

SERRANO IT SERVICES

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A Service Disabled Veteran Owned Business

GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE

AUTHORIZED FEDERAL SUPPLY SERVICE

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

Schedule for - MISSION ORIENTED BUSINESS INTEGRATED SERVICE (MOBIS)

Federal Supply Group: 874 **Class:** R499

Contract Number: GS-10F-0126T

For more information on ordering from Federal Supply Schedules

Click on the FSS Schedules button at <http://www.fss.gsa.gov>

Contract Period: February 02, 2007 through February 01, 2012

Contractor: Serrano IT Services, LLC
1502 J.F. Kennedy Drive, Suite 1A
Disabled
Bellevue, NE 68005-3003

Business Size:
Small, Veteran Owned, Service-
Business

Telephone : (402) 991-0116

Fax Number : (402) 991-0253

Web Site: www.serranoits.com

Email: davina.scott@serranoits.com

Contract Administration: Davina Scott

CUSTOMER INFORMATION

- 1a. Table of Awarded Special Item Numbers(s) with appropriate cross-reference to page numbers: 874-1
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should know the range of the lowest price, and cite the areas to which the prices apply.
- 1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.
2. Maximum Order: \$1,000,000.00
3. Minimum Order: \$300.00
4. Geographic Coverage (Delivery Area): Domestic only
5. Point(s) of production (city, county, and state or foreign country): same as company address
6. Discount from list prices or statement of net price: Government net prices (discounts already deducted). List at the end of this pricelist.
7. Quantity discounts: None Offered
8. Prompt payment terms: Net 30 days
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: will accept over \$2,500
10. Foreign items (list items by country of origin): None
- 11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order
- 11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." Under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:
Contact Contractor
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. Urgent Requirements. The Contractor will not in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery: Contact Contractor

12. F.O.B Points(s): Destination

13a. Ordering Address(es): Serrano IT Services, LLC
1502 JF Kennedy Drive, Suite 1A
Bellevue, NE 68005-3003

13b. Ordering procedures: For suppliers and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's, and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment Address(es): Serrano IT Services, LLC
1502 JF Kennedy Drive, Suite 1A
Bellevue, NE 68005-3003

15. Warranty provision: Contractor's standard commercial warranty

16. Export Packing Charges (if applicable): N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

19. Terms and conditions of installation (if applicable): N/A

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

20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventative maintenance (if applicable): N/A

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

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

25. Data Universal Numbering System (DUNS) number: 19-0899489

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

Contractor will accept LH and FFP

Government Awarded Prices (Net Prices)

LABOR CATEGORY NAME	UNIT	HOURLY
SIN NUMBER 874-1		
Principal Consultant	N/A	\$206.00
Senior Consultant	N/A	\$164.80
Consultant	N/A	\$123.50
Senior Technical Writer	N/A	\$61.80

LABOR CATEGORY DESCRIPTIONS

	Labor Category	Description and Minimum Requirements
1	Principal Consultant	<p><u>Minimum/General Experience:</u> Fifteen years of experience in a related field or domain.</p> <p><u>Functional Responsibility:</u> Provides expert management and technical advice or guidance to business managers or other program or project personnel. Exercises independent judgment and a high level of analytical skills in solving business, administrative, and managerial problems. Accountable for project planning, execution, and performance.</p> <p><u>Minimum Education:</u> MA/MS Degree or three additional years experience.</p>
2	Senior Consultant	<p><u>Minimum/General Experience:</u> Ten years of experience in a related field or domain.</p> <p><u>Functional Responsibility:</u> Provides expert advice on highly complex business matters. Conducts studies to address significant, complex operational issues. Provides consulting and services in the analysis, design, development, integration, or installation of business systems. Independently performs exceptionally complex tasks including designing complex software, applications, or information systems by leveraging formal training, domain proficiency, and experience. Provides direction to professional staff or teams working on multiple tasks in area of discipline or related areas.</p> <p><u>Minimum Education:</u> BA/BS Degree or three additional years experience.</p>
3	Consultant	<p><u>Minimum/General Experience:</u> Five years of applicable engineering experience.</p> <p><u>Functional Responsibility:</u> Provides consulting and services in the analysis, design, development, integration, or installation of business systems. Independently performs complex tasks including designing applications or information systems to a customer’s unique requirements. Performs high-level systems analysis. Defines and executes activities within a project. Activities may consist of systems planning, performance management, systems alignment, cycle times and benchmarking, performance measures, and customized training. Provides direction to professional staff or team working on tasks in area of discipline or related areas.</p> <p><u>Minimum Education:</u> BA/BS Degree or three additional years experience.</p>
4	Senior Technical Writer	<p><u>Minimum/General Experience:</u> Five years of applicable technical writing experience.</p> <p><u>Functional Responsibility:</u> The Senior Technical Writer accomplishes writing assignments in direct support of the business lifecycle, tasks and the production of required deliverables. Activities may include proposal development, business administration, contract administration, and facility operations activities, to include industrial security administrative duties.</p> <p><u>Minimum Education:</u> BA/BS Degree or three additional years experience, including proficiency with commercial word processing, publishing and graphics applications.</p>

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

Serrano IT Services 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 Davina Scott at Phone Number: (402) 991-0116, Email: davina.scott@serranoits.com, Fax Number: (402) 991-0253

BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and Serrano IT Services enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

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

Signatures

Ordering Activity Date

Serrano IT Services Date

BPA NUMBER _____

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, Serrano IT Services 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
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_____	_____
_____	_____
_____	_____

(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
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_____	_____
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;

- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

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

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

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.