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**A. 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 micro-purchase 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!TM on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!TM 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 micro-purchase 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:

The geographic scope of this contract 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.

2. Contractor's Ordering Address and Payment Information:

a. PAYMENT ADDRESS:

330 North Wabash Avenue
Suite 3500
Chicago, IL 60611

b. Point of Contact for Ordering Assistance:

Russell C. Pike or Mark Wallace
Phone (312) 609-1009
Fax (312) 609-1109

c. Payment Information:

1) Payment may be made by mail to the above address. For wire transfers, the following applies:

Harris Bank

2) The Foster Group will accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase 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:

(312) 609.1009

3. LIABILITY FOR INJURY OR DAMAGE

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

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: **13-446-4804**

Block 30: Type of Contractor – **B. Other Small Business**

Block 31: Woman Owned Small Business – **No**

Block 36: The Foster Group’s Taxpayer Identifications Number (TIN): **36-3513038**

4a. CAGE Code: 3SCY5

4b. The Foster Group has registered with the Central Contractor Registration Database.

5. FOB Destination

SPECIAL ITEM NUMBER DELIVERY TIME

132-51 As agreed upon between The Foster Group and ordering activity.

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 Foster Group for the purpose of obtaining accelerated delivery. The Foster Group shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by The Foster Group in writing.) If The Foster Group offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

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

a. Prompt Payment: 1% - 10 days from receipt of invoice or date of acceptance, whichever is later.

b. Quantity - N/A

c. Dollar Volume .5% on individual engagements/orders of \$100,000 to \$500,000

1.0% on individual engagements/orders of \$501,000 to \$1,000,000

d. Government Educational Institutions

e. Other – A discount on the Foster Group’s commercial labor rate is provided of each labor category offered (see E.5 (c)).

8. Trade Agreements Act of 1979, as amended:

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

9. Statement Concerning Availability of Export Packing:

Not applicable.

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

11. Maximum Order (All dollar amounts are exclusive of any discount for prompt payment.)

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

12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS. In accordance with FAR 8.404:

[NOTE: Special ordering procedures have been established for Special Item Numbers (SINs) 132-51 IT Professional Services and 132-52 EC Services; refer to the terms and conditions for those SINs.]

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering activities need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering activity has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the ordering activity's needs.

- a. **Orders placed at or below the micro-purchase threshold.** ordering activities can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

b. **Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.** Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering activities should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the ordering activity's needs. In selecting the supply or service representing the best value, the ordering activity may consider--

- (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
- (2) Trade-in considerations;
- (3) Probable life of the item selected as compared with that of a comparable item;
- (4) Warranty considerations;
- (5) Maintenance availability;
- (6) Past performance; and
- (7) Environmental and energy efficiency considerations.

c. **Orders exceeding the maximum order threshold.** Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering activity to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering activities shall--

Review additional Schedule Contractors'

- (1) catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;
- (2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
- (3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering activity determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, The Foster Group may:

- (1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
- (2) Offer the lowest price available under the contract; or
- (3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

d. **Blanket purchase agreements (BPAs).** The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering activities may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

e. **Price reductions.** In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering activities will find it advantageous to request a price reduction. For example, when the ordering activity finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering activity the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order.

f. **Small business.** For orders exceeding the micro-purchase threshold, ordering activities should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

g. **Documentation.** Orders should be documented, at a minimum, by identifying The Foster Group the item was purchased from, the item purchased, and the amount paid. If an ordering activity requirement, in excess of the micro-purchase threshold, is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering activity shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the ordering activity's needs.

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 Foster Group.

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 Foster Group 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 Foster Group 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.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, The Foster Group 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 Foster Group 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 Foster Group 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 Foster Group's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Foster Group 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, non-contract 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 at open market purchases. Ordering Activities procuring open market items must follow FAR 8.401(d).**

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 Foster Group.

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

Upon request of The Foster Group, the ordering activity may provide The Foster Group 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 Foster Group's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

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 sever able 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, de-installation, 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.thefostergroup.com

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

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

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

- (a) A copy of the authorization from the ordering activity with whom The Foster Group 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 Foster Group 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 Foster Group 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 Foster Group gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Foster Group 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 Foster Group shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

**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 Electronic Commerce Services apply exclusively to IT/EC Services within the scope of this Information Technology Schedule.
- b. The Foster Group shall provide services at The Foster Group's facility and/or at the ordering activity location, as agreed to by The Foster Group and the ordering activity.

2. PERFORMANCE INCENTIVES

- a. Performance incentives may be agreed upon between The Foster Group 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 Foster Group 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 Foster Group. Incentives shall be based on objectively measurable tasks.

**3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)
(G-FCI-920) (MAR 2003)**

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

When ordering services over \$100,000, Department of Defense (DOD) ordering offices and non-DOD agencies placing orders on behalf of the DOD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 – Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence. GSA has determined that the prices for services contained in The Foster Group’s price list applicable to this Schedule are fair and reasonable. However, the ordering activity using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(a) When ordering services, ordering activities shall—

(1) Prepare a Request (Request for Quote or other communication tool):

(i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

(ii) The request should include the statement of work and request The Foster Groups to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering activity makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

(iii) The request may ask The Foster Groups, if necessary or appropriate, to submit a project plan for performing the task, and information on The Foster Group’s experience and/or past performance performing similar tasks.

(iv) The request shall notify The Foster Groups what basis will be used for selecting The Foster Group to receive the order. The notice shall include the basis for determining whether The Foster Groups are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2) below, the request shall notify The Foster Groups that will be the case.

(2) Transmit the Request to Contractors:

Based upon an initial evaluation of catalogs and price lists, the ordering activity should identify The Foster Groups that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors’ locations, as appropriate) and transmit the request as follows:

NOTE: When buying IT professional services under SIN 132—51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINS as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency’s needs are available, if the order is estimated to exceed the micro-purchase threshold.

(i) The request should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.

- (ii) For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the ordering activity's needs.
- (iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.
- (iv) Ordering activities should strive to minimize The Foster Groups' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select The Foster Group to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

(b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering activity the opportunity to secure volume discounts. When establishing BPAs, ordering activities shall—

(1) Inform contractors in the request (based on the ordering activity's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting The Foster Groups to be awarded the BPAs.

(i) **SINGLE BPA:** Generally, a single BPA should be established when the ordering activity can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

(ii) **MULTIPLE BPAs:** When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing the BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the Schedule contractor that represents the best value.

(2) Review BPAs Periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

(c) The ordering activity should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

(d) When the ordering activity's requirement involves both products as well as executive, administrative and/or professional, services, the ordering activity should total the prices for the products and the firm-fixed price for the services and select The Foster Group that represents the best value. (See FAR 8.404)

(e) The ordering activity, at a minimum, should document orders by identifying The Foster Group from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For ordering activity requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of The Foster Group that received the order and the rationale for any trade-offs made in making the selection.

4. 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.

5. PERFORMANCE OF SERVICES

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

b. The Foster Group agrees to render services only during normal working hours, unless otherwise agreed to by The Foster Group 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/EC 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.

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

(a) The Contracting Officer may, at any time, by written order to The Foster Group, require The Foster Group 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 Foster Group, 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 Foster Group 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 Foster Group, 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 Foster Group 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 Foster Group's cost properly allocable to, the performance of any part of this contract; and

(2) The Foster Group 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.

7. 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.

8. RESPONSIBILITIES OF THE FOSTER GROUP

The Foster Group 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.

9. 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/EC Services.

10. INDEPENDENT CONTRACTOR

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

11. 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 Foster Group, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving The Foster Group, any entity into or with which The Foster Group subsequently merges or affiliates, or any other successor or assignee of The Foster Group.

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 Foster Group and its affiliates, may either (i) result in an unfair competitive advantage to The Foster Group or its affiliates or (ii) impair The Foster Group’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 Foster Groups, 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.

12. INVOICES

The Foster Group, upon completion of the work ordered, shall submit invoices for IT/EC 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.

13. PAYMENTS

For firm-fixed price orders the ordering activity shall pay The Foster Group, 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.

14. RESUMES

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

15. 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.

16. APPROVAL OF SUBCONTRACTS

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

17. DESCRIPTION OF IT/EC SERVICES AND PRICING

a. The Foster Group (TFG) is a full-service management consulting firm based in Chicago that has been in business since 1986, specializing in Business Process Reengineering, Systems Integration, System Management Consulting, Project Management, Change Management, Information and Data Security, Network Integration and Support, Facilities Management, Business Continuity Planning, Strategic IT Planning and Application Development and we directly employ more than 77 professionals. TFG provides service to a variety of industries, with a particular concentration in energy, education, transportation, financial services, government and healthcare.

The Foster Group provides the experience required to maintain mission-critical network and Healthcare systems. Our consultants have many years of experience with established business, financial, and clinical systems, and at the same time, we are constantly developing our skills to handle emerging technologies. We help our clients move to new technologies only after they have proven to provide cost effective solutions.

b. Pricing for all IT/EC Services shall be in accordance with The Foster Group's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

The Foster Group Services

The service areas below span the entire information technology system life cycle and have been grouped into the categories set forth in The Foster Group's Schedule. They include:

MANAGEMENT ADVISORY SERVICES

Studies and Analyses	FPDS Code D306 FPDS Code D307	IT Systems Analysis Services Automated Information Systems Design and Integration Services
	FPDS Code D308 FPDS Code D310	Programming Services IT Backup and Security Services

TECHNICAL SERVICES

Development	FPDS Code D302 FPDS Code D307	IT Systems Development Services Automated Information Systems Design and Integration Services
	FPDS Code D308 FPDS Code D311	Programming Services IT Data Conversion Services
Integration	FPDS Code D302 FPDS Code D307	IT Systems Development Services Automated Information Systems Design and Integration Services
	FPDS Code D308 FPDS Code D310 FPDS Code D316	Programming Services IT Backup and Security Services IT Network Management Services
Verification and Testing	FPDS Code D308 FPDS Code D310	Programming Services IT Backup and Security Services
Operations and Maintenance	FPDS Code D301 FPDS Code D310 FPDS Code D316 FPDS Code D317	IT Facility Operation and Maintenance IT Backup and Security Services IT Network Management Services Automated News Services, Data Services Other Information Services
Facilities Management	FPDS Code D310 FPDS Code D311 FPDS Code D316 FPDS Code D317	IT Backup and Security Services IT Data Conversion Services IT Network Management Services Automated News Services, Data Services Other Information Services
Training	FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified
Consulting	FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

The following pages highlight The Foster Group's capabilities in each of these service areas. Our technical expertise is complemented by functional knowledge in the unique organizational and business needs of our individual clients.

Studies and Analyses

1. Business Process Review

The Foster Group performs a comprehensive IT management study and audit of the client central administration facilities and district/field operations. Through the use of our Critical Process Evaluation methodology, we are able to identify and eliminate inefficient operations, as well as, form the foundation of clients strategic business plan for the future.

2. Business Process Re-Engineering

Our Business Process Re-engineering services allow our clients to eliminate process inefficiencies that develop over time and take full advantage of the automated capabilities and integration potential of new application software. The Foster Group's proven approach to Business Process Reengineering and our methodology consists of the following steps:

- Discovery Phase
- Design Phase
- Implementation Phase
- Systems Integration

3. Strategic Business Planning

The Foster Group, through the use of widely accepted business planning models such as the ORDER Model, Continuous Quality Improvement (CQI), Strengths, Weaknesses, Threats and Opportunities (SWOT) analysis and Business Planning Models provides the tools, leadership and direction to develop and implement a strategic business plan which is the mechanism for management to formulate their high-level business strategy. It starts with the brainstorming sessions that are part of our Strategic Planning Awareness Sessions that are designed to:

- Address and prioritize external opportunities and threats to the firm.
- Address and prioritize internal strengths to be capitalized on and weaknesses to be overcome.
- Crystallizing individual executive's plans and preferences for the company.
- Bringing everyone together on issues of what types of activities the firm potentially will and will not do, now and in the future.
- Defining the precise mission of the business.
- Identifying key objectives and strategies for achieving the mission.
- Formulating strategies that will achieve/maintain a competitive position.

4. Strategic Information Technology Planning

The Foster Group will complete an objective assessment of the vendor's primary IT functions including a review of the existing strategy. Then using best practice comparison methods from leading multi-facility organizations both private and public sector, we will establish the emergence of a new organization that is positioned to carry the mission, vision and values of clients. Specific tasks include:

- Establish a project prioritization work flow structure to identify, qualify, plan, schedule and implement technology solutions and initiatives
- Recommend system-wide technology standards, policies and procedures
- Recommend system-wide and facility specific information security standards, policies procedures and data security measures to protect client assets.
- Review, evaluation and development of a strategy for the provision of customer service relating to help desk, training and support for both central administration and district offices
- Review and evaluation of business continuity and disaster recovery plans

- Assessment of a buy vs. build strategy for application development across the enterprise
- Incorporate the new staffing model into the strategy
- Establish a system-wide budget planning process
- Prepare report and recommendations

Development

The Foster Group has extensive experience with Application Systems Design and Implementation. Our approach consists of gathering all of our client requirements and in a joint effort envisioning and strategizing what methods and steps will provide the best cost- saving efforts, while still producing our clients desired results. TFG consultants will utilize our clients preferred implementation methodology such as AIM, CMM, SDLC, etc. and follow all necessary steps to achieve a successful process of design, development, test and implementation of the application. We have been successful in providing clients with multiple application design and implementation efforts such as developing and maintaining critical business process flows across different platforms and applications.

Integration

The ability to organize and manipulate data from your investments in hardware, software, telecommunications and people is essential to the ability to solve complex business problems. The Foster Group, through the use of Systems Integration Tools and proven techniques allows its clients to do that by bringing complex technologies together to provide compatibility and interoperability among different vendor' equipment and services.

Systems Integration May Encompass

- Designing and Implementing new application systems and information infrastructures
- Upgrading processing facilities
- Supporting hardware platforms
- Networking
- Training
- Knowledge transfer
- Legacy management/transition
- Systems maintenance

Verification and Testing

The Foster Group provides broad engineering services to ensure that total systems are being defined, developed, implemented, integrated, tested, installed, and supported in a way that effectively and efficiently meets all functional, operational, and engineering criteria.

Operations and Maintenance

1. Risk Management Methods and Processes

Risk management has always concerned critical enterprise infrastructures - processes and assets essential to basic business operations. In the past, such critical enterprise infrastructure represented physical plant, equipment and inventory. In a technology-based environment, an enterprise's core operations depend on electronic information and computer networks. Everything a business knows and has beyond its human creativity resides on its databases and systems. TFG uses a three (3) phase approach to risk management.

- Risk Identification
- Risk Assessment
- Risk Action Plan

2. Security Auditing

TFG will provide technical leadership and expertise to assist the vendor developing a comprehensive information security program that can be managed at the corporate level and administered throughout the enterprise. The required continuous improvement will be addressed through the development and implementation of a self-assessment program, providing a monitoring mechanism and a basis for tactical and strategic decision-making.

The scope of the TFG Information Security Assessment includes a detailed evaluation of the following security features:

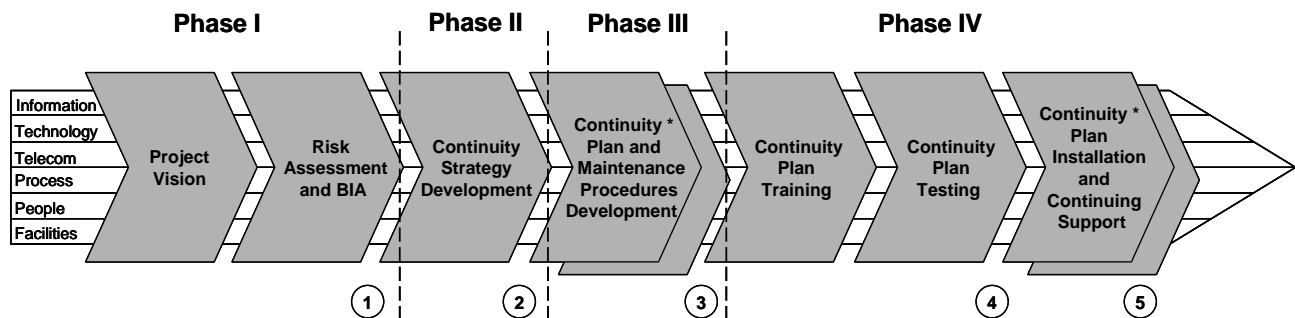
- Reviewing application security controls to ensure that only authorized users can make changes, modification and deletions to critical data.
- Determining if enterprise-wide network security controls are adequate for:
 - LANS / WANS
 - Desktops
 - Remote Dial-in
 - Wireless
- Determining that only authorized remote network nodes and terminals can access the host computer.
- Determining the confidentiality and accuracy of transmission of sensitive data.
- Determining that all platforms are secured and protected against unauthorized access of data.

The assessment/audit is completed utilizing information gathered through interviews with key personnel in technical departments, performing penetration studies of the network environments and reviewing critical security policies and procedures. The resulting report includes findings related to network security, application security, overall information security, and management items.

3. Contingency Planning

Contingency Planning is the process of managing risks, minimizing losses, and ensuring business continuity. TFG Recovery Services provide the mechanism to ensure companies can maintain or recover their critical IT-based business processes following natural disasters, man-made disasters, and critical hardware/software failures. Examples of critical business processes include a just-in-time inventory system, the call center of a telephone company or electric utility, or even a corporate general ledger. "Business continuity" is an even broader term that covers all technology, people, and processes intended to ensure the continuity or "resilience" of a company's business processes. TFG uses a proven four (4) phase approach to continuity planning.

- Risk Assessment
- Business Impact Analysis
- Business Continuity Recovery Strategy Development
- Business Continuity Plan Development
- Continuity Plan Training
- Continuity Plan Testing
- Continuity Plan installation and Continuing Support



4. Recovery Management Services

Any organization that has recently developed a business recovery plan and provisioned an alternate site for recovery expects that upon completion of the project they will be substantially less vulnerable to potential disasters. However, staffing shortages and the volume of technology changes often produce increased vulnerability as time passes. If the Business Recovery Plan is not current, the financial risks associated with not having a plan gradually return as the reliability of the plan wanes. These risks increase because of a greater reliance on information systems, higher salaries, and additional applications. The Foster Group Recovery Management Services was created to manage this resource gap. These services include:

- Maintenance of the Business Recovery Plan
- Testing of the Business Recovery Plan
- Activation of the Business Recovery Plan

Facilities Management

The Foster Group provides Facilities Management of a client's data center and information processing facilities. We have the ability and experience to manage your computer operation either on a temporary or on-going basis and ensure an efficient and well-managed utilization of system resources. Our objectives are to improve service, reduce costs, achieve productivity gains and assist in the development of strategic direction for information technology. The Foster Group provides Facilities Management on a variety of platforms, including mainframes, client/server, and local/wide area networks.

Consulting

The Foster Group performs both business and scientific consulting to study problems and develop solutions that arise within an administrative, technical or policy area.

Medicare Compliance - As Medicare becomes ever stricter in the enforcement of its regulations, hospitals are evaluating regulatory compliance. We can assist you in that evaluation with operational audits, and review of your business and Information Systems.

Fraud and Compliance – Healthcare providers need to be made aware of the newly implemented regulations and guidelines for ordering medical supplies or they could face severe charges, ranging from criminal and civil to administrative penalties.

Implementing an effective compliance plan initially will help avoid future problems, and enable them to be resolved expeditiously. The Foster Group can help put together a plan to help minimize your risk in these crucial areas. This would include creating a workable compliance plan, audits, and information system reviews and analysis. Our consultants can then assist you in developing ways to enforce and monitor the progress of your compliance plan, in order to ensure its effectiveness and success.

Improved access to information is a critical success factor as clients, vendors, and the competition locate new ways to benefit from new technology. Establishing information requirements is essential to provide focus on key areas. To achieve these goals, organizations will need to integrate their computer systems to provide efficient access to information needed for decision making.

The Foster Group's Healthcare Systems Consulting Services address the urgent needs of the organization to identify strategic information; design and implement integrated computer systems and networks, and manage the ongoing operation of these systems to achieve optimum results for user departments.

Change Management

The Foster Group utilizes a process of testing, verifying and then migrating change into the production environment to ensure it is functional once it's live. All changes are documented and require user signoff before they can be implemented.

Project Management

TFG consultants are experienced in the complete project life cycle including PMO. Our teams use industry proven techniques and methods to help deliver quality results. TFG can use any or all of the below listed project concepts:

- PMI®'s PMBOK® concepts
- Project structuring
 - Pure, Functional, Matrix
- Work Breakdown Structure (WBS)
 - Statement of Work (SOW), Tasks, Work Package, Milestones, Activities
- Project Control Charts
 - Gantt
- Network-Planning Models
 - Critical Path Method (CPM)
- Time-Cost Models
 - Minimum-Cost Scheduling

Personnel Management

TFG is committed to defining a new level of excellence in workforce management systems, to truly enhance the way you do business. Through the use of workforce productivity tools and workforce management systems TFG will research, design, and develop a solution that addresses every single element of personnel management. Whether the issue is time clocks, payroll, staff training or resource allocation TFG utilizes information and technology to create the overall customized system that holistically addresses your time and attendance, and workforce management needs.

Staffing Effectiveness

In our standard methodology, TFG will gain a detailed evaluation of the skills that are currently available within the vendor's IT organizational structure. We will examine staff reviews and conduct interviews to determine a baseline of abilities and assess the training and/or staff adjustments necessary to execute the future IT strategy for the organization. TFG will complete a thorough review of IT staffing, staff skill-sets and IT organizational design. Specific tasks include:

- Review and evaluation of current staff and respective responsibilities
- Review and evaluation of current skill requirements and future needs
- Review and evaluation of current organizational design and development of an organizational model for executing recommendations
- Review and evaluation of IT structure and functions throughout the client organization
- Complete an organizational analysis of where each IT resource best fits in the organization

Communications

TFG utilizes a combination of project status reporting, client review meetings and executive level discussions to communicate progress, issues, activities and next steps in each process. Each project status report includes a project update on the following areas:

- Project Statement
- Completed Milestones:
- Open Issues:
- Next Steps:

Management Oversight

For large multi-project endeavors, The Foster Group provides control, coordination and quality assurance through The Foster Group's Project Management Office Senior Manager. Working with the Project Sponsor on a regular basis, the project status would never be in question. Weekly written status reports would be produced to provide status details for each assigned resource.

Conflict Resolution

It is TFG's practice to create conditions within the workplace that help people resolve their problems quickly and without outside intervention. Using commonly available dispute resolution systems and methods, we channel conflicts in constructive directions and encourage early resolution. The policies are integrated into the TFG corporate culture and we use a variety of approaches, including hot lines, peer review panels, mediation, and arbitration to resolve disputes.

The Foster Group's experienced consultants apply our proven methods and techniques in an expertly coordinated manner to ensure our projects are effectively executed and consistently completed on time and within budget. We have further enhanced our reputation by driving rapid business results for our clients through a unique ability to integrate an array of leading, specialized skills.

The Foster Group Labor Categories and Job Descriptions

The Foster Group has structured the GSA Information Technology Schedule labor categories to provide clients with the flexibility to acquire the specific skills, education, and experience levels that are appropriate for their tasks. Six categories are identified each with multiple levels which reflect increasing education and/or experience. The categories are:

- Management Staff
- Technical Staff
- Professional Staff

MANAGEMENT STAFF

DESCRIPTION: Individuals requiring the training skills and experience of professional, technical or analytical staff plus extensive management/supervisory experience. Must have experience in technical or managerial experience in information resources management. Equivalent experience may be substituted for a degree.

MINIMUM/GENERAL EXPERIENCE:

Must have a management background with demonstrated knowledge of a technical discipline.

FUNCTIONAL RESPONSIBILITY:

The Management staff typically is responsible for the technical contract management of programs and projects. Majority of contact with various management levels within operating unit, at other operating units and within the customer community concerning programs/projects, operational decisions, and contractual clarifications.

SR. PROJECT MANAGER

General Summary

Directs the performance of a variety of highly technical projects which may be organized by technology, program or client. Oversees the technology development and/or application, marketing, and resource allocation within program client base. Technical subject matter expert for enterprise-wide system management tools and operations. Broad understanding of complex, multi-platform information technology (IT) infrastructure operations, hardware, software, processes and tools. Develops detailed design documents for multiple platform three tiered client server environments. Architect solutions for systems management tools and oversees project implementation.

Program areas typically include engineering, integration, test, systems analysis, quality assurance, etc.

Principal Duties and Responsibilities:

1. Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of all contractual items.
2. Operates within client guidance, contractual limitations, and Company business and policy directives.
3. Serves as focal point of contact with client regarding program activities.
4. Ensures that all required resources are available for program implementation.
5. Maintains the development and execution of business opportunities based on broad, general guidance.
6. Confers with project manager to provide technical advice and to assist with problem resolution.

7. May perform other duties as assigned.

Job Specifications

Bachelor's Degree or equivalent and 15 years of general experience. Six (6) years of general experience is equivalent to a Bachelor's Degree. With a Master's Degree, thirteen (13) years of general experience is acceptable. With a PhD, 11 year of general experience is required.

PROJECT MANAGER

General Summary

Directs the performance of a variety of related projects, which may be organized by technology, program, or client. Oversees the technology development and/or application, marketing, and resource allocation within program client base. Program areas typically represents more than three functional areas that may include engineering, systems analysis, quality control, administration, etc.

Principal Duties and Responsibilities

1. Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of all contractual items.
2. Operates within client guidance, contractual limitations, and Company business and policy directives.
3. Serves as focal point-of-contact with client regarding program activities.
4. Ensures that all required resources including manpower, production standards, computer time, and facilities are available for program implementation.

OPERATIONS MANAGER

General Summary

Manages computer operations. Ensures production schedules are met. Ensures computer system resources are used effectively.

Principal Duties and Responsibilities

Coordinates the resolution of production-related problems. Ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of information technology services. Provides users with computer output. Supervises staff operations.

Job Specifications

Bachelor's Degree or equivalent and 5 years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's degree, 3 years of general experience is required. With a PhD, 1 year of general experience is required.

HELP DESK MANAGER

General Summary

Manages the help desk function and personnel.

Principal Duties and Responsibilities

Provides daily supervision and direction to staff who are responsible for phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed or deployed under this contract. The personnel serve as the first point-of-contact for troubleshooting hardware/software, PC, and printer problems.

Job Specifications

Bachelor's Degree or equivalent and 6 years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's degree 4 years of general experience is required. With a PhD, 2 year of general experience is required.

TECHNICAL STAFF

DESCRIPTION: Individuals requiring the training, analytical/programmatic skills and experience to operate within a high-tech environment. Experience in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, computer software, system security, or LANs/WANs. Equivalent experience may be substituted for a degree.

MINIMUM/GENERAL EXPERIENCE:

The technical staff must possess technical training or equivalent experience in one of the following types of disciplines: computer science; computer systems; decision support; computer security; electronic commerce; business process reengineering; business process analyses; information architecture planning and design; engineering; operations research; modeling and simulation; math; physics; quality assurance; systems analysis; business or management.

FUNCTIONAL RESPONSIBILITY:

The Technical Staff provides specialized knowledge of complex customer processes and requirements. Applies technical expertise to assist in defining, analyzing, validating, and documenting complex operating environments, states of technology and current engineering processes. Conducts complex technical investigations through advanced research techniques, analysis or development phases of engineering projects.

VERIFICATION, TESTING & CONTINGENCY PLANNING

SENIOR SECURITY CONSULTANT

Minimum/General Experience

The Senior Security Consultant must have eight to fifteen years of experience and possess a working knowledge of several of the following areas: understanding of business security practices and procedures, knowledge of current security tools available including hardware/software/VPN firewalls and their implementation, different communication protocols, encryption techniques/tools, familiarity with commercial products (ex. - DNS, RSA, Smartcard, Cyberguard, BBN, TimeStep), and current Internet/EC technology. Acts as a lead in defining and executing systems risk assessment activities within a project. These activities may consist of systems planning, performance management, capacity planning, business impact analysis, testing and validation, benchmarking, information engineering, and development of systems engineering plan. Also, works with data warehouse consultant to development contingency plans.

Functional Responsibility

The Senior Security Consultant provides support to plan, coordinate, and implement the organization's information security. This individual will also provide support for facilitating and helping agencies identify their current security infrastructure and define future programs, design and implementation of firewall and other related security issues on LANs/WANs. Also, works with data warehouse consultant to development contingency plans.

Minimum Education

The Senior Security Consultant must have a Bachelor's degree in Computer Science or relevant area. A Master's degree is preferred, but not required. Certified Information Systems Security Professional (CISSP) certification or

equivalent certifications and experience preferred.

SECURITY CONSULTANT

Minimum/General Experience

The Security Consultant must have four to eight years of experience and possess a working knowledge of several of the following areas: understanding of business security practices and procedures, knowledge of current security tools available including hardware/software/VPN firewalls and their implementation, different communication protocols, encryption techniques/tools, familiarity with commercial products (ex. - DNS, RSA, Smartcard, Cyberguard, BBN, TimeStep), and current Internet/EC technology.

Functional Responsibility

The Security Consultant provides support to plan, coordinate, and implement the organization's information security. This individual will also provide support for facilitating and helping agencies identify their current security infrastructure and define future programs, design and implementation of firewall and other related security issues on LANs/WANs.

Minimum Education

The Security Consultant must have a Bachelor's degree in Computer Science or relevant area. A Master's degree may be substituted for two years of experience. Certified Information Systems Security Professional (CISSP) certification or equivalent certifications and experience preferred.

DATA WAREHOUSE CONSULTANT

General Summary

Utilizes multidimensional database(s) on large-scale database management systems, uses On-Line Analytical Processing (OLAP) Access Tool, and ability to develop complex software to satisfy design objectives.

Principal Duties and Responsibilities

Analyzes and develops functional business applications and design specifications for functional activities. Tests, debugs, and refines the computer software to produce the required product. Analyzes and develops computer software processing a wide range of capabilities, including data warehouse technologies, business data model, Executive Information Management, and Decision Support System. Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze proposed system modifications, upgrades and new COTS. Enhances software to reduce operating time or improve efficiency. Demonstrated ability to work independently under minimal supervision.

Job Specifications

Bachelor's degree or equivalent and 3 years of general experience. Six (6) years of general experience is equivalent to a Bachelor's degree. With a Master's degree 1 year of general experience is required.

SENIOR DATA WAREHOUSE CONSULTANT

General Summary

Performs as a Data Warehouse Developer/Administrator on large-scale database management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Possesses ability to assume increasing responsibilities in enterprise data warehouse project information system design and management.

Principal Duties and Responsibilities

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

representatives. Provides daily supervision and technical direction to staff to ensure program deadlines are met. Applies an enterprise-wide set of data warehouse disciplines for the planning, analysis, data refinement, design and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise-wide strategic systems planning, business information planning, business and analysis. Provides daily supervision and direction to organization.

Job Specifications

Bachelor's degree or equivalent and 9 years of general experience. Six (6) years of general experience is equivalent to a Bachelor's degree. With a Master's degree, 7 years of general experience is required. With a PhD, 5 years of general experience is required.

DEVELOPMENT, INTEGRATION, OPERATIONS & TRAINING

ENTERPRISE CONSULTANT

General Summary

Performs evaluation and implementation tasks for Enterprise Resource Planning (ERP) and ERP-related software products using broad industry experience including industry best practices, and extensive product knowledge. Adapts project methodology as needed. Performs system analysis and design techniques for Internet or Intranet development and distribution to remote sites using various technologies, which may include Hypertext Markup Language (HTML), Hypertext Transfer Protocol (HTTP), Common Gateway Interface (CGI), FrontPage, and Netscape software.

Principal Duties and Responsibilities

1. Provides knowledge of an entire functional area or other area of expertise with hands-on experience in multiple modules and has the ability to transfer knowledge and skill.
2. Accomplished at professional level roles and knowledgeable about applying technology to business operations in at least one industry.
3. Applies industry best practices and product knowledge in developing tools to lead requirements gathering sessions for individual modules and makes specific business process recommendations.
4. Develops or executes functional and technical specifications and testing for advanced system configuration, interfaces, installation and modifications.
5. Executes project plan tasks and other duties as assigned. Provides regular status on tasks and issues. Provides input to project plan and resource requirements.
6. Develops and applies organization-wide information models for use in designing and building integrated, shared software, and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives.

Areas of Expertise: Functional Area (HRMS, Financials, Distribution, Manufacturing, Student Admin, Cerner, HBOC, SMS), Tools Development, Web Development, and Technical Infrastructure.

Job Specifications

Bachelor's Degree or equivalent and 2 years of general business experience. Six years of general experience is equivalent to a Bachelor's Degree. With a Master's Degree, 1 year of general experience is required. With a PhD, no experience is required.

SENIOR ENTERPRISE CONSULTANT

General Summary

Performs evaluation and complex implementation tasks for Enterprise Resource Planning (ERP) and ERP-related software products using broad industry experience and broad vendor experience, including overall industry best practices and extensive product knowledge. Performs an enterprise-wide set of disciplines for planning, analysis, design, and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Acts as a lead in performing systems analysis of computer and communications/networks systems. Oversees the overall installation of computer operating systems, network, and application software. Has ability to adapt to new situations and environments

Principal Duties and Responsibilities

1. Provides knowledge of multiple functional areas or other areas of expertise with hands-on experience in multiple modules or vendors and has the ability to transfer knowledge and skill including vendor selection criteria development and application.
2. Accomplished at high level professional or managerial level roles and knowledgeable about applying technology to business operations in multiple industries.
3. Applies extensive industry best practice experience to develop recommendations for vendor selection, overall application strategy, and cost benefit decisions regarding development/modifications.
4. Creates overall system architecture based on business requirements and delivers tested, integrated systems.
5. Responsible for resource usage and project accomplishments along the project path. Acts as the identified point of contact for the project.
6. Establishes system information requirements, using analysis of the information exchange technologies, in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI), and International Standards Organization (ISO) reference models, and profiles of standard such as: Institute of Electrical and Electronic Engineers (IEEE), Open Systems Environment (OSE) reference model, and across the application program interface (API). Provides daily supervision and direction to staff.

Areas of Expertise: Functional Area (HRMS, Financials, Distribution, Manufacturing, Student Admin, Cerner, HBOC, SMS), Tools Development, Web Development, and Technical Infrastructure).

Job Specifications

Bachelor's Degree or equivalent and 4 years of ERP implementation experience or 6 years of general business experience. Six years of general experience is equivalent to a Bachelor's Degree. With a Master's Degree, 3 years of general business experience is required. With a PhD, 1 year of general experience is required.

ARCHITECTURE CONSULTANT

General Summary

Has knowledge in one or more aspects of telecommunications network architectures for Government applications. May possess broad knowledge in network integration, network interoperability, network implementation, telecommunications technologies, or network protocols. Capable of working, with supervision, on specific tasks associated with specific aspects of network architecture projects.

Principal Duties and Responsibilities

1. Provides assistance and performs general technical tasks for network architecture planning.

2. Provides support for one or more specific areas associated with network-architecture technology, interoperability, or integration.
3. Supports the development of technical analyses, white papers, or research for specific technical areas of network architecture.
4. Assists in general analysis on network interoperability topologies, technologies, interfaces, and protocols.
5. May perform other duties as required.

Job Specifications

Bachelor's Degree in Electrical/Electronics Engineering, Computer Science, or Information Systems. Eight (8) years experience in telecommunications network architectures may be substituted for a Bachelor's Degree.

SENIOR ARCHITECTURE CONSULTANT

General Summary

Has in-depth knowledge of multiple aspects of telecommunications network architectures for Government applications. May possess subject matter expertise in network integration, network interoperability, network implementation, telecommunications technologies, or network protocols. Has the ability to use experience and technical judgment to reach conclusions in the face of limited and/or uncertain data. Supervises or manages the implementation of specific aspects of network architecture planning and is capable of supervising a team of specialty Engineers working on highly complex network architecture projects.

Principal Duties and Responsibilities

1. Provides lead specialty engineering for a specific technology area associated with network architectures.
2. Provides technical support in one or more specific areas associated with network-architecture technology, interoperability, or integration.
3. Performs technical lead management responsibilities for specific technical areas of network architecture projects.
4. Provides in-depth analyses on network interoperability, topologies, technologies, interfaces, and protocols.
5. May perform other duties as required.

Job Specifications

A Master's Degree in Computer Science, Electrical or Electronics Engineering, Information Systems, or equivalent and 1 year experience. A Bachelor's Degree in Computer Science, Electrical Engineering, Information Systems, or equivalent and 2 years general work experience is considered equivalent to a Master's Degree and 1 year experience. With a PhD, no experience is required.

NETWORK CONSULTANT

General Summary

Has knowledge and experience architecting and configuring Commercial Off The Shelf (COTS) Network Management solutions (i.e., Tivoli, Computer Associates, HP OpenView) for Government applications. Typically has knowledge of one or more flavors of Unix and leading hardware vendors' products on which the Network Management platform would run. Capable of working, with supervision, on specific aspects of network management engineering.

Principal Duties and Responsibilities

1. Provides assistance to the design, development, and deployment of fault and performance network management systems that provide the required trouble isolation and identification required for the applications.
2. Supports the identification of deficiencies in existing Network Management platforms and proposes solutions that mediate these problems.

3. Supports customizations to existing Network Management implementations to reduce the interval from identification of a fault to problem resolution.
4. Supports integration of multiple COTS vendor products into a seamless operation for a Network Operations Center (NOC).
5. Supports knowledge transfer to NOC personnel or other individuals charged with the maintaining the environment being monitored by the Network Management solution.
6. May perform other duties as required.

Job Specifications

A Bachelor's Degree in Computer Science, Electrical Engineering, Information Systems or equivalent. Eight (8) years experience in telecommunications network management may be substituted for a Bachelor's degree.

SENIOR NETWORK CONSULTANT

General Summary

Has broad in-depth knowledge and several years leadership experience in architecting and configuring Commercial Off The Shelf (COTS) Network Management solutions (i.e., Tivoli, Computer Associates, HP OpenView) for Government applications. Typically has knowledge of one or more flavors of Unix and leading hardware vendors' products on which the Network Management platform would run. Has the ability to use experience and technical judgment to reach conclusions in the face of limited and/or uncertain data. Supervises or manages the implementation of specific aspects of network management engineering and is capable of supervising a team of technical specialists working on complex projects.

Principal Duties and Responsibilities

1. Provides technical lead for designing, developing, and deploying a fault and performance network management system that provides the required trouble isolation and identification required for the applications.
2. Provides leadership to identify deficiencies in existing Network Management platforms and proposes solutions that mediate these problems. May include identification of COTS platforms that are currently not deployed.
3. Provides leadership for customizations to existing Network Management implementations to reduce the interval from identification of a fault to problem resolution.
4. Provides leadership for integration of multiple COTS vendor products into a seamless operation for a Network Operations Center (NOC).
5. Leads team performing knowledge transfer to NOC personnel or other individuals charged with the maintaining the environment being monitored by the Network Management solution.
6. May perform other duties as required.

Job Specifications

A Doctorate in Computer Science, Electrical Engineering, Information Systems or equivalent and 6 years experience in Network Management platforms. A Master's Degree in Computer Science, Electrical Engineering, Information Systems or equivalent and 8 years general work experience (of which 4 years have been spent on Network Management) is considered equivalent to a Doctorate and 6 years experience.

PROFESSIONAL STAFF

DESCRIPTION: Individuals requiring the training, skills and experience of Technical Staff, plus extensive breadth and depth of knowledge in one or more specific domains and normally operating in a management structure which provides sophisticated planning, scheduling, performance tracking, risk management and day-today program administration. Equivalent experience may be substituted for a degree.

MINIMUM/GENERAL EXPERIENCE:

The Professional Staff is generally experienced in one or more specific domains and may have experience as a subject matter expert in a related military or commercial application. Must possess training or equivalent experience in one of the following types of disciplines: computer science; computer systems; decision support; computer security; electronic commerce; business process reengineering; business process analyses; information architecture planning and design; engineering; operations research; modeling and simulation; math; physics; quality assurance; systems analysis; business or management.

FUNCTIONAL RESPONSIBILITY:

Demonstrates a broad knowledge of business and technical discipline and applies extensive expertise as a generalist. Applies and or develops advanced technologies, scientific principles, theories and concepts in related technical disciplines or in a specialty.

CONSULTING

MANAGEMENT CONSULTANT

General Summary

This individual provides business analysis methodology and business case analysis to conduct business Planning, change management or process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis, activity cost-based analysis, economic and investment analysis, and modern business methods and performance measurement techniques. Develops and applies organization-wide information models for use in designing and building integrated, shared software, and database management systems. Constructs sound, logical business improvement opportunities. Performs work toward defined project objectives. Develops work plans and project internal controls. As a member of the project team, works within general supervisory guidelines and controls. Generally operates with appreciable latitude for un-reviewed action or decision. Assigned as group leader on smaller projects with full responsibility for technical and project direction of work group. May also work independently, or as part of team, with responsibility for analysis of problems requiring application of a broad spectrum of the knowledge base of the area of engineering or technical specialization. Accomplishes data gathering and analysis in assigned area of responsibility. Prepares studies, plans, and analyses in support of the delivery order. May conduct in-depth research for studies and analyses.

Principle Duties

- Interact with the technical and functional analysts, acting as a key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts
- Use activity and data modeling
- Develop modern business methods
- Identify best practices
- Identify and assess performance measurements
- Provide group facilitation, interviewing, and additional forms of knowledge transfer

Minimum Education

This individual must have a Bachelor's degree in a related discipline. A Master's degree can be substituted for two years general and specialized experience.

SENIOR MANAGEMENT CONSULTANT

Performs work under broad direction concerning general project and business unit goals. Generally assigned as team leader on complex tasks or those which will require significant interaction of various technical disciplines. Provides administrative and technical direction to personnel assigned. May also work independently, or as part of team, with responsibility for analysis of problems requiring extremely high levels of engineering experience and expertise. Prepares studies, plans, and analyses.

Principle Duties

Shall be capable of applying, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis, activity cost-based analysis, economic and investment analysis, and modern business methods and performance measurement techniques. Shall be capable of developing and applying organization-wide information models for logical business improvement opportunities.

Minimum Education/Experience

This individual shall have at least eight (6) years experience as a management consultant, or other analytical or deliverable related discipline.

HELP DESK CONSULTANT**General Summary**

Serves as the initial point-of-contact for troubleshooting hardware/software, PC, and printer problems.

Principal Duties and Responsibilities

Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors.

Job Specifications

Bachelor's Degree or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

SUBJECT MATTER EXPERT**General Summary**

Expert in single or multiple technical disciplines. Provides Expert guidance and insight into specific technologies and their application and independently performs a variety of system design and integration tasks where a specific subject matter expertise is necessary.

Principal Duties and Responsibilities:

1. Plans and performs research, design assessment, development, integration and other assignments in a specific technical area.
2. Supervises broad team of systems engineers.

3. Responsible for highly complex technical/engineering areas.
4. May perform other duties, as assigned.

Job Specifications

Bachelor's Degree or equivalent and 17 years of general experience. 6 years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, 15 years of general experience is required. With a PhD, 13 year of general experience is required.

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

PREAMBLE

The Foster Group 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 **(Mark Wallace, (312) 609-1009, mwallace@thefostergroup.com, 312.609.1109).**

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, The Foster Group 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 Foster Group's invoice, the provisions of this BPA will take precedence.

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.

THE FOSTER GROUP FSS PRICELIST

LABOR CATEGORY	GSA Gov't Site w/IFF
Senior Project Manager	171.25
Project Manager	141.05
Operations Manager	125.94
Help Desk Manager	85.64
Senior Security Consultant	186.40
Security Consultant	156.20
Senior Data Warehouse Consultant	125.94
Data Warehouse Consultant	100.75
Senior Enterprise Consultant	156.20
Enterprise Consultant	125.94
Senior Architecture Consultant	156.20
Architecture Consultant	125.94
Senior Network Consultant	156.20
Senior Management Consultant	156.20
Management Consultant	136.02
Help Desk Consultant	65.49
Subject Matter Expert	191.43