



TERMS AND CONDITIONS APPLICABLE TO H3 SOLUTIONS, INC.
INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)

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# IT Consulting Creative Services Mobile Experts

H3 Solutions Inc.  
P.O Box 853, Bristow, VA 20136  
Tel: (703) 335-2311  
Fax: (703) 991-7446  
<http://www.h3s-inc.com>

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## 1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

## 2. PERFORMANCE INCENTIVES

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

## 3. ORDER

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

## 4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.



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- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
  - d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.
5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)
- a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
    - (1) Cancel the stop-work order; or
    - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
  - b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
    - (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
    - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
  - c. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
    - (1) 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.



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## 6. INSPECTION OF SERVICES:

- a. The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

## 7. RESPONSIBILITIES OF THE CONTRACTOR:

- a. The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

## 8. RESPONSIBILITIES OF THE ORDERING ACTIVITY:

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

## 9. INDEPENDENT CONTRACTOR:

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

## 10. ORGANIZATIONAL CONFLICTS OF INTEREST

### a. Definitions.

1. “Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.
2. “Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.
3. An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

- b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest



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that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## 11. INVOICES:

- a. The Contractor, 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.

## 12. PAYMENTS:

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

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

## 13. RESUMES:

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

## 14. INCIDENTAL SUPPORT COSTS:

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

## 15. APPROVAL OF SUBCONTRACTS:



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

## 16. DESCRIPTION OF IT/EC SERVICES AND PRICING

# Principal Consultant

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**Minimum/General Experience:** Six years experience managing development and lifecycle support in an Information Systems environment using advanced information technology client/servers and Web tools. All of the skills and knowledge of a Senior Consultant are required along with in-depth management experience in information systems architecture, networking, project management and systems integration. For business applications work, Senior Principle experience is required, in addition to management expertise in business process reengineering.

**Functional Responsibilities:** Manages high-level activities, including problem definition, planning, requirements research, studies and analyses, system analysis, design and programming of very complex automated systems. Responsible for managing all tasks associated with planning, design, development, integration, backup planning, security, implementation, and acceptance phases. Is responsible for managing the formulation and definition of system scope and objectives. Ensures the utilization of emerging and advanced technical knowledge for all phases of automated application systems planning, analysis, design, programming, implementation, and maintenance. This may also include managing research, software system support, network system support, configuration management, quality assurance, system performance evaluation, life cycle management, etc. Devises or modifies procedures to solve complex problems, including resource allocation. Prepares and delivers presentations and briefings.

**Qualifications:** A minimum of six years of recent and substantive management experience directly relevant to the technical area and the subject matter of the task.

# Senior Consultant

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**Minimum/General Experience:** Five years experience in an ADP environment utilizing current advanced information systems technologies. Has experience with application development, COTS integration, advanced operating systems and/or database expertise, including advanced knowledge of SQL programming, rapid prototyping, and business modeling, DBA skills, at least one 3GL, a basic understanding of RDBMS architecture and



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SQL. Experience with relational databases and Web tools including SQL Server, Java, Flash, and Visual Studio .Net. For business applications development work, technical experience with the functional aspects of corporate or government finance and/or manufacturing sectors.

**Functional Responsibilities:** Formulates and defines requirements, scope and objectives for application systems. Performs studies and analyses, and prepares detailed specifications from which programs will be written. Designs, programs, tests, debugs, installs, documents, trains, and maintains systems, programs, and databases, whether resident on networks, stand-alone PCs, or mainframes. Competent to work at high technical levels in all phases of applications systems planning, analysis, design, development, backup, security, data conversion, legacy system integration, implementation, and maintenance. Regularly operates under short deadlines and heavy workloads. Takes on a lead role for projects as required. Designs and prepares technical and management reports and other documentation. Prepares and delivers briefings.

**Qualifications:** A minimum of five years of recent experience that is substantive and directly relevant to the technical area and subject matter of the task.

## Consultant

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**Minimum/General Experience:** Four years experience in an ADP environment utilizing current advanced information systems technologies. If task related, a minimum of three years actual project experience in design theory, at least two years of which is in advanced technology. Has experience with application development, COTS integration, advanced operating systems and/or database expertise, including advanced knowledge of SQL programming, rapid prototyping, and business modeling. A basic understanding of RDBMS architecture and SQL. Experience with relational databases and Web tools including SQL Server, Java, Flash, and Visual Studio .Net. For business applications development, basic experience with the functional aspects of corporate/government finance and/or manufacturing sectors.

**Functional Responsibilities:** Participates in all phases of automated systems design and development. Performs requirements research, systems analysis, design, programming, backup, security, integration, data conversion, legacy system integration, testing, documentation, implementation, and training of application programs/systems. Applies advanced technologies, principles, and methods to arrive at automated solutions. Designs and prepares technical reports and other documentation.

**Qualifications:** A minimum of four years of recent experience that is substantive and directly relevant to the technical area and subject matter of the task.

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## Associate Consultant

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**Minimum/General Experience:** Three years experience in an ADP environment utilizing current information systems technologies. Or, a minimum of two years actual project experience in basic application/system design theory. For application development, possesses a working knowledge of RDBMS including knowledge of SQL (as used in Oracle, Microsoft SQL Server, etc.) and operating systems or database expertise. Experience with relational databases and Web tools including SQL Server, Java, Flash, and Visual Studio .Net.

**Functional Responsibilities:** Participates in all phases of automated system design and development. Performs requirements research, systems analysis, design, programming, integration, testing, documentation, implementation, and training of application programs/systems. Applies current technologies, principles, and methods to arrive at automated solutions. Designs and prepares technical reports and other documentation.

**Qualifications:** A minimum of three years of recent experience that is substantive and directly relevant to the technical area and the subject matter of the task.

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## Associate II Consultant

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**Minimum/General Experience:** Two years experience (obtained within the past three years) in an ADP environment utilizing current information systems technologies. Or, a minimum of two years actual project experience in basic application/system design theory. For application development and or documentation development, possesses a working knowledge of RDBMS including knowledge of SQL (as used in Oracle, Microsoft SQL Server, etc.) and operating systems or database expertise. Knowledge of relational databases, Web development tools including SQL Server, Java, Flash and Visual Studio .NET.

**Functional Responsibilities:** Participates in all phases of automated system design and development. Performs requirements research, systems analysis, design, programming, integration, testing, documentation, implementation, and training of application programs/systems. Applies current technologies, principles, and methods to arrive at automated solutions. Designs and prepares technical reports and other documentation.

**Qualifications:** A minimum of two years of recent experience that is substantive and directly relevant to the technical area and the subject matter of the task.



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## GSA Price List

Labor Category	Government Hourly Rate	Government Rate w/IFF
Principal Consultant	\$123.50	\$124.74
Senior Consultant	\$114.00	\$115.14
Consultant	\$110.00	\$111.10
Associate Consultant	\$100.00	\$101.00
Associate II Consultant	\$95.00	\$95.95

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

#### PREAMBLE

H3 Solutions, Inc. provides commercial 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 Mike Herres, Office: 703-335-2311, [mike.herres@h3s-inc.com](mailto:mike.herres@h3s-inc.com), Fax: 703-991-7446.