, within ten (10) calendar days, for each software product that is contemplated for conversion, the total amount of conversion credits which have accrued while the software was on a term license and the date of the last update or enhancement.
- b. Conversion credits which are provided shall, within the limits specified, continue to accrue from one contract period to the next, provided the software remains on a term license within the ordering activity.
- c. The term license for each software product shall be discontinued on the day immediately preceding the effective date of conversion from a term license to a perpetual license.
- d. The price the ordering activity shall pay will be the perpetual license price that prevailed at the time such software was initially ordered under a term license, or the perpetual license price prevailing at the time of conversion from a term license to a perpetual license, whichever is the less, minus an amount equal to \_\_\_\_\_% of all term license payments during the period that the software was under a term license within the ordering activity.

7. TERM LICENSE CESSATION **NOT APPLICABLE**

- a. After a software product has been on a continuous term license for a period of \_\_\_\_\_ \* months, a fully paid-up, non-exclusive, perpetual license for the software product shall automatically accrue to the ordering activity. The period of continuous term license for automatic accrual of a fully paid-up perpetual license does not have to be achieved during a particular fiscal year; it is a written Contractor commitment which continues to be available for software that is initially ordered under this contract, until a fully paid-up perpetual license accrues to the ordering activity. However, should the term license of the software be discontinued before the specified period of the continuous term license has been satisfied, the perpetual license accrual shall be forfeited.
- b. The Contractor agrees to provide updates and maintenance service for the software after a perpetual license has accrued, at the prices and terms of Special Item Number 132-34, if the licensee elects to order such services. Title to the software shall remain with the Contractor.

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

- a. Software acquisition is limited to commercial computer software defined in FAR Part 2.101.
- b. When acquired by the ordering activity, commercial computer software and related documentation so legend shall be subject to the following:
  - (1) Title to and ownership of the software and documentation shall remain with the Contractor, unless otherwise specified.
  - (2) Software licenses are by site and by ordering activity. An ordering activity is defined as a cabinet level or independent ordering activity. The software may be used by any subdivision of the ordering activity (service, bureau, division, command, etc.) that has access to the site the software is placed at, even if the subdivision did not participate in the acquisition of the software. Further, the software may be used on a sharing basis where multiple agencies have joint projects that can be satisfied by the use of the software placed at one ordering activity's site. This would allow other agencies access to one ordering activity's database. For ordering activity public domain databases, user agencies and third parties may use the computer program to enter, retrieve, analyze and present data. The user ordering activity will take appropriate action by instruction, agreement, or otherwise, to protect the Contractor's proprietary property with any third parties that are permitted access to the computer programs and documentation in connection with the user ordering activity's permitted use of the computer programs and documentation. For purposes of this section, all such permitted third parties shall be deemed agents of the user ordering activity.
  - (3) Except as is provided in paragraph 8.b(2) above, the ordering activity shall not provide or otherwise make available the software or documentation, or any portion thereof, in any form, to any third party without the prior written approval of the Contractor. Third parties do not include prime Contractors, subcontractors and agents of the ordering activity who have the ordering activity's permission to use the licensed software and documentation at the facility, and who have agreed to use the licensed software and documentation only in accordance with these restrictions. This provision does not limit the right of the ordering activity to use software, documentation, or information therein, which the ordering activity may already have or obtains without restrictions.
  - (4) The ordering activity shall have the right to use the computer software and documentation with the computer for which it is acquired at any other facility to which that computer may be transferred, or in cases of disaster recovery, the ordering activity has the right to transfer the software to another site if the ordering activity site for which it is acquired is deemed to be unsafe for ordering activity personnel; to use the computer software and documentation with a backup computer when the primary computer is inoperative; to copy computer programs for safekeeping (archives) or backup purposes; to transfer a copy of the software to another site for purposes of benchmarking new hardware and/or software; and to modify the software and documentation or combine it with other software, provided that the unmodified portions shall remain subject to these restrictions.
  - (5) "Commercial Computer Software" may be marked with the Contractor's standard commercial restricted rights legend, but the schedule contract and schedule pricelist, including this clause, "Utilization Limitations" are the only governing terms and conditions, and shall take precedence and supersede any different or additional terms and conditions included in the standard commercial legend.

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

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

## 10. DESCRIPTIONS AND EQUIPMENT COMPATIBILITY

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

## 11. RIGHT-TO-COPY PRICING

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

### **PMO ePartner (Enterprise Project Management Software)**

*The ADSI Project Management Office ePartner (PMO ePartner) is a web-based collaboration tool that can be used by organizations that are implementing current methods in Project Management, e-Learning, Enterprise Reporting and Strategic Planning. It is a set of core modules that can be customized and extended based upon an organization's specific requirements. There are many advantages using PMO ePartner that will aid the Project Managers, Senior and Executive Management, as well as its team members. Some of the Key Management features are:*

- *Strategic Planning and Performance Measurement*
- *Progress Reporting*
- *Issue Management*
- *Risk Management*
- *Learning Management*
- *Action Item Management*
- *Document Tracking*
- *Project Websites*
- *Executive Reporting Dashboard*
- *User Authenticated Security*

*The PMO ePartner can be used to support management's oversight and standard setting initiatives by providing a common repository of project documents, reports and metrics and by providing project wide communication at an enterprise, department or program office level via role based security access.*

*Project Managers can report timely project status, manage risks and issues etc., Senior and Executive Management can gain insight into project status on relative information, such as cost, schedule, quality, risks and strategic alignment, view performance measures, and manage the project portfolio enabling timely decision making. Team members can access project documentation, reusable standards and templates, report issues, risks and track action items.*

**\* See Product Literature**

### **HIPAA Compliance ePartner**

*The ADSI HIPAA Solution -- HIPAA Compliance ePartner is a web-based application that tracks and reports the information required by the HIPAA Privacy Rule for:*

- *Protected Health Information (PHI) Disclosures*
- *PHI Privacy Violation Complaints*
- *Individual Rights*
- *Workforce HIPAA Training Transcripts*
- *Policies, Procedures and HIPAA Documents*

*HIPAA Compliance ePartner is easily modified to accommodate a Covered Entity's specific user and system interfaces to capture and track training, disclosures, complaints and individual rights data required by the Privacy Rule.*

*HIPAA Compliance ePartner provides a Covered Entity with the management and tracking solutions needed to demonstrate HIPAA compliance and to support a HIPAA compliant audit for any reason and at anytime.*

**\* See Product Literature**

*Aligned Development Strategies, INC  
GSA FSS Authorized Pricelist Schedule  
(SIN 132.33)*

<u><b>Job/Title:</b></u>	<u><b>GSA Proposed Price/Rates (Onsite/Offsite)</b></u>
<b>PMO ePartner</b>	<b>\$24,180.00</b>
<b>HIPAA Compliance ePartner</b>	<b>\$24,180.00</b>

**\*GSA Prices Include Industrial Funding Fee (IFF)**

**The PMO ePartner Annual Maintenance**

*The PMO ePartner Annual Maintenance program helps to ensure long term support and uninterrupted operation of your software by providing the following benefits;*

- *Telephone technical support (Monday – Friday 9:00am – 5:00pm Eastern Standard Time);*
- *System configuration assistance and problem resolution.*
- *Fixes and software patches.*
- *New updates to electronic documentation and release notes.*
- *Free product updates*

*Annual Maintenance can be renewed on a yearly basis by registered users of PMO ePartner Software product. To ensure uninterrupted support assistance, enrollment renewal should be purchased prior to expiration of existing expiration.*

***If not renewed within 30-days of expiration, additional fees may apply to enrollment.***

**The HIPAA Compliance ePartner Annual Maintenance**

*The HIPAA Compliance ePartner Annual Maintenance program helps to ensure long term support and uninterrupted operation of your software by providing the following benefits;*

- *Telephone technical support (Monday – Friday 9:00am – 5:00pm Eastern Standard Time);*
- *System configuration assistance and problem resolution.*
- *Fixes and software patches.*
- *New updates to electronic documentation and release notes.*
- *Free product updates*

*Annual Maintenance can be renewed on a yearly basis by registered users of HIPAA Compliance ePartner Software product. To ensure uninterrupted support assistance, enrollment renewal should be purchased prior to expiration of existing expiration.*

***If not renewed within 30-days of expiration, additional fees may apply to enrollment.***

*Aligned Development Strategies, INC  
GSA FSS Authorized Schedule Pricelist  
(SIN 132.34)*

<b>Job/Title:</b>	<b>GSA Proposed Price/Rates (Onsite/Offsite)</b>
<b>Maintenance for PMO ePartner</b>	<b>\$5,440.50</b>
<b>Maintenance for HIPAA Compliance ePartner</b>	<b>\$5,440.50</b>

**\*GSA Prices Include Industrial Funding Fee (IFF)**

**TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF  
TRAINING COURSES FOR GENERAL PURPOSE COMMERCIAL  
INFORMATION TECHNOLOGY EQUIPMENT AND SOFTWARE  
(SPECIAL ITEM NUMBER 132-50)**

1. SCOPE

- a. The Contractor shall provide training courses normally available to commercial customers, which will permit ordering activity users to make full, efficient use of general purpose commercial IT products. Training is restricted to training courses for those products within the scope of this solicitation.
- b. The Contractor shall provide training at the Contractor's facility and/or at the ordering activity's location, as agreed to by the Contractor and the ordering activity.

2. ORDER

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPAs) shall be the basis for the purchase of training courses in accordance with the terms of this contract. Orders shall include the student's name, course title, course date and time, and contracted dollar amount of the course.

3. TIME OF DELIVERY

The Contractor shall conduct training on the date (time, day, month, and year) agreed to by the Contractor and the ordering activity.

4. CANCELLATION AND RESCHEDULING

- a. The ordering activity will notify the Contractor at least seventy-two (72) hours before the scheduled training date, if a student will be unable to attend. The Contractor will then permit the ordering activity to either cancel the order or reschedule the training at no additional charge. In the event the training class is rescheduled, the ordering activity will modify its original training order to specify the time and date of the rescheduled training class.
- b. In the event the ordering activity fails to cancel or reschedule a training course within the time frame specified in paragraph a, above, the ordering activity will be liable for the contracted dollar amount of the training course. The Contractor agrees to permit the ordering activity to reschedule a student who fails to attend a training class within ninety (90) days from the original course date, at no additional charge.
- c. The ordering activity reserves the right to substitute one student for another up to the first day of class.
- d. In the event the Contractor is unable to conduct training on the date agreed to by the Contractor and the ordering activity, the Contractor must notify the ordering activity at least seventy-two (72) hours before the scheduled training date.

5. FOLLOW-UP SUPPORT

The Contractor agrees to provide each student with unlimited telephone support for a period of one (1) year from the completion of the training course. During this period, the student may contact the Contractor's instructors for refresher assistance and answers to related course curriculum questions.

6. PRICE FOR TRAINING

The price that the ordering activity will be charged will be the ordering activity training price in effect at the time of order placement, or the ordering activity price in effect at the time the training course is conducted, whichever is less.

7. INVOICES AND PAYMENT

Invoices for training shall be submitted by the Contractor after ordering activity completion of the training course. Charges for training must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

8. FORMAT AND CONTENT OF TRAINING

a. The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.

b. **\*\*If applicable\*\*** For hands-on training courses, there must be a one-to-one assignment of IT equipment to students.

c. The Contractor shall provide each student with a Certificate of Training at the completion of each training course.

d. The Contractor shall provide the following information for each training course offered:

- (1) The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);
- (2) The length of the course;
- (3) Mandatory and desirable prerequisites for student enrollment;
- (4) The minimum and maximum number of students per class;
- (5) The locations where the course is offered;
- (6) Class schedules; and
- (7) Price (per student, per class (if applicable)).

e. For those courses conducted at the ordering activity’s location, instructor travel charges (if applicable), including mileage and daily living expenses (e.g., per diem charges) are governed by Pub. L. 99-234 and FAR Part 31.205-46, and are reimbursable by the ordering activity on orders placed under the Multiple Award Schedule, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA city pair contracts. The Industrial Funding Fee does NOT apply to travel and per diem charges.

9. “NO CHARGE” TRAINING

The Contractor shall describe any training provided with equipment and/or software provided under this contract, free of charge, in the space provided below.

NONE

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**Web Development & Project Management Classroom Seminars Pricelist – SIN 152-50**

*ADSI offers on-site training as well as classes in our state of the art learning lab. Our instructors have extensive experience as both developers and trainers.*

<b><u>Courses</u></b>	<b><u>Length</u></b>	<b><u>GSA Rate</u></b>
<b>Web Page Development I - HTML Programming</b>	<b>1 Day</b>	<b>\$252.16</b>
<b>Web Page Development II - Designing for the Web</b>	<b>1 Day</b>	<b>\$252.16</b>
<b>Macromedia Coursebuilder for Dreamweaver</b>	<b>1 Day</b>	<b>\$298.86</b>
<b>Microsoft Access Web Database Design</b>	<b>1 Day</b>	<b>\$270.85</b>
<b>Introduction to DHTML &amp; JavaScript</b>	<b>1 Day</b>	<b>\$252.16</b>
<b>Fast Track to Fireworks MX</b>	<b>2 Days</b>	<b>\$607.07</b>
<b>Design Techniques with Macromedia Flash MX</b>	<b>2 Days</b>	<b>\$607.07</b>
<b>Macromedia Flash MX ActionScript</b>	<b>2 Days</b>	<b>\$607.07</b>
<b>Fast Track to Dreamweaver UltraDev</b>	<b>2 Days</b>	<b>\$607.07</b>
<b>Web Page Development with FrontPage (Beginner)</b>	<b>1 Day</b>	<b>\$303.53</b>
<b>Web Page Development with FrontPage (Advanced)</b>	<b>2 Days</b>	<b>\$607.07</b>
<b>JBuilder Application Development</b>	<b>5 Days</b>	<b>\$2056.56</b>
<b>Project Management Foundations</b>	<b>2 Days</b>	<b>\$537.02</b>
<b>JavaScript Programming</b>	<b>2 Days</b>	<b>\$607.07</b>
<b>Dreamweaver MX 2004: Website Design</b>	<b>3 Days</b>	<b>\$910.60</b>
<b>Dreamweaver MX 2004: Dynamic Application Development</b>	<b>3 Days</b>	<b>\$910.60</b>
<b>Flash MX 2004: Rich Media Design</b>	<b>2 Days</b>	<b>\$607.07</b>
<b>Fast Track to ColdFusion MX</b>	<b>3 Days</b>	<b>\$910.60</b>
<b>Advanced ColdFusion MX</b>	<b>3 Days</b>	<b>\$910.60</b>
<b>Flash MX 2004: Application Development</b>	<b>3 Days</b>	<b>\$952.64</b>
<b>Flash MX 2004: Advanced Application Development</b>	<b>3 Days</b>	<b>\$952.64</b>
<b>Flash MX 2004: Application Development for Programmers</b>	<b>4 Days</b>	<b>\$1,307.53</b>
<b>RoboHelp HTML-based Help Training</b>	<b>3 Days</b>	<b>\$910.60</b>
<b>Basic/Intermediate RoboDemo</b>	<b>1 Day</b>	<b>\$350.23</b>
<b>Active Server Pages (ASP)</b>	<b>3 Days</b>	<b>\$910.60</b>
<b>Word Introduction</b>	<b>1 Day</b>	<b>\$115.88</b>
<b>Word Intermediate</b>	<b>1 Day</b>	<b>\$115.88</b>
<b>Excel Introduction</b>	<b>1 Day</b>	<b>\$115.88</b>
<b>Excel Intermediate</b>	<b>1 Day</b>	<b>\$115.88</b>
<b>PowerPoint Introduction</b>	<b>1 Day</b>	<b>\$115.88</b>

<b>Power Point Intermediate</b>	<b>1 Day</b>	<b>\$115.88</b>
<b>Introduction to Website Design</b>	<b>2 Days</b>	<b>\$607.07</b>
<b>Developing ASP.NET Applications with Dreamweaver MX</b>	<b>3 Days</b>	<b>\$607.07</b>
<b>eLearning Courseware Development with Flash and Coursebuilder</b>	<b>3 Days</b>	<b>\$910.60</b>
<b>Developing ASP.NET Web Applications Using VisualStudio.NET</b>	<b>5 Days</b>	<b>\$1517.67</b>
<b>Upgrading Web Development Skills from ASP to Microsoft ASP.NET</b>	<b>3 Days</b>	<b>\$1116.08</b>
<b>Introduction to C# Programming with Microsoft.NET</b>	<b>5 Days</b>	<b>\$1863.24</b>
<b>Introduction to Microsoft.NET Development</b>	<b>2 Days</b>	<b>\$793.86</b>
<b>Programming with XML in the Microsoft.NET Framework</b>	<b>3 Days</b>	<b>\$1190.79</b>
<b>Fast Track to Java Server Pages</b>	<b>3 Days</b>	<b>\$910.60</b>
<b>Introduction to XML Programming</b>	<b>2 Days</b>	<b>\$607.02</b>
<b>MS Project 2000 (Fast Track)</b>	<b>2 Days</b>	<b>\$607.02</b>
<b>Introduction to Network Assurance</b>	<b>3 Days</b>	<b>\$1400.93</b>
<b>Project Management Overview</b>	<b>2 Days</b>	<b>\$700.46</b>
<b>Project Management Principles</b>	<b>3 Days</b>	<b>\$1050.69</b>
<b>Advanced Project Management Concepts</b>	<b>2 Days</b>	<b>\$700.46</b>

	<i>Onsite (ADSI Facility)</i>	<i>Offsite (Government)</i>
<b>Minimum Number of Students</b>	<b>3</b>	<b>10</b>
<b>Maximum Number of Students</b>	<b>8</b>	<b>15</b>
<b>* Class Schedule: Class Schedule is agreed between the agency and Aligned Development Strategies, Inc.</b>		

## **WEB PAGE DEVELOPMENT I - HTML PROGRAMMING**

GSA Rate: \$252.16

Length: 1 day(s) course

The foundation of all Web Site Development is an understanding of HTML. This hands on course will prepare students to create and maintain basic web pages. Student will gain a solid knowledge of HTML theory as well as an understanding of real world use. Knowledge and use of HTML code will be emphasized.

### **Prerequisites:**

This is an entry-level course.

A working knowledge of computer and their use is required.

### **Topics Covered Include:**

- Introduction to Markup Languages
- HTML structure
- Setting page, text and link color
- Special characters
- Choosing safe colors for the web
- Defining lines and paragraphs
- Creating lists
- Image file types
- Inserting images and alternate labels
- Wrapping text around images
- Creating links - hypertext, images and email
- Directory structure and paths
- Image maps for navigation
- Using tables and frames
- Borders and rules
- Creating forms
- CGI (the basics)
- Stylesheets and DHTML
- File size and download speeds
- Design and publishing guidelines
- Testing your pages
- Browser issues
- Search engines and listing your site

- Publishing/Uploading your site

### ***WEB PAGE DEVELOPMENT II – DESIGNING FOR THE WEB***

GSA Rate: \$252.16

Length: 1 day(s) course

This hands on course provides the basic information needed to create an effective web site. Students learn techniques for site layout, color selection, graphics preparation, template use and other best practices. Various tools for web site layout and graphic preparation are reviewed.

**Prerequisites:**

Knowledge of HTML

**Topics Covered Include:**

- Print design vs. web design
- Setting up a directory structure
- Planning a site structure
- Color selection for the web
- Creating buttons, images for the web
- Designing interface and navigation
- Graphic file formats
- Designing for reuse with CSS
- Creating an interactive site
- Design and publishing guidelines
- Testing your pages
- Browser issues
- Search engines and listing your site
- Publishing/Uploading your site

## **MACROMEDIA COURSEBUILDER FOR DREAMWEAVER**

GSA Rate: \$298.86

Length: 1 day(s) course

Coursebuilder is an extension application to Macromedia Dreamweaver. With Dreamweaver and Coursebuilder you can quickly create web based learning content and interactive web pages. Participants should have a thorough knowledge of Dreamweaver and an understanding of instructional system design.

### **Prerequisites:**

Knowledge of Macromedia Dreamweaver

### **Topics Covered Include:**

- Dreamweaver overview
- Attain objects overview
- Customizing Attain Objects
- Multiple-choice objects
- Explore objects
- Drag and drop objects
- Timer objects
- Text entry objects
- Tracking test information
- Tracking scores
- Creating templates

## **MICROSOFT ACCESS WEB DATABASE DESIGN**

GSA Rate: \$270.85

Length: 1 day(s) course

This one-day course will focus on designing well-planned Microsoft Access database for use in Internet/Intranet applications.

### **Prerequisites:**

Participants should have basic knowledge of Microsoft Access, HTML and the Windows environment.

### **Topics Covered Include:**

- Database Design Principles
- Access SQL, DDL and DML
- Creating Tables and Fields
- Database Normalization
- Creating ODBC Data Sources
- Writing SQL Queries
- Linking Access and MS-SQL Server Tables
- Slicing web graphics to get the smallest size
- Securing your Access Database
- Interfacing MS-Access Databases to ColdFusion, ADO and JavaScript

## **INTRODUCTION TO DHTML & JAVASCRIPT PROGRAMMING**

GSA Rate: \$252.16

Length: 1 day(s) course

An easy to use programming language, JavaScript allows the web developer to easily add interactivity to web pages. JavaScript can control HTML elements both before and after a page is rendered by the browser. JavaScript and DHTML can be used to accomplish what HTML can't: form validation, alter page content "on the fly", customize content based on the user's browser, controlling cookies and much more. JavaScript is easy to use and implement.

### **Prerequisites:**

This is a beginner to intermediate level course. No prior programming experience is necessary other than HTML. The student should have a working knowledge of HTML including forms, frames and tables and basic document structure.

### **Topics Covered Include:**

- Programming Basics
- Variables and Operators
- Control Statements
- Functions and Objects
- The Window Object
- The Document Object
- Working with Forms Elements
- Validating Form Data
- Dates and Math
- An Introduction to Cross-Browser Compatibility

## **FAST TRACK TO FIREWORKS MX**

GSA Price: \$607.07

Length: 2 day(s)

Fast Track to Macromedia Fireworks MX is a two-day course that provides Web Designers/Graphic Creators with the knowledge and hands-on practice needed to create rich Web graphics. You will learn how to use tools in Macromedia Fireworks MX to create/edit Web graphics with both vector and bitmap images, work with layers, build buttons, add rollovers, slice images, and optimize and export graphics. This course introduces basic Macromedia Fireworks MX integration with Macromedia Dreamweaver MX and Macromedia Flash MX.

### **Prerequisites:**

- Familiarity with a Windows environment.
- Familiarity with Web terminology.

### **Topics Covered Include:**

- Introduction
- Learning the Basics
- Working with Bitmap Graphics
- Creating a Logo with Vectors and Layers
- Creating Hotspots and Slicing
- Creating Navigation Elements
- Using Fireworks MX with Dreamweaver MX
- Using Fireworks MX with Flash MX

### **Objectives:**

Upon completion of this course, you should be able to:

- Describe Fireworks MX and its interface.
- Use Fireworks MX tools to create and edit graphics.
- Draw, style, and edit shapes and text.
- Edit bitmap objects.
- Work with layers.
- Create image maps.
- Slice images.
- Create multistate navigation buttons, disjointed rollovers, and pop-up menus.
- Optimize and export graphics.
- Use Fireworks MX-Dreamweaver MX integration.
- Use Fireworks MX-Flash MX integration.

## DESIGN TECHNIQUES WITH MACROMEDIA FLASH MX

GSA Price: \$607.07

Length: 2 day(s)

Design Techniques with Macromedia Flash MX teaches beginning Macromedia Flash users principles and techniques for designing beautiful Macromedia Flash sites: how to lay out pages in Macromedia Flash, use color and text effectively, work with multiple image types, build navigation in Macromedia Flash, make Macromedia Flash usable, and incorporate sound and video. This course primarily uses the Macromedia Flash Timeline to create content, with limited attention to ActionScript. By learning design techniques along with some general principles of Web usability, you can develop Macromedia Flash content that best serves your users and clients—content that maintains a creative edge while enabling all users to achieve their goals.

### **Prerequisites:**

To gain the most from this class students should have experience using Macromedia Flash.

### **Topics Covered Include:**

- Techniques of interactive design
- Site and page structure
- Using color effectively
- Addressing Macromedia Flash text issues, such as antialiasing and embedded fonts
- Advanced image techniques, including optimization, movie clip masking and dynamic loading of JPEGs
- Creating usable navigation
- Structuring Macromedia Flash MX documents with the Timeline
- Incorporating sound and video effectively
- Using interactive text
- Building hybrid Flash/HTML pages

### Objectives

### **Upon completion of this course, you should be able to:**

- Design usable, beautiful Macromedia Flash documents
- Understand design issues specific to Macromedia Flash MX
- Plan Flash sites and pages
- Structure Macromedia Flash documents effectively by using the Timeline, layers, and movie clips
- Address anti-aliased text in Macromedia Flash MX documents
- Add HTML and vector text to Macromedia Flash MX documents
- Create intuitive, functional navigation for Macromedia Flash MX documents
- Create rollovers and drop-down menus in Macromedia Flash MX
- Effectively add multiple types of images to Macromedia Flash MX documents; for example, photographs, bitmaps, and Freehand images

- Optimize graphics for Macromedia Flash
- Make effective use of advanced image techniques such as fills, masks, bitmap tracing, and compression
- Load JPEGs dynamically when a Macromedia Flash MX document runs
- Incorporate sound effectively, including making an on/off button
- Incorporate video into Macromedia Flash MX
- Create forms in Macromedia Flash MX
- Use an external text file to feed information to a dynamic text box and use HTML to format this text
- Export bookmarks from Macromedia Flash MX
- Integrate Macromedia Flash into HTML (using Macromedia Dreamweaver)

## MACROMEDIA FLASH MX ACTIONSCRIPT

GSA Price: \$607.07

Length: 2 day(s)

Macromedia Flash MX ActionScript introduces Macromedia Flash users to programming with ActionScript, including using ActionScript to animate, process data, create dynamic content, and manipulate components. It is a task-based course, with students learning by doing. The course emphasizes the object-oriented capabilities of Macromedia Flash MX, and teaches students how to use ActionScript objects, methods, events, properties, and functions, with an eye toward ActionScript best practices.

### **Prerequisites:**

- Attending the Fast Track to Macromedia Flash course OR
- Three to six months' experience developing with Macromedia Flash.

### **Topics Covered Include:**

- ActionScript best practices
- Creating movie clips with ActionScript
- Using button movie clips
- Referencing object events from the Timeline
- Using forms
- Working with variables
- Using conditional logic
- Animating with ActionScript
- Drawing with ActionScript
- Understanding and using ActionScript objects
- Understanding object methods, properties and events
- Using the Color object
- Creating text fields with ActionScript
- Using the TextField and TextFormat objects
- Reusing code
- Working with functions
- Writing functions
- Creating dynamic content
- Using the LoadVars object
- Using components with ActionScript

### **Course Objectives**

- Reference objects using ActionScript.
- Use instance properties.

- Use debugging features in ActionScript.
- Create movie clips using ActionScript.
- Draw using ActionScript.
- Load Macromedia Flash movies and JPEGs into a movie clip.
- Create animations using ActionScript.
- Work with variables.
- Create a form and use conditional logic to validate it.
- Pass variables out of a Macromedia Flash movie.
- Work with built-in functions.
- Use built-in objects.
- Use methods to manipulate objects.
- Reference variables across movies.
- Create reusable ActionScript with custom functions.
- Create an external data source for Macromedia Flash movies.
- Display dynamic content in Macromedia Flash.
- Use Macromedia Flash MX components.

## **FAST TRACK TO DREAMWEAVER ULTRADEV**

GSA Price: \$607.07

Length: 2 day(s)

This two-day seminar will introduce our participants to connecting databases to Web pages using Macromedia's newest addition Dreamweaver UltraDev - the fastest, most efficient way to develop and deploy powerful, database-driven Internet applications. Participants will learn how to use this tool to build and design and queries that access databases and generate Active Server Pages, Java Server Pages and ColdFusion Pages without having to code by hand. Learn hands-on how to easily build interactive forms, access cookies, build security and other essential features with this tag-based scripting language.

### **Prerequisites:**

- Students should have a working knowledge of Macromedia Dreamweaver and Windows.
- Helpful: Access and SQL.

### **Topics Covered Include:**

- Setting up the Dreamweaver UltraDev development environment
- Publishing dynamically generated content
- Understanding server behaviors
- Building and navigating a multiple-row recordset
- Building a master-detail interface
- Building a search form with dynamic SQL
- Maintaining Data
- Setting up password and protection and security
- Managing sessions

### **Objectives**

Upon completion of this course, you should be able to:

- Use the Dreamweaver UltraDev development environment
- Create and manage a site using Dreamweaver UltraDev
- Establish a database connection from Dreamweaver UltraDev
- Build dynamic data pages from a database
- Create a simple server behavior to include reusable components
- Navigate through multiple result sets
- Build a master-detail interface using URL parameters
- Use Dreamweaver UltraDev to generate customized queries in SQL
- Populate and maintain a database using a live object
- Use the session object to manage statelessness
- Implement site security using four specialized Dreamweaver UltraDev server behaviors

## **WEB PAGE DEVELOPMENT WITH FRONTPAGE (BEGINNER)**

GSA Price: \$303.53

Length: 1 day(s)

A good HTML editor can make web site development faster and easier even without formal design training. FrontPage is the first WYSISWG (What you see is what you get) HTML editor that gives web authors incredible control of their code using the familiar Microsoft Office interface. This is the perfect seminar for someone who has familiarity with Office products, but is a beginner in web design.

### **Prerequisites:**

This seminar requires a practical knowledge of computers, Microsoft Office, and the Internet.

### **Topics Covered Include:**

- FrontPage toolbars
- HTML Basics - source code
- Using wizards for page creation
- Creating internal links
- Creating external links
- Creating navigation bar
- Formatting text - size, font, color
- Inserting graphics and files
- Creating tables
- Modifying tables

## **WEB PAGE DEVELOPMENT WITH FRONTPAGE (ADVANCED)**

GSA Price: \$607.07

Length: 2 day(s)

This seminar will expand participant's knowledge of FrontPage to a more advanced level. Participants will learn how to use FrontPage to facilitate web site development and implement advanced HTML, DHTML and Database Connectivity features.

### **Prerequisites:**

This seminar requires a practical knowledge of computers, Microsoft Office, beginning HTML and FrontPage.

### **Topics Covered Include:**

- Page Design
- Creating Frames
- Modifying Frames
- Creating Forms
- Adding Media
- Editing Style Sheets
- Creating Layers
- Creating and Using Image Maps
- Interactivity with Dynamic HTML
- Creating Rollovers
- Creating Animation
- Creating Style Sheets
- Creating Themes
- Database Connectivity

## **JBUILDER APPLICATION DEVELOPMENT**

GSA Price: \$2056.56

Length: 5 day(s)

Application Development is a five-day course designed to ensure that Java developers using JBuilder 5 have an understanding of, and can successfully use the features of, JBuilder 5 in developing data-aware applications. Concepts are taught through instructor led exercises and individual lab exercises, that build on each other to create a data-aware application. JBuilder concepts covered include IDE, projects, debugger, data model, data Modules, data-aware components, and the use of many wizards to simplify and decrease development time. Java concepts covered include language basics, objected oriented programming, event handling, exception handling, and introduction to JavaBeans, EJBs, Servlets, and CORBA. This course helps prepare students for the Borland Product Certified JBuilder 5 exam.

### **Prerequisites:**

A working knowledge of Windows or Linux and some experience in programming with Java. We encourage students to also have experience developing applications for one of the following SQL database servers: InterBase 4.x/5.x, Microsoft SQL Server, Sybase, Oracle, Informix, or an ODBC, supported server.

### **Topics Covered Include:**

- Introducing Java and JBuilder
- Working with Projects
- Working with Components in the User Interface Designer
- Layout Managers
- Component Sampler
- The Menu Designer
- Java Language Basics
- Objected-Oriented Programming in Java
- Advanced Object-Oriented Programming in Java
- Using JBuilder's DebuggerEvent Handling
- Exception Handling
- The JBuilder Data Model
- Database Tools
- Working with Data-Aware Controls
- Master-Detail Database Frames
- Manipulating QueryDataSets |
- DataModules

- Column Components
- Parameterized Queries and Delayed Fetching
- Stored Procedures
- Advanced Exception Handling
- JavaBeans and BeanExpress
- Enterprise JavaBeans Overview
- CORBA Basics
- Creating Reports with Java and HTML

Deploying Your Software

## **PROJECT MANAGEMENT FOUNDATIONS**

GSA Price: \$537.02

Length: 2 day(s)

The effective project manager must be able to develop strategies, work plans, estimates schedules and monitor progress against them in today's dynamic market. Simply planning a successful project is merely half the job: attentive tracking, status reporting and change management are all needed to ensure success. This 3-day workshop blends five modules from our Project Management curriculum. It provides practical tools and techniques for planning and managing the variables or constraints of project success, using content discussion, a series of exercises and a project simulation application. Participants gain classroom experience with today's best practices for structuring, estimating, scheduling and tracking projects, in order to bring them in on time, within budget and with high quality.

### **Prerequisites:**

### **Topics covered Include:**

#### **Introduction & Concepts Module**

- Definition of a Project; PMI & PMBOK Knowledge Areas:
- Historical Project Problems; The Project Variables
- Project Management Skills; Project Processes; Initial vs. Detailed Planning Process

#### **Organizing Module**

- Rapid Planning; Project Kick-Off; Team Organization, Roles & Responsibilities; Infrastructure
- The Project Office; Background Analysis; Project Requirements; Scope & Objectives
- Initial Project Forecasts; Cost/Benefits Analysis; Prioritization; Project Manager Activities
- Project Strategies; Lifecycles; Deliverables; Risk Management; The Project Charter.

#### **Structuring Module**

- Phase Initiation Process; Work Breakdown Structures; Decomposition and Templates;
- Identifying Work Packages; Phase Organization; Assigning resources to the tasks
- Delegation; Quality Assurance; and the Project Plan.

#### **Task Estimating Module**

- Determining the Estimating Approach; Definitions; Estimating Effort; Simple Estimating

- Delphi Estimating; Modified PERT Estimating; Statistical Processes; Conversion to Duration
- Documenting the Task Estimate; Contingency & Reserves Planning
- Estimating Project Management Effort;

### **Scheduling Module**

- Terminology and Graphical Techniques
- Network Diagrams & Critical Path Determination; Precedence Analysis
- Gantt Charts; Resource Leveling; Histograms
- Milestones & Baselines; Performing the Visibility Review;
- The Planning, Estimating and Scheduling Process Steps

### **Tracking & Controlling Module**

- The Tracking Information; Executing & Controlling Processes
- Tracking Methods Analysis & Guidelines; Earned Value
- Determining Status and Reforecasting the Project Schedule
- Project Reporting; Change Management
- Completing the Phase; Project Completion Criteria; Workshop to Workplace Transition.

### **Topics Covered Include:**

#### **Rapid Planning:**

- Organizing: Perform Rapid Planning: including identification of the project variables; definition of the project scope and preliminary requirements; early forecasts of effort, duration and staffing; cost/benefit analysis; team roles & responsibilities; risk management; project strategies and the creation of a project charter.

#### **Phase Planning:**

- Structuring: Identify and structure the tasks of a phase into work packages; organize the project team; apply resources to the plan; delegate tasks to the team members; build in Quality Assurance Reviews and create the Project Plan.
- Task Estimating: Improve task estimates by determining the appropriate estimating approach; estimating effort and duration; effectively document task assumptions; Padding vs. Contingency and estimating Project Management effort.
- Scheduling: Define the scheduling terminology; develop network diagrams; determine Critical Path and perform Precedence Analysis to reduce the overall project duration. Develop Gantt charts and perform resource leveling; identify milestones and establish the project baseline.

- **Tracking & Controlling:** Identify the minimum effort tracking mechanisms appropriate for the project; re-forecast the project schedule and update the project plan; determine the reporting processes; manage the change process and complete the phase and project.

### **JavaScript Programming**

GSA Price: \$607.07

Length: 2 day(s)

An easy to use programming language, JavaScript allows the web developer to easily add interactivity to web pages. JavaScripts can control HTML elements both before and after a page is rendered by the browser. JavaScript and DHTML can be used to accomplish what HTML can't: form validation, alter page content "on the fly", and customize content based on the user's browser, controlling cookies and much more. JavaScript is easy to use and implement.

#### **Prerequisites:**

This is a beginner to intermediate level course.

No prior programming experience is necessary other than HTML.

The student should have a working knowledge of HTML including forms, frames and tables and basic document structure.

#### **Topics Covered Include:**

- Programming Basics
- Variables and Operators
- Control Statements
- Functions and Objects
- The Window Object
- The Document Object
- Working with Forms Elements
- Validating Form Data
- Dates a Math
- An Introduction to Cross-Browser Compatibility

## **Dreamweaver MX 2004: Web Site Development**

**GSA Price:** \$910.60

**Length:** 3 day(s)

Macromedia Dreamweaver MX 2004: Website Development is a 3-day course that provides web designers with the knowledge and hands-on practice they need to build and manage professional websites using Dreamweaver MX 2004. Learn to build attractive, user-friendly websites including how to layout navigation, format text, add graphics and create hyperlinks.

### **Prerequisites:**

This course is for people new to web design and development and want to use Dreamweaver MX 2004 to build intuitive, attractive and accessible websites

Basic knowledge of Macromedia Dreamweaver and HTML is helpful.

### **Topics Covered Include:**

- Use the Dreamweaver User Interface effectively
- Create pages with well-structured HTML content
- Create hyperlinks between and within documents
- Add images and image maps to Web pages
- Create page designs and templates using tables
- Format page contents using Cascading Style Sheets
- Create HTML forms to prompt for user input
- Using templates and libraries
- Add behaviors for interactivity
- Test and deploy a Web site

## **Dreamweaver MX 2004: Dynamic Application Development**

**GSA Price:** \$910.60

**Length: 3 Day (s) course**

Macromedia Dreamweaver MX 2004: Dynamic Application Development provides students with no prior Dreamweaver experience the knowledge and hands-on practice they need to build a web application with Dreamweaver. This course focuses on teaching the fundamentals of the Dreamweaver interface, web programming languages, and databases to build a dynamic, data-driven application in ColdFusion, ASP, or PHP.

### **Prerequisites:**

This course is for people new to Dreamweaver (or who have used it only to build static web sites) who wish to learn to create data driven web applications.

### **Topics Covered Include:**

- Creating a site in Dreamweaver
- Dreamweaver interface overview
- Inserting and formatting page elements - text, tables and images
- Dynamic web site basics
- Understanding HTTP protocol
- Retrieving data using query strings
- Setting and retrieving cookies
- Sending email from a web form
- Client-side and server-side form validation
- Collecting, processing and displaying data
- Connecting to a database via the web
- Creating recordsets and displaying data
- Filtering and displaying database information
- Building a search interface
- Authenticating users
- Using forms to manage content securely
- Creating master-detail and update pages

## **Flash MX 2004: Rich Media Design**

**GSA Price:** \$607.07

**Length:** 2 Day (s) course

This course provides students with no prior Flash experience the knowledge and hands-on practice they need to create rich media containing animation, sound, and video.

### **Prerequisites:**

This course is for people new to Flash (or who have used it only to build applications) that want to use it to build rich media applications that effectively use animation, sound, and video.

Basic knowledge of basic graphic design is helpful.

### **Topics Covered Include:**

- Develop efficient, compact Macromedia Flash movies
- Use and Navigate the Flash MX 2004 Interface
- Create, import, and work with graphics
- Use color effectively
- Work with text
- Creating input, static and dynamic text fields
- Using text components in Flash
- Use layers and frames
- Use masks
- Create and use symbols, libraries, and instances
- Build frame-by-frame, motion, and shape animations
- Work with motion guides
- Create a navigational system
- Use the Movie Explorer
- Work with simple ActionScript commands
- Use components
- Add sounds and video to documents
- Publish Flash for use on the web and embed a Flash movie into an HTML page
- Implement basic principles of optimization and performance

### **Fast Track to ColdFusion MX**

**GSA Price:** \$910.60

**Length:** 3 day(s)

Fast Track to ColdFusion MX is a 3-day course that provides experienced Web developers with the knowledge and hands-on practice they need to start building and maintaining dynamic and interactive Web applications using ColdFusion MX.

**Prerequisites:**

A familiarity with Web terminology as well as the SQL command set is required.

**Topics Covered Include:**

- Setting up the ColdFusion development environment
- Using Dreamweaver MX
- Publishing dynamic data using ColdFusion tags
- Reusing common code
- Building forms with ColdFusion MX
- Building search interfaces
- Building data drill-down interfaces
- Accepting user information for updating and inserting data in databases
- Incorporating JavaScript to perform client side validation
- Securing web pages

## **Advanced ColdFusion MX Development**

GSA Price: \$910.60

Length: 3 day(s)

Advanced ColdFusion MX Development is a 3-day course that provides ColdFusion application developers with the knowledge and hands-on practice that they need to build, maintain, and scale effective web applications.

### **Prerequisites:**

Practical experience using CFML tags, functions, and variables as well as the SQL command set

### **Topics Covered Include:**

- Creating advanced queries
- Manipulating complex data in arrays and structures
- Persisting data in the application, session, and client scopes
- Building user-defined functions
- Structuring applications with ColdFusion components
- Reusing code with custom tags
- Graphing data
- Handling error
- Searching documents and record sets with Verity
- Exchanging data across the Internet with and Working with XML documents
- Exposing and reusing application functionality as web services

## **Macromedia Flash MX 2004: Application Development**

GSA Price: \$952.64

Length: 3 day(s)

Macromedia Flash MX 2004: Application Development provides students with no prior Flash or programming experience the knowledge and hands-on practice they need to build a rich Internet application with Flash. This course focuses on using screens, built-in components, behaviors, and data binding to quickly get students proficient in building Flash applications. The course also introduces the ActionScript language and teaches students fundamental programming constructs including conditional logic and functions.

### **Prerequisites:**

This course is for people without prior programming skills that are new to Flash (or who have used it only to create rich media) and want to use it to create applications and/or learn ActionScript.

Basic web development experience is needed.

### **Topics Covered Include:**

- Introducing the Course
- Introducing the Course
- Architecting with Screens
- Adding and Organizing Content
- Connecting to External Data
- Building a Simple Rich Internet Application
- Introducing ActionScript
- Manipulating Components with ActionScript
- Controlling Application Flow
- Implementing Drag and Drop on MovieClips
- Using Built-In Classes
- Reusing Code with Functions
- Building a Navigation System
- Submitting User Data Using Forms

## **Macromedia Flash MX 2004: Advanced Application Development**

GSA Price: \$952.64

Length: 3 day(s)

Macromedia Flash MX 2004: Advanced Application Development provides students who have prior Flash experience the knowledge and hands-on practice they need to build a dynamic rich Internet application with Flash. This course focuses on using classes, complex data structures, built-in components, web services, and Flash Remoting to quickly get students proficient in building dynamic Flash applications. The course also compares and contrasts Timeline development with class based development and teaches students best practices.

### **Prerequisites:**

This course is for people with some prior ActionScript programming skills and want to use it to create dynamic applications and/or learn advanced concepts in ActionScript. Students who have taken the Macromedia Flash MX 2004: Application Development are perfectly suited to take this course.

### **Topics Covered Include:**

- Introducing the Course
- Reviewing ActionScript Basics
- Creating Custom Classes
- Building Arrays
- Manipulating Flash UI Components
- Using Web Services
- Using Flash Remoting
- Linking a Class to a Visual Object
- Persisting Data on the Client and Server

## **Macromedia Flash MX 2004: Application Development for Programmers**

GSA Price: \$1307.53

Length: 4 day(s)

Macromedia Flash MX 2004: Application Development for Programmers provides students who have prior Flash experience the knowledge and hands-on practice they need to build a dynamic rich Internet application with Flash. This course focuses on using screens, built-in components, behaviors, and data binding to quickly get students proficient in building Flash applications. The course also introduces the ActionScript language and teaches students fundamental programming constructs including conditional logic and functions, complex data structures, built-in components, web services, and Flash Remoting to quickly get students proficient in building dynamic Flash applications. The course also compares and contrasts Timeline development with class based development and teaches students best practices.

### **Prerequisites:**

This course is for experienced programmers who are new to Flash and want to learn to create applications with Flash. To gain the most from this class, you should already have: Experience creating data-base driven web applications Knowledge of basic programming constructs including loops, functions, arrays, objects, and classes. If you are a ColdFusion programmer, equivalent knowledge from the Fast Track to ColdFusion MX and Advanced ColdFusion MX Development courses, including experience developing with ColdFusion components

### **Topics Covered Include:**

- Learning the Flash Interface
- Learning ActionScript Fundamental
- Learning the Flash Player Object Model
- Creating Button and MovieClip Objects
- Creating Classes
- Creating Components
- Building Applications with Screens
- Using the Flash Application Framework
- Learning the UI Component Framework
- Using UI Component APIs
- Creating Visual Objects Dynamically
- Retrieving Data from XML Files
- Consuming Web Services
- Accessing Remote Services using Flash Remoting
- Using the DataGrid Component

- Persisting Data on the Client

### **RoboHelp HTML based Help**

GSA Price: \$910.60

Length: 3 day(s)

This 3-day instructor-led training course covers the strategies and development process of designing a Help system. You will be introduced to the RoboHelp Office environment and create actual HTML-based Help projects, including creating context-sensitive WebHelp. You will also explore the single-sourcing capability of RoboHelp by generating cross-platform WebHelp, HTML Help and creating printed documentation.

#### **Prerequisites:**

Basic knowledge of HTML

#### **Topics Covered Include:**

- Technology Overview
- Planning a Help System
- Starting a New Project
- Working With Files and Folders
- Working with Styles
- Creating Basic Links
- Adding a Table of Contents
- Generating HTML Help Layout
- Adding Media
- Creating an Index
- Project Review and Distributions
- Generating Printed Documentation
- Updating a WebHelp Project
- Customizing Your WebHelp Project
- Adding Navigation
- Adding Bookmarks and an Image Map Hotspot
- Finishing Touches
- Using Conditional Build Tags
- Distributing Cross-Platform Help Projects
- Creating Context-Sensitive WebHelp
- Working With RoboHelp Office Pro
- Updating an Online Information Project
- Adding Effects
- Creating Browse sequences

- Working with Version Control

### **Basic/Intermediate RoboDemo**

GSA Price: \$350.23

Length: 1 day(s)

This 1-day instructor-led training course covers the basics of RoboDemo, and the development process of designing software simulations. You will be introduced to the RoboDemo authoring environment and create actual interactive Flash simulations. You will learn how to control the timing of your movies so that your users really feel like they are interacting with a live application. You will also explore the branching, scoring, and other interactive capabilities built into RoboDemo.

#### **Prerequisites:**

Basic understanding of computers

#### **Topics Covered Include:**

- Planning a RoboDemo Movie
- Manually Recording a Simulation
- Working with Captions
- Working With Images and Objects
- AutoRecording Simulations
- Adding Basic Interactivity
- Adding Rollovers
- Adding Advanced Interactivity
- Adding Quiz Frames
- Adding Animation
- Adding Audio
- Importing Additional Content
- Exporting Your Movies
- Creating Hyperlink

## **Beginner Active Server Pages (ASP) 2.0**

GSA Price: \$910.60

Length: 2 Days

In this class, students will learn the benefits of using ASP technology to create dynamic, data-driven Web sites. The course introduces the ASP Object Model, several built-in ASP Components, Scripting Objects, and the ActiveX Data Objects (ADO) Model. Students will learn how to create dynamic, database-driven Web sites. Hands-on tasks follow programming concepts, so that student can immediately implement what they learn. The target student for this class includes those needing to transform their static HTML-only Web sites into a dynamic, data-driven Web site that accesses databases, uses Com Components, dynamically serves information from a variety of sources, and much more.

### **Prerequisites:**

A basic understanding of HTML Programming, JavaScript or VBScript, SQL Fundamentals of Querying.

### **Topics Covered Include:**

- Introduction to ASP
- Server-side Includes
- The Response Object
- The Request Object
- Cookies
- ASP Components, Part 1
- ASP Components, Part 2
- Applications, Sessions, and the Global.asa
- Scripting Objects
- ASP and the ADO Model
- Viewing Database Records
- Stored Procedures and Parameters
- Advanced Record set Techniques

### **Word Introduction (1 day)**

GSA Price: \$115.88

Length: 1 Day (s) course

This course will provide the student with the knowledge to perform numerous tasks in MS Word on an introductory level.

#### **Prerequisites:**

Basic computer skills are required.

#### **Topics Covered Include:**

- Creating a document
- Changing the look of your document
- Presenting Information in tables and columns
- Proofreading and printing a document
- Using Word Timesavers
- Formatting Paragraphs

## **Word Intermediate**

GSA Price: \$115.88

Length: 1 Day (s) course

This course will provide the student with the knowledge to perform various word processing tasks in MS Word on an intermediate level.

### **Prerequisites:**

A working knowledge of basic computer and MS Word skills is required.

### **Topics Covered Include:**

- Creating and Modifying Templates
- Managing Tables and Table Data in Documents
- Adding Graphics
- Creating a Newsletter
- Sending Form Letters
- Building a Web Page
- Managing Document Changes

## **Excel Introduction**

GSA Price: \$115.88

Length: 1 Day (s) course

This course will provide the student with the knowledge to various tasks in Excel on an introductory level.

### **Prerequisites:**

Basic computer skills are required.

### **Topics Covered Include:**

- Getting to know Excel
- Making changes to your workbook
- Performing Calculations on data
- Focusing on specific data using filters
- Working with Multiple Worksheets
- Creating and Modifying Charts
- Setting Page Display and Printing Options

## **Excel Intermediate**

GSA Price: \$115.88

Length: 1 Day (s) course

This course will provide the student with the knowledge to perform various tasks in Excel on an intermediate level.

### **Prerequisites:**

A working knowledge of basic computer and Excel skills is required.

### **Topics Covered Include:**

- Working with Templates
- Sorting and Filtering Data
- Importing and Exporting Data
- Working with Advanced formulas
- Analyzing Data
- Collaborating

## **PowerPoint Introduction**

GSA Price: \$115.88

Length: 1 Day (s) course

This course will provide the student with the knowledge to various numerous tasks in PowerPoint on an introductory level.

### **Prerequisites:**

Basic computer skills are required.

### **Topics Covered Include:**

- Creating a presentation
- Working with a presentation
- Adding and modifying slide text
- Printing a presentation
- Creating Charts
- Working with Templates and the Slide Master
- Handling Slide Shows and Output
- Preparing Presentations for the Web

## **PowerPoint Intermediate**

GSA Price: \$115.88

Length: 1 Day (s) course

This course will provide the student with the knowledge to various tasks in PowerPoint on an intermediate level.

### **Prerequisites:**

A working knowledge of basic computer and PowerPoint skills is required.

### **Topics Covered Include:**

- Creating a Custom Design Template
- Building Presentations for the Web
- Designing Presentations with Special Effects
- Delivering a Presentation
- Reviewing and Broadcasting Presentations

## **Introduction to Website Design**

GSA Price: \$607.07

Length: 2 day(s)

This hands-on course provides the basic information needed to create an effective web site. The foundation of all website development is an understanding of HTML. This course will prepare students to create and maintain basic web pages. Students learn techniques for site layout, color selection, graphics preparation, template use and other best practices. Various tools for web site layout and graphic preparation are reviewed. Student will gain a solid knowledge of HTML theory as well as an understanding of real world use. Knowledge and use of HTML code will be emphasized.

### **Prerequisites:**

This is an entry level course.

A working knowledge of computer and their use is required.

### **Topics Covered Include:**

- Print design vs. web design
- Planning a site structure
- Introduction to Markup Languages
- HTML structure
- Setting page, text and link color
- Special characters
- Choosing safe colors for the web
- Defining lines and paragraphs
- Creating lists
- Graphic file types
- Inserting images and alternate labels
- Wrapping text around images
- Creating links - hypertext, images and email
- Using tables and frames
- Borders and rules
- Creating forms
- Stylesheets and DHTML
- Designing for reuse with CSS

- File size and download speeds
- Search engines and listing your site
- Publishing/Uploading your site
- Creating an interactive site
- Design and publishing guidelines
- Browser issues
- Search engines and listing your site

## **Developing ASP.NET Applications with Dreamweaver MX**

GSA Price: \$607.07

Length: 2 day(s)

This course introduces experienced Dreamweaver HTML developers to ASP.NET applications using C# as the underlying programming language. In this 2-day course, you will learn to use the powerful code generation tools in Dreamweaver MX to create a dynamic data-driven ASP.NET application.

### **Prerequisites:**

Familiarity with the Windows operating system and web terminology.  
Familiarity with the SQL command set, including SELECT, INSERT, and UPDATE  
Completion of the Fast Track to Dreamweaver MX course or equivalent experience.

### **Topics Covered Include:**

- Advantages of dynamic web pages
- Working with ASP.NET
- Exploring Dreamweaver MX
- Creating a site
- Creating a web page
- Connecting to a database
- Querying a database
- Displaying and formatting a query
- Reusing content
- Creating templates
- Separating application logic from HTML
- Creating a search form
- Data drill downs
- Creating a next-n interface
- Understanding forms

- Creating an insert form
- Validation
- Creating an update form
- Creating HTML form controls
- Creating ASP.NET form controls
- Implementing security
- Testing and maintaining your site
- Connecting to a remote site

## **eLearning Courseware Development with Flash and Dreamweaver Coursebuilder**

GSA Price: \$910.60

Length: 3 day(s)

Learn to create customized online learning courseware using two of the leading eLearning software packages. Discover how to use both Flash and Coursebuilder to simplify the creation of online content including multiple-choice, fill in the blank, and drag and drop learning interactions.

### **Prerequisites:**

Basic knowledge of Macromedia Flash and Dreamweaver.

### **Topics Covered Include:**

- Introduction to Macromedia eLearning solutions
- Choosing the solution that's right for you
- Macromedia extensions - working with AICC compliant LMS and ASP middleware

### **Flash**

- Working with Smart Clip learning interactions
- Navigation
- Assembling quiz framework
- Randomizing and selecting from questions pool
- Knowledge tracking using UltraDev

### **Dreamweaver**

- Coursebuilder learning interactions
- Using Action Manager
- Setting time limits and user options
- Defining feedback

- Extending Dreamweaver using XML
- Knowledge tracking using UltraDev

### **Developing Microsoft ASP.NET Web Applications Using Visual Studio .NET**

GSA Price: \$1517.67

Length: 5 day(s)

This five-day course is designed to teach beginner Web Developers and Microsoft Visual Basic programmers the fundamentals of Web Applications development using Visual Basic.NET and ASP.NET. In this course, developers will learn to create and deploy dynamic content via the web including the use of web forms, server controls and components. This is Microsoft course number 2310.

#### **Prerequisites:**

Before attending this course, it is suggested that students have experience using HTML or DHTML. It is also recommended that the student have basic programming experience including use of variables, loops and conditional statements.

#### **Topics Covered Include:**

- Explain the Microsoft .NET Framework and ASP.NET
- Create a component in Visual Basic .NET or C#.
- Create an ASP.NET Web application project by using Visual Studio .NET.
- Add server controls to an ASP.NET Web Form.
- Create and populate ASP.NET Web Forms.
- Add functionality to server controls that are on an ASP.NET Web Form.
- Use the Trace and Debug objects that are provided with Visual Studio .NET.
- Use validation controls to validate user input.
- Create a user control.
- Access data by using the built-in data access tools that are available in Visual Studio .NET.
- Use Microsoft ADO.NET to access data in an ASP.NET Web application.
- Accomplish complex data access tasks from an ASP.NET Web application.
- Access Extensible Markup Language (XML) data and read it into a DataSet.
- Call an XML Web service from an ASP.NET Web application and incorporate the returned data into Web application.
- Store application and session data by using a variety of methods.
- Configure and deploy an ASP.NET Web application.
- Secure an ASP.NET Web application by using a variety of technologies.

## **Upgrading Web Development Skills from ASP to Microsoft ASP .NET**

GSA Price: \$1116.08

Length: 3 day(s)

This three-day, instructor-led course provides students with the knowledge and skills that are needed to successfully upgrade their existing Active Server Pages (ASP) skills, as well as upgrading their Web applications, to Microsoft ASP.NET. This course also explains the new features of ASP.NET that can then be leveraged to improve an existing Web application.

### **Prerequisites:**

This course is designed for Web Developers experienced in using ASP to develop web applications. It is recommended that students have experience using a scripting language and a familiarity with Microsoft.NET based programming language.

### **Topics Covered Include:**

- Describe the key differences between ASP and ASP.NET.
- Create an ASP.NET Web application by using Microsoft Visual Studio.NET.
- Create an ASP.NET Web Application UI.
- Use the trace feature of ASP.NET to obtain information about executed requests.
- Use the Visual Studio .NET debugger to debug ASP.NET Web applications.
- Access databases in an ASP.NET Web application by using Microsoft ADO.NET.
- Create and call a COM object from an ASP.NET Web page.
- Explain how XML Web services is beneficial to distributed Internet computing.
- Create an XML Web service by using Visual Studio .NET.
- Create client code that can create and call a remote XML Web service.
- List server and client-side state management techniques and explain how ASP.NET improves state management.
- Use the ASP.NET Application object to track data that is associated with an ASP.NET Web application.
- Use the ASP.NET Session object to track data that is associated with an individual user session.
- Use the ASP.NET HttpCookie object to store client-side data.
- Explain what approach would be the best for migrating a ASP Web application to ASP.NET, given specific ASP Web application scenario.
- Implement Forms-based authentication in an ASP.NET Web application.

- Prepare an ASP.NET Web application for deployment.

### **Introduction to C# Programming with Microsoft .NET**

GSA Price: \$1863.24

Length: 5 day(s)

This five-day course is designed for less experienced programmers to learn the fundamentals of object-oriented programming and programming for the Web. In this five-day course, developers will learn to build highly functional Web and Windows solutions and Web Services by using Microsoft Visual C# .NET and the Microsoft .NET Framework.

#### **Prerequisites:**

It is recommended that students have an understanding of the basics of structured programming, including concepts such as flow control, variables and parameters, and function calls. It is recommended that students have at least three months experience developing applications in either a graphical or non-graphical environment, or equivalent knowledge.

#### **Topics Covered Include:**

- Explain the .NET platform.
- Configure and use Visual Studio .NET.
- Program with C#.
- Implement methods.
- Implement encapsulation, inheritance, and polymorphism in C#.
- Use C# within the .NET Framework.
- Use Microsoft ADO.NET to access and manipulate data in a database.
- Create feature-rich Windows-based applications.
- Create a Web application by using Web Forms.
- Use XML Web services in a C# application.
- Experiment with more advanced features of C#.

## **Introduction to Microsoft .NET Development**

GSA Price: \$793.86

Length: 2 day(s)

This two-day instructor-led seminar provides students with an introduction to the technologies that comprise the Microsoft .NET strategy. This course is a high-level overview of multiple aspects of .NET, and is intended as a starting point for developers and business decision-makers to evaluate Microsoft .NET tools and technologies. As an introductory seminar, it provides pointers to training courses and other resources that give more detail on specific topics.

### **Prerequisites:**

It is recommended that students attending this course are familiar with Microsoft development technologies such as windows forms and ASP. Basic programming experience is also recommended.

### **Topics Covered Include:**

- Create a simple .NET solution by using Microsoft Visual.NET, Microsoft Visual C++ .NET, and Microsoft Visual Basic.NET.
- Use Microsoft Visual Studio .NET.
- Build simple ASP.NET applications.
- Access data in a variety of formats.
- Apply object-oriented programming concepts.
- Create a simple .NET application based on the Microsoft Windows application template.
- Use the Extensible Markup Language (XML).
- Create an XML Web service.
- Build scalable and reliable applications.
- Apply core security concepts in the .NET Framework 1.1.
- Use the lifecycle tools included in Visual Studio .NET.
- Configure and deploy an application built on the .NET Framework 1.1.
- Interoperate with existing applications.
- Migrate existing applications to the .NET Framework 1.1.

- Build applications for mobile devices.
- Develop applications for Windows Server 2003.

### **Programming with XML in the Microsoft .NET Framework**

GSA Price: \$1190.79

Length: 3 day(s)

This three-day instructor-led his course teaches developers how to program with XML in the Microsoft NET Framework in order to build Microsoft Windows or Web-based integrated applications that are easier to build, scalable, and flexible.

#### **Prerequisites:**

Before attending this course, it is recommended that students have experience with programming languages (such as C#) and the Microsoft Visual Studio .NET developer environment. It is also recommended that students have experience building applications using the Extensible Stylesheet Language for Transformation (XSLT), XML Path Language (XPath), and XML schemas.

#### **Topics Covered Include:**

- Explain how XML is integrated into the .NET Framework and the classes associated with XML in the .NET Framework.
- Parse and read XML in the .NET Framework.
- Write and validate an XML document.
- Manipulate cached XML documents in memory.
- Query XML documents.
- Transform XML documents.
- Create new XML schemas programmatically.

## **Fast Track to Java Server Pages**

GSA Price: \$910.60

Length: 3 day(s)

Our FastTrack to Java Server Pages class is geared towards developers and programmers who wish to learn a new approach to developing applications for the web in a rapid environment using Java Technology.

### **Prerequisites:**

A background in programming web applications using HTML, ASP, ColdFusion, XML or Java. Understanding of Object Oriented concepts and SQL.

### **Topics Covered Include:**

- Attack Methods
- Web Browser and Server Communication
- Overview of Servlets and JavaServer Pages
- Concept of a Servlet
- Handling Client Request Form Data, HTTP Request Headers
- Servlet Equivalent of the Standard CGI
- Variables.
- Generating Server Responses: HTTP Status Codes, HTTP Response Headers
- Concept of an Applet
- Using Applets as Servlet Front Ends.
- Cookies Handling and Session Tracking
- JSP Scripting Syntax and Language Elements
- Developing a Basic JavaServer Page
- Java Server Pages Directives
- Including Files, Applets and JavaBeans in Java Server Pages
- Handling Exceptions
- Creating Custom JSP Tag Libraries
- Forwarding Requests from JSP

- Steps in using JDBC
- Database Connection Pooling

### **Introduction to XML Programming**

GSA Price: \$607.02

Length: 2 day(s)

In this class students will begin to understand the role of XML applications. XML provides a flexible markup language for extending tomorrow's web applications. Although it has been argued that XML will render existing web technologies obsolete, the understanding of how this new language relates to HTML and traditional databases is essential to the future of the Internet. Students learn how to structure and display simple XML documents with the use of DTD's, XSL, and CSS. Students will add interactivity to their XML applications with JavaScript. Upon the completion of this course students will understand how XML can be used to extend the publishing capabilities of the web for documents, e-commerce and databases.

#### **Prerequisites:**

This is an intermediate to advanced level course. It requires a practical knowledge of computers, HTML and the Internet. Although not required, a basic understanding of CSS and JavaScript helps.

#### **Topics Covered Include:**

- XML basic concepts
- XML Applications
- XML Syntax
- Creating simple XML documents
- Creating DTD's
- Presenting XML with CSS and ADO
- XML Document Objects Model
- Presenting XML using XSL
- XML Conditionals
- Wrapping it all together with HTML and JavaScript

## **MS Project 2000 (Fast Track)**

GSA Price: \$607.02

Length: 2 day(s)

This 2-day seminar covers basic concepts through advanced topics. It moves quickly and is best suited for persons already familiar with Project.

### **Prerequisites:**

Familiarity with the use of Microsoft Office applications running under Microsoft Windows.

### **Topics Covered Include:**

#### **Project Scheduling Review**

- Customizing the Microsoft Windows Environment
- Opening Microsoft Project and Customizing the User Interface
- Starting a New Project
- Durations and the Time Scale
- Outlining a Project
- Linking Tasks
- Lags and Date Constraints
- Working with Project Tasks
- The Critical Path
- Filters
- Sorting and Grouping
- Customizing Fields
- The Organizer
- Other Views and Display Options
- Adding Graphics and Multimedia Objects to the Gantt Area
- Formatting for Printing

#### **Working with Resources**

- The Resource Sheet
- Assigning Single Resources to Tasks
- Assigning Multiple Resources to Tasks
- Working with Calendars
- Special Tools for Resource Assignment and Cost Estimating
- Managing Resource Workloads

- Resource Leveling

### **Introduction to Network Assurance**

GSA Price: \$1400.93

Length: 3 day(s)

Due to the numerous problems with hackers at the major businesses and industrial sites, information assurance has become a major concern to companies and their networks. This security assurance course geared towards network administrators, technical staff and managers will help to prepare the student to better protect company assets and if not eliminate, reduce vulnerability to hackers and intruders.

#### **Prerequisites:**

A good understanding of networking infrastructure and the fundamentals of TCP/IP networking will be helpful.

#### **Topics Covered Include:**

- Attack Methods
- PKI in the Enterprise
- Security Assessments
- Security Implementation Policy
- Firewall Architecture
- Authentication
- Router Configurations
- VPN Configurations
- Intrusion Detection
- Incidence Response Team
- Firewall Configurations
- Vulnerability Assessments and Audits
- Network Security Evolution
- References, books and Sites

## **Project Management Overview**

GSA Price: \$700.46

Length: 2 day(s)

In an era of increased emphasis on Management By Projects, few organizations are fully realizing the benefits possible. Management opportunity is to build a climate that supports project practices: improved estimates, accelerated delivery, project partnerships, and an emphasis on quality, alternatives analysis, and two-way communication. Then the management team must support that climate with consistent methods and improved tools for project estimating and project management. This Executive Overview provides key managers and executives with a better understanding of the steps they can take to improve their organization's project management. It identifies the information they should expect from their project leaders in order to improve project return-on-investment, and describes the items crucial for ongoing continuous improvement.

### **Prerequisites:**

This workshop is for anyone who spends time on projects which require up to 400 work-hours of effort spanning a duration of up to three months. The typical attendee usually works by themselves, has a considerable amount of work, and frequently requires the assistance of others within the organization to accomplish key portions of the work. The intended audience is key managers and executives (including customer management) who direct the efforts of project leaders and teams. We tailor the level of the information and duration to the level of management involved.

### **Topics Covered Include:**

- Discuss the problems facing today's projects, and the actions a manager can take to improve the project environment.
  
- Identify the variables or constraints that the manager monitors in order to determine his or her staff's chances of project success.
  
- Discuss the tools and techniques that the skilled project leader uses, and identify the benefits of consistent use of those techniques. Identify the key questions a manager asks, in order to assure that proper project management techniques are being used.

- Discuss the impact a manager has on the development of project leaders, and the climate the ideal project operates within

### **Project Management Principles**

GSA Price: \$1050.69

Length: 3 day(s)

The effective project manager must be able to develop strategies, work plans, estimates and schedules and monitor progress against them in today's dynamic market. Simply planning a successful project is merely half the job: attentive tracking, status reporting and change management are all needed to ensure success. This 3-day workshop blends five modules from our Project Management curriculum. It provides practical tools and techniques for planning and managing the variables or constraints of project success, using content discussion, a series of exercises and a project simulation application. Participants gain classroom experience with today's best practices for structuring, estimating, scheduling and tracking projects, in order to bring them in on time, within budget and with high quality.

#### **Prerequisites:**

#### **Topics covered Include:**

##### **Introduction & Concepts Module**

- Definition of a Project; PMI & PMBOK Knowledge Areas:
- Historical Project Problems; The Project Variables
- Project Management Skills; Project Processes; Initial vs. Detailed Planning Process

##### **Organizing Module**

- Rapid Planning; Project Kick-Off; Team Organization, Roles & Responsibilities; Infrastructure
- The Project Office; Background Analysis; Project Requirements; Scope & Objectives
- Initial Project Forecasts; Cost/Benefits Analysis; Prioritization; Project Manager Activities
- Project Strategies; Lifecycles; Deliverables; Risk Management; The Project Charter.

##### **Structuring Module**

- Phase Initiation Process; Work Breakdown Structures; Decomposition and Templates;
- Identifying Work Packages; Phase Organization; Assigning resources to the tasks
- Delegation; Quality Assurance; and the Project Plan.

### **Task Estimating Module**

- Determining the Estimating Approach; Definitions; Estimating Effort; Simple Estimating
- Delphi Estimating; Modified PERT Estimating; Statistical Processes; Conversion to Duration
- Documenting the Task Estimate; Contingency & Reserves Planning
- Estimating Project Management Effort;

### **Scheduling Module**

- Terminology and Graphical Techniques
- Network Diagrams & Critical Path Determination; Precedence Analysis
- Gantt Charts; Resource Leveling; Histograms
- Milestones & Baselines; Performing the Visibility Review;
- The Planning, Estimating and Scheduling Process Steps

### **Tracking & Controlling Module**

- The Tracking Information; Executing & Controlling Processes
- Tracking Methods Analysis & Guidelines; Earned Value
- Determining Status and Reforecasting the Project Schedule
- Project Reporting; Change Management
- Completing the Phase; Project Completion Criteria; Workshop to Workplace Transition.

### **Topics Covered Include:**

#### **Rapid Planning:**

Organizing: Perform Rapid Planning: including identification of the project variables; definition of the project scope and preliminary requirements; early forecasts of effort, duration and staffing; cost/benefit analysis; team roles & responsibilities; risk management; project strategies and the creation of a project charter.

#### **Phase Planning:**

**Structuring:** Identify and structure the tasks of a phase into work packages; organize the project team; apply resources to the plan; delegate tasks to the team members; build in Quality Assurance Reviews and create the Project Plan.

**Task Estimating:** Improve task estimates by determining the appropriate estimating approach; estimating effort and duration; effectively document task assumptions;  
Padding vs. Contingency and estimating Project Management effort.

**Scheduling:** Define the scheduling terminology; develop network diagrams; determine Critical Path and perform Precedence Analysis to reduce the overall project duration. Develop Gantt charts and perform resource leveling; identify milestones and establish the project baseline.

**Tracking & Controlling:** Identify the minimum effort tracking mechanisms appropriate for the project; re-forecast the project schedule and update the project plan; determine the reporting processes; manage the change process and complete the phase and project.

## **Advanced Project Management Concepts**

GSA Price: \$700.46

Length: 2 day(s)

### **Earned Value Analysis**

Historical project tracking methods monitor what has happened in the past. This is equivalent to driving a car while looking backwards! Effective Project Managers, use the past to predict the future and propose Gap-closing solutions before the project gets out of control. While EVA has existed since the 1960 on military projects (C/SCSC) the concepts are being adapted to a variety of industries. This module describes the EVA concepts, terminology, calculations and graphical processes that can be used effectively in less-rigorous projects. The goals of Earned Value Analysis are to quantitatively measure actual achievements against a detailed performance plan and to be able to reliably predict the final costs and schedule for the project.

### **Risk Management**

In our rapidly changing business environment, the unpredictable has become the expected. Too many projects fail when high-risk factors cannot be identified and controlled early in the project life-cycle. This module describes methods for the identification, prioritization, assessment, monitoring, reporting and control of risk throughout the project. The goals of risk management are to identify project risks and develop strategies which either significantly reduce them or take steps to avoid them altogether.

### **Prerequisites:**

This workshop is targeted for project, program, technical, managers and others involved with tracking and monitoring projects. It is also useful for those who need to support Project Managers in the use of EVA techniques. This workshop is also for those involved with the assessment and management of risks in their projects.

### **Topics Covered Include:**

- Understand the Who, What and Why of Earned Value
- Understand the Earned Value Analysis Terminology and Process
- Determine the appropriate Data Sources for EVA tracking and reporting
- Measure Earned Value
- Determine their organization ability to use EVA tracking (prerequisites)
- Identify and describe the essential processes of risk management
- Define the methods to identify and categorize risk and to assess the significance of these risks to the project
- Determine methods for prioritizing risks: Risk Weighting, Risk Registers, Risk Matrix, Decision trees

- Determine the appropriate response in order to either reduce or mitigate the risk
- Plan for Contingencies
- Document and manage risks throughout a project.

**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 and Special Item Number 132-52 apply exclusively to IT 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

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established

Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

#### 6. INSPECTION OF SERVICES

The Inspection of Services-Fixed Price (AUG 1996) (Deviation – 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 (JAN 1986) (Deviation – 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 – May 2003) 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 Services.

9. INDEPENDENT CONTRACTOR

All IT 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 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) 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 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract.

## 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

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

16. DESCRIPTION OF IT SERVICES AND PRICING

**Commercial Job Title: Senior Program Director**

**Minimum/General Experience:** 12 years of IT or Management experience

**Functional Responsibility:** Manages very large and complex programs and projects, involving large budget, enterprise, multi-agency or multi-organization coordination. Possesses and demonstrates advanced knowledge of Project Management areas, such as, Project frameworks, budgeting and estimating, strategic planning, lifecycle selection, portfolio management, enterprise resource management, PMO establishment, contractor management, mentoring and instruction. Able to coordinate and facilitate meetings and strategy planning sessions involving senior and executive management. Supervises project managers and develops integrated program reports suitable for senior and executive management review. Develops project management curriculums and mentors stakeholders and managers. Implements and manages enterprise project schedules using a variety of COTS tools, such as, Primavera and MS-Project. Possesses Project Management Professional, equivalent certification or training in Project Management.

**Minimum Education:** Masters Degree in Computer Science, MIS or Management, PMP or equivalent

**Hourly Rate:** \$186.84

**Commercial Job Title: Principal Engineer**

**Minimum/General Experience:** 10 years of IT experience

**Functional Responsibility:** Provides technical management of software development process. Interprets business requirements and creates system architectures models for client/server web or N-Tier environments. Supervisor of technical design teams and uses a variety of case tools and Integrated Development environment to promote efficiency. Supports the Project Manager with activities definition, technical planning and end user meetings. Mentor team members. Has developed complex reusable module and codes

**Minimum Education:** Bachelor's Degree in Computer Science, MIS or Management or equivalent.

**Hourly Rate:** \$130.71

**Commercial Job Title: Project Manager**

**Minimum/General Experience:** 10 years of IT experience required

**Functional Responsibility:** Develops and manages project plans, schedules and status reports. Ensures the works is done in a timely manner with high quality. Consults with customers, users and leads integrated product teams. Supervises team members on a daily basis and reviews team status report.

**Minimum Education:** Bachelor's Degree in Management or equivalent

**Hourly Rate:** \$112.06

**Commercial Job Title: Project Administrator**

**Minimum/General Experience:** 4 years of IT experience

**Functional Responsibility:** Monitors work in progress with Project Manager throughout the project management lifecycle. Monitors project team activities to ensure project objectives are met within established time frames and budgets. Follow up on deliverables and deliverable dates. Track deliverables and slippages and inform the Project Manager, Sponsor, Lead and/or Director of the status of all project activities. Maintain, monitor, and revise project schedules, document all aspects of assigned projects.

**Minimum Education:** Bachelor's Degree in Computer Science or MIS or Management or equivalent.

**Hourly Rate:** \$93.42

**Commercial Job Title: Technical Manager**

**Minimum/General Experience:** 10 years of IT experience required.

**Functional Responsibility:** Develops and formulates solutions to Information Technology problems. Supports project managers in requirements engineering, scope definition, technical approach, and software development plans. Supervises and mentors teams of programmers and analysts. Has responsibility for completion of technical tasks in a timely fashion with desired quality and monitoring the work of others. Supports the Project Manager in schedule development, task identification and reporting as required. Responsible for task, resource and skill identification and estimates of effort. Has advanced knowledge of software development lifecycles, object oriented architecture, Java, C++, or XML programming, e-Commerce and process frameworks, such as, CMM, ISO or PMBOK. Models and design advanced integrated architectures using Case Tools, such as, Rational Rose, Erwin in n-Tier, Legacy or Client/server environments.

**Minimum Education:** Masters Degree in Computer Science, Management or equivalent.

**Hourly Rate:** \$112.06

**Commercial Job Title: Technical Lead**

**Minimum/General Experience:** 8 years of IT experience

**Functional Responsibility:** Responsible for defining the technical approach and development strategy for technology projects. Meets with end users and developers to capture requirements and define the scope of projects. Prepares requirements and design specification documentation. Recommend development strategies which take into account the requirements, operating system, hardware and software constraints. Program in a variety of languages, VisualBasic, Java, C++. Advanced knowledge and use of Case Tools, e-Business, Software Architectures, Quality Assurance and Project LifeCycles. Provides technical guidance and support to team members.

**Minimum Education:** Bachelors Degree in Computer Science, MIS, or equivalent

**Hourly Rate:** \$102.69

**Commercial Job Title: Senior Web Developer**

**Minimum/General Experience:** Minimum 7 years of demonstrated IT experience performing requirements analysis, web design and development

**Functional Responsibility:** Conducts facilitated requirements and design meetings with clients and end users. Documents requirements and design in product requirements documents based upon CMM or other applicable software engineering process standards. Uses web design tools to create sophisticated user interface design and navigation. Able to guide the coding activities of junior staff and to complete tasks in a timely manner. Develops Web pages using tools, such as, Photoshop, Fireworks, Flash, Dreamweaver and FrontPage. Programs complex logic using web development languages, such as, XML, DHTML, JavaScript, ColdFusion, and Java. Use Erwin or other database modeling tools to create and manage Oracle, MS-SQL Server or other databases.

**Minimum Education:** Bachelor's Degree in Computer Science, MIS or equivalent.

**Hourly Rate:** \$93.42

**Commercial Job Title: Web Developer**

**Minimum/General Experience:** Minimum 4 years of demonstrated IT experience performing analysis, design and programming

**Functional Responsibility:** Gathers and analyzes requirements, creates web design specification, user interface design, and navigational flow. Uses graphic design tools such as Photoshop, Fireworks, Flash, Dreamweaver and FrontPage to create user interface elements, and web content and to meet user requirements. Programs in a variety of web programming languages such as JavaScript, HTML, etc.

**Minimum Education:** Bachelor's Degree in Computer Science or Graphic Arts or equivalent.

**Hourly Rate:** \$84.05

**Commercial Job Title: Graphic Designer**

**Minimum/General Experience:** Minimum 2 years of IT experience in Web or Print Design

**Functional Responsibility:** Under supervision, meets with users to gather requirements for web site user interface. Creates high impact web site design layout, navigation buttons, images and animation Uses graphic design tools such as Photoshop, Illustrator, Fireworks, Flash, Dreamweaver and FrontPage to create user interface elements, and web pages. Creates site maps, style sheets and templates to promote efficient web site design and reuse. Has knowledge of programming languages such as JavaScript, HTML, etc.

**Minimum Education:** Associates Degree in Computer Science or Graphic Arts or equivalent experience.

**Hourly Rate:** \$70.04

**Commercial Job Title: Configuration Manager**

**Minimum/General Experience:** 8 years of IT experience

**Functional Responsibility:** Provide project level support including compiling the necessary procedures, policies and processes for establishing and maintaining integrity in software baselines. Document standard configuration management processes and procedures to include: version control, build and release management, SCM audit reports, configuration identification and control, software product baselines, change management, tracking and reporting in a controlled and methodical SCM environment.

**Minimum Education:** Bachelor's Degree in Computer Science or MIS or equivalent.

**Hourly Rate:** \$102.69

**Commercial Job Title: Configuration Management Analyst**

**Minimum/General Experience:** 6 years of IT experience

**Functional Responsibility:** Under supervision documents processes and procedure necessary for maintaining and managing configuration status of Hardware and Software.

Identifies Configuration Items to be placed under Configuration Management, tracks Change Request and Build Versions, which change the state of the software under Configuration Control. Provides Project Management and Team Members with status reports and participates in Configuration Control Board meetings. Installs, configures and manages Configuration Management tools, such as, Rational ClearQuest, ClearCase and Merant PVCS.

**Minimum Education:** Bachelors Degree in Computer Science, MIS or equivalent

**Hourly Rate:** \$98.06

**Commercial Job Title:** Senior Programmer Analyst

**Minimum/General Experience:** 7 years of IT experience performing requirements analysis, design and programming

**Functional Responsibility:** Facilitate and documents software requirements, perform Object Modeling and Database Modeling using tools such as Rational Rose and ERwin Communicates technical information to team members and end-users. Designs and codes software to meet software requirements using Java, C++, PowerBuilder, XML and other languages.

**Minimum Education:** Bachelor's Degree in Management or Computer Science or equivalent.

**Hourly Rate:**\$93.42

**Commercial Job Title:** Programmer Analyst

**Minimum/General Experience:** 3 years of IT experience performing requirements analysis and programming.

**Functional Responsibility:** Under supervision, analyzes end user requirements designs and codes elements of an application. Assists in preparation of requirements and design documents. Able to analyze data and object models created in Case tools, such as, Erwin and Rational Rose. Programs in a variety of programming languages – Java, C++, and ColdFusion. Document code design, develops test cases for unit testing, debugs and comments source code. Creates and modifies database tables needed for application development under direction of a DBA.

**Minimum Education:** Bachelor's Degree in Management or Computer Science or equivalent.

**Hourly Rate:**\$84.05

**Commercial Job Title:** Database Administrator

**Minimum/General Experience:** 8 years of IT experience

**Functional Responsibility:** Performs all activities needed for reliable and efficient operation of complex database software, such as, Oracle, MS-SQL Server and Informix. Uses Erwin or other Case tools to model design and manage databases. Mentors junior database analyst, performs complex queries and tunes production databases. Supports the Program Manager with database planning and status reporting activities. Assess the performance, design implications and production impact of all requested database changes. Provides cost and schedule impact analysis to Project Manager.

**Minimum Education:** Bachelors Degree in Computer Science, MIS or equivalent

**Hourly Rate:**\$112.06

**Commercial Job Title: Web Site Administrator**

**Minimum/General Experience:** Minimum 4 years of demonstrated IT experience.

**Functional Responsibility:** Has responsibility for overall integrity of web site. Creates and implements overall web site infrastructure for staging and production. Has knowledge of web related elements, such as, security, firewalls, fileserver, web servers, networking, FTP, TCP/IP, communications, browsers, software and hardware. Promotes web pages to testing and production web servers, test and correct errors and responds to user queries. Monitors web site for scalability and performance, maintains backups and redundancy as required. Configures and installs IIS, Linux, Unix, ColdFusion, Java and other web software. Uses graphic design tools such as Dreamweaver, FrontPage and ColdFusion to create web pages.

**Minimum Education:** Bachelor's Degree in Computer Science or MIS or equivalent.

**Hourly Rate:**\$93.42

**Commercial Job Title: Project Manager I**

**Minimum/General Experience:** 10 years of IT experience required

**Functional Responsibility:** Under supervision of a Program Manager, develops and manages project plans, schedules and status reports. Manages project issues, risks and actions and prepares deliverables. Ensures the work is done in a timely manner with high quality. Supervises team members on a daily basis and reviews team status report. Possesses expert knowledge of Microsoft Office and Project.

**Minimum Education:** Bachelor's Degree in Management or equivalent

**Hourly Rate:** \$93.42

**Commercial Job Title: IT QA Analyst**

**Minimum/General Experience:** Minimum 3 years of experience required

**Functional Responsibility:** Under the Supervision of a Project Manager or Technical Manager. Supports the internal process of risk assessment across the IT control environments. Interfaces with IT Administrative, Project Management and technical staff to ensure the successful release of deliverables. Determines cross-functional issues that arise during the planning of production implementation releases, and supports the resolution of these issues. Participates as a resource in system development projects to ensure proper egress from the data collection environment into the QA environment; the data collected in QA and development of assessment plans to be executed by the project manager. Prepares reports and ensures that key disciplines (such as daily version check-ins) are performed. Knowledgeable in QA processing, change management disciplines and software development methodologies.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems or equivalent.

**Hourly Rate:**\$43.36

**Commercial Job Title: Information Security Engineer**

**Minimum/General Experience:** Minimum 5 years of experience required

**Functional Responsibility:** Under the Supervision of a Program Manager or Director. Provides day-to-day application security expertise for multiple operating platforms. Duties include developing and maintaining security rules and providing security training to ISO staff as needed; installing, configuring and maintaining the security infrastructure (RSA servers, Firewalls, IDS, VPN); and managing vendor relationships. Consult with the application development teams on application security requirements, including key SMD applications that use single sign-on and common database(s), analyze potential security problems and take appropriate corrective action. Supports adapting, interpreting, and/or developing INFOSEC policy; performing site security compliance reviews and site surveys; and providing security awareness training. Will participate and perform compliance reviews of field activities.

**Minimum Education:** Bachelor's degree in Computer Science, Information Systems, Telecommunications or equivalent.

**Hourly Rate:**\$70.04

**Commercial Job Title: Network/Telecommunication Engineer**

**Minimum/General Experience:** 6 years of IT experience required

Under supervision of a Program Manager, provides technical support to an organization IT infrastructure. Provides Hardware and Software installation and repairs. Possesses experience in troubleshooting and help desk support using Remedy and other tools. Provides support in Microsoft technology implementation and internet services. Provides security, patch management and incident management support. Possesses MCSE, MCP or equivalent certification.

**Minimum Education:** Bachelor's Degree in Management or equivalent

**Hourly Rate:** \$60.67

**Commercial Job Title: Trainer/Course Developer**

**Minimum/General Experience:** 5 years of experience

**Functional Responsibility:** Under general supervision, organizes and conducts moderately complex training and educational programs for information systems or user personnel. Is capable of developing course materials and training curriculums based upon Instruction System Design standards. Maintains records of training activities, employee progress, and program effectiveness. Competent to work on most phases of information systems training. Has knowledge of course development and eLearning tools, such as, Macromedia Dreamweaver and Flash.

**Minimum Education:** Associate Degree or equivalent

**Hourly Rate:** \$93.42

**Commercial Job Title: Product Assurance Engineer**

**Minimum/General Experience:** 5 years of experience

**Functional Responsibility:** Under supervision carries out procedures to ensure that all information systems, products and services meet organization standards and end-user requirements for quality. Performs and leads testes of software to ensure proper operation and freedom from defects in client/serves, web based and mainframe environments. May create test scripts for applications. Has knowledge of automated testing tools, such as, WinRunner and SQA Manager. Documents and works to resolve all complex problems. Reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations. Frequently reports to a Quality Assurance Manager.

**Minimum Education:** Bachelor's Degree in Computer Science or MIS or equivalent.

**Hourly Rate:** \$93.42

**Commercial Job Title: Information Security Professional**

**Minimum/General Experience:** 8 years of IT experience

**Functional Responsibility:** Under supervision of a project manager, performs all procedures necessary to ensure the safety of the organization's network and websites. Ensures the integrity of transactions across the Internet including the protection of confidential information and external business-to-business connections. Applies Internet firewall and encryption technologies to maintain organizational and customer security. Monitoring the health of the network using industry standard tolls and works to ensure that the user community understands and adheres to established security procedures. Updates and deletes users, monitors and performs follow-up compliance violations, and develops security policies and practices and guidelines. Requires experience in Firewall/DMZ design and implementation.

**Minimum Education:** Bachelor's Degree in Computer Science or MIS or equivalent.

**Hourly Rate:** \$113.92

**Commercial Job Title: Principal Engineer/DBA**

**Minimum/General Experience:** 8 years of IT experience

**Functional Responsibility:** Under supervision, participates in the design, creation, and maintenance of databases using Oracle, SQL-Server and other industry standard databases and modeling tools. Has in-depth knowledge of stored procedures, SQL Scripting, XML, data modeling and production data base support. Responsible for quality control and auditing of databases to ensure accurate and appropriate use of data. Works with management to develop data base strategies to support company needs. Consults with and advises users on access to various databases. Works directly with users to resolve data conflicts and inappropriate data usage.

**Minimum Education:** Bachelor's Degree in Computer Science or MIS or equivalent.

**Hourly Rate:** \$113.92

**Commercial Job Title: System Administrator**

**Minimum/General Experience:** 4 years of experience

**Functional Responsibility:** Under supervision, is responsible for activities related to system maintenance and administration. Is capable of managing user access to various systems, managing a help desk and responding to user's technical support questions. Ensures long-term requirements of systems operations and administration are included in the overall information systems planning of the organization. Responsible for the installation, maintenance, configuration, and integrity of computer software. Implements operating system enhancements that will improve the reliability and performance of the system.

**Minimum Education:** Associate Degree or equivalent

**Hourly Rate:** \$93.42

**Commercial Job Title:** Instructional System Designer

**Minimum/General Experience:** 5 years of experience

**Functional Responsibility:** Under supervision of a project manager, guide the design and development training of courses advanced knowledge of Instructional Design and Courseware Development to lead a group in developing a series of HIPAA classroom and e-Learning courses. Must be able to demonstrate past experience in courseware design using formal ISD methods and processes. Possesses excellent writing skills, communications skills and familiarity with MS-Office and Macromedia Web Technologies, and other training management products. Works with and guide a team consisting of subject matter experts, content providers, graphic designers and end-users is required.

**Minimum Education:** Bachelor's Degree in Computer Science or MIS or equivalent.

**Hourly Rate:** \$93.42

**Commercial Job Title:** Subject Matter Expert

**Minimum/General Experience:** Experience 8 years

**Functional Responsibility:** Under the supervision of a Program/Project Manager, the Subject Matter Expert (SME) plays a critical role in defining business processes, requirements and software functionality. An (SME) has special, in-depth knowledge of a business area that enhances the team's understanding and addresses the client's goals and objectives. The SME has special knowledge of the business area, such as, HR, HIPAA, Social Services, and is capable of preparing policies, procedures, training and other documentation. The SME has extensive communication skills and knowledge of tools, such as, Rational Rose, Microsoft Office and Visio.

**Minimum Education:** Master's Degree in Management or Computer Science, Information Systems or equivalent.

**Hourly Rate:** \$140.10

**ALIGNED DEVELOPMENT STRATEGIES, INC. GSA SCHEDULE IT  
70 PRICELIST SIN 152-51**

**Revised 11/9/2006**

<b><u>Job/Title:</u></b>	<b><u>GSA Price/Rate (Onsite/Offsite)</u></b>
1. Senior Program Director	\$186.84
2. Principal Engineer	\$130.71
3. Project Manager	\$112.06
4. Project Administrator	\$93.42
5. Technical Manager	\$112.06
6. Technical Lead	\$102.69
7. Senior Web Developer	\$93.42
8. Web Developer	\$84.05
9. Graphic Designer	\$70.04
10. Configuration Manager	\$102.69
11. Configuration Management Analyst	\$98.06
12. Senior Programmer Analyst	\$93.42
13. Programmer Analyst	\$84.05
14. Database Administrator	\$112.06
15. Web Site Administrator	\$93.42
16. Project Manager I	\$93.42
17. IT QA Analyst	\$41.30
18. Information Security Engineer	\$70.04
19. Network/Telecommunication Engineer	\$60.67
20. Trainer/Course Developer	\$93.42
21. Product Assurance Engineer	\$93.42
22. Information Security Professional	\$113.92
23. Principal Engineer/DBA	\$113.92
24. System Administrator	\$93.42
25. Instructional System Designer	\$93.42
26. Subject Matter Expert	\$140.10

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

PREAMBLE

*Aligned Development Strategies, 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 *Dale G. James, Phone: (202) 659-2807, dgjames@goADSI.com, Fax: (202) 659-2810.*

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.

