

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS
FINANCE DEPARTMENT
PROCUREMENT DIVISION
320 Hospital Dr. Ste. 23
Warrenton, Virginia 20186
Phone: (540) 422-8353 Fax: (540) 422-8355

NOTICE OF CONTRACT

DATE: July 31, 2018
COMMODITY NAME: On Call/As Required Information Technology
Consulting Services
CONTRACT NUMBER: 68-18ksc
SUPERSEDES CONTRACT: 78-13shc
CONTRACT PERIOD: August 1, 2018 – July 31, 2019
RENEWAL OPTIONS: Four (4) additional one-year periods
CONSULTANT(s):

2020 Teknology, LLC
Kevin Scully
11921 Freedom Drive, 5th Floor
Reston, VA 20190
P: 703-405-8862
kscully@2020teknology.com
Vendor# 647483

AMPCUS, Inc.
Anjali Ramakumaran
14900 Conference Center Dr.
Suite 500,
Chantilly, VA 20151
P: 703-637-7299
ann@ampcus.com
Vendor # TBD

Cas Severn, Inc.
Carl Dodson
6201 Chevy Chase Dr.
Laurel Md. 20707
P: 804-397-9268
CDodson@cassevern.com
Vendor# TBD

F-1 Computer Solutions, Inc.
Attn: Bill Sterbinsky
28 Blackwell Park Lane, Suite 102
Warrenton, VA 20186
P: 540-349-5370
Bill@f1computersolutions.com
F: 540-349-8105
Vendor #637239

MTBW Services, Inc.
Attn: Greg Baharoff
327 E Ridgeville Blvd, #154
Mt Airy, MD 21771
P: 301-829-5925
gbaharoff@mtbw.com
F: 301-829-5923
Vendor # 644963

Insystech, Inc
Ramji Venkatachari
14566 Lee Road, Suite 4008
Chantilly, VA 20151

P: 703-657-0472
ramjiv@insystechinc.com
F: 703-657-0442
Vendor #639274

Networking Technologies & Support
Attn: Bernard Robinson
14421 Justice Rd
Midlothian, VA 23113

P: 804-379-1800
brobinson@networkingtech.com
F: 804-379-3414
Vendor # 641380

New York Global Consultants Inc.
Mukesh Molugu
626 XRX Plaza, 6th Fl. St.668
Uniondale, NY 11556

P: 1-888-662-6888 x 1119
mukesh@nygci.com
Vendor # TBD

SeNet International Corp.
Ilan Katz
3040 Williams Drive, Suite 510
Fairfax VA 22031

P: 703-206-9383
Ilan.katz@senet-int.com
Vendor # TBD

SoftHQ, Inc
Kranti Ponnamp
6494 Weathers Place St. 200
San Diego, XCA 92121

P: 858-658-9200
kranti@softhqinc.com
Vendor # TBD

TERMS: Net 45 days

DELIVERY: As Needed

FOR FURTHER INFORMATION CONTACT: Kathy H. Stanley, CPPB
Senior Buyer
Phone: 40-422-8354

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL
USING DEPARTMENTS: This contract is the result of a competitive bid program and its
use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the
commodity listed herein.

1. Orders: All Using Departments must order services listed by issuing a Purchase Order per the Procurement Procedures Manual, after following the instructions below. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 422-8351 or 8352.

PROJECT ORDERS AND PROCEDURES FOR ORDERING SERVICES FOR INFORMATION TECHNOLOGY CONSULTING SERVICES:

Types of Project Orders:

Lump Sum Fee Project Orders: Lump sum fees shall be negotiated individually for each project and issued as a separate Purchase Order (pricing shall be based on the attached hourly fee schedule).

Hourly Rate Project Orders: When the scope of services involves work of such nature that the Consultant cannot reasonably estimate the time which would be required to provide the services, the Using Department may authorize an Hourly Rate Purchase Order based on the actual hours worked times the hourly rates indicated on the attached fee schedule and other approved expenses. A maximum Purchase Order fee or cost not to exceed limitation shall be agreed upon for Hourly Rate Purchase Orders. When an Hourly Rate Purchase Order is used, the Consultant shall submit detailed time records, documentation for other expenses, and such other evidence as the Using Department may require to support the Consultant's billing request.

Procedures for Ordering Services

The Using Department will request a lump sum fee or hourly rate proposal for each Project from the Consultant. At the Consultant's expense, the Consultant shall visit the site, if required, and prepare a detailed proposal for either that includes the estimated number of hours, position title and hourly rate for accomplishing the services. The Consultant shall determine feasibility of the proposed budget at this time. The Consultant shall prepare a detailed lump sum or hourly rate (as applicable) fee proposal for accomplishing the services.

Each Project Order will be reviewed and approved in writing by the Owner prior to the Consultant initiating any work. If any Project Order appears indefinite, unclear or contradictory, the Consultant shall consult with the Owner's representative for interpretation and clarification prior to the Consultant's commencement of work on that Project Order. The Consultant shall be responsible for conveying the interpretation and /or clarification of any Project Order to its employees, agents or subcontractors or sub-Consultants. Consultant shall be responsible for any work not expressly set out in any Project Order but which may be reasonable implied for proper completion of the Project Order. If the Owner requires the Consultant's attendance at multiple meetings on site, the Owner will convey this with their project order.

The Using Department will evaluate the Consultant's fee proposal and may negotiate a suitable lump sum fee or a "not to exceed" amount with the Consultant. Prompt completion of fee negotiations is imperative. Following

successful negotiations. All proposals must reference the contract number on it. Proposals without a contract number will not be accepted. The Using Department will prepare a purchase order for the agreed scope of work and fee proposal, incorporating by reference the terms and conditions of this contract and forward to the Procurement Division. Once the Procurement Division has processed the purchase order (and assigned a number) the Using Department will authorize and instruct the Consultant to proceed with the appropriate phase of the work. All purchase orders shall incorporate by reference the terms of this agreement.

The Consultant shall not perform any work that has not been authorized by a written purchase order (or change order) executed by the Procurement Division. The Consultant assumes all risk and financial liability for any services rendered without such proper authorization.

The Using Department reserves the right, at its sole discretion, to issue purchase orders to any Information Technology Consultant based on its evaluation of each Consultant's qualifications, expertise, capabilities, performance record, current workload, location or distance to the project and other factors as may be pertinent to a particular project.

Change Orders: Change orders, authorized by the Procurement Division, may be issued to modify the scope of a Purchase Order. Change orders may add to, delete or otherwise modify the scope of services against a particular Purchase Order.

No modification can be made which will increase the original purchase order price by more than twenty-five percent (25%) or \$50,000, whichever is greater or exceed the purchase order limits established above, without the approval of the Board of Supervisors or the School Board, as the case may be.

In making any modifications, the resulting increase or decrease in cost for the modification shall be determined by one of the following methods:

- A. The written modification shall stipulate the mutually agreeable fixed price for the specific addition to and/or deletion from the scope of work and/or specifications, which shall be added to or deducted from the total contract amount.
- B. The written modification shall direct the Consultant to proceed with a specific scope of work and to keep, and present in a form as the Using Department may direct, a correct account of the actual man-hours by category and discipline and the time sheets therefore. The fee amount will be the man-hours expended multiplied by the hourly rates specified in attached hourly fee schedule. No additional increase for overhead and profit will be allowed. Changes using this procedure will usually specify a maximum amount.

2. All correspondence and documents (to include invoices) shall reference the contract number, applicable purchase order number and any project reference number the Using Department may identify. The applicable contract number, vendor number, estimated total dollar amount (can be done as a "Not to exceed" estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Consultant use.
3. Inspection on delivery/service and approval of contractor's invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of services or violation of contract provisions by the Consultant shall be reported to the Procurement Division for handling with the Consultant. All complaints must be submitted in writing and can be forwarded to Procurement via fax, e-mail or courier.
5. Renewals: As stated on the face of this notice, four (4) one-year term remains on this contract. The decision as to whether to exercise the renewal option will be made by the contract officer, with input requested from the using departments, approximately sixty days in advance of the expiration date of the current term.
6. Price Adjustments: Contract prices shall remain firm for the award year. Prices may be negotiated only at the time of renewal. The contract officer must approve all price increases. Contract users will be sent notification of contract change from the Procurement office as official notification of such changes, if approved.
7. Evaluation of Services: At the conclusion of any project performed under this contract or periodically throughout the project, the Using Department is requested to complete the attached Evaluation Form and return to the Procurement Division. This will be kept in the contract file for renewal and contract performance purposes.
8. The Consultant's services shall be considered complete upon satisfactory completion and acceptance by the Owner's Representative of the services outlined in the Project Order.
9. Use of Contract by Other Political Jurisdictions: This clause is contained in RFP#68-18ksc, which became this contract. This contract may therefore to other jurisdictions and Political Subdivisions of the Commonwealth of Virginia with the authorization of the Contractor. FCG&PS acts only as the "Contracting Agent" for these jurisdictions and political subdivisions.