

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS
FINANCE DEPARTMENT
PROCUREMENT DIVISION
320 Hospital Dr. Ste. 23
Warrenton, Virginia 20186
Phone: (540) 422-8354 Fax: (540) 422-8355

NOTICE OF CONTRACT RENEWAL

DATE: May 16, 2017
COMMODITY NAME: Information Technology On-Call/As Required Consulting Services
CONTRACT NUMBER: 78-13shc
CONTRACT PERIOD: May 1, 2013 to April 30, 2014
Renewal #1: May 1, 2014 through April 30, 2015
Renewal #2: May 1, 2015 through April 30, 2016
Renewal #3: May 1, 2016 through April 30, 2017
Renewal #4: May 1, 2017 through April 30, 2018
Extension #1: May 1, 2018 through July 31, 2018
RENEWAL OPTIONS: Four (4) one-year periods

CONSULTANT(s):

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

Makro Technologies, Inc P: 973-481-1381
Kiran Ankem kiran@makrogrp.com
650 College Road East F: 973-241-1382
Suite 3600 Vendor #647484
Princeton NJ 08540

Digicon Corporation P: 703-621-1000
Attn: John Wu contracts@digiconasp.com
7926 Jones Branch Dr. Ste 615 F: 703-621-1001
McLean, VA 22102 Vendor #641376

Future Integrated Systems, LLC P: 703-378-5033
Attn: Peter Daniel peter.daniel@fisconsulting.net
4443 Brookfield Corporate Dr., Ste 105 F: 703-378-5255
Chantilly, VA 20151 Vendor#645934

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

2020 Teknology, LLC
Kevin Scully
11921 Freedom Drive, 5th Floor
Reston, VA 20190

P: 703-405-8862
kscully@2020teknology.com
Vendor# 647483

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

TERMS: Net 45 days

DELIVERY: As Needed

FOR FURTHER INFORMATION CONTACT: Kathy Stanley, CPPB
Senior Buyer
Phone: 540-422-8354

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.

INSTRUCTIONS

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 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, 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, two (2) 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#78-13shc, which became this contract. This contract may therefore be extended to Northern Virginia, Metropolitan Washington Council of Governments jurisdictions and 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.

**FEE SCHEDULE, Contract #78-13shc
MTBW Services Inc.**

SCOPE OF SERVICES	HOURLY RATE
Network Security Support	\$115.00
Software/Application Security Support	\$105.00
Disaster Recovery/Contingency Planning Support	\$105.00
Network Administrator	\$105.00
Network Engineer	\$115.00
Microsoft Systems Engineer	\$115.00
Proactive Network Monitoring for Servers or LAN/WAN Equipment (including hubs, switches, routers, firewall, UTM)	\$35.00/machine

**FEE SCHEDULE, Contract # 78-13shc
Makro Technologies, Inc.**

Scope of Service	Hourly Rate Intermediate	Hourly Rate Senior
Web Developer	\$57.35	\$77.83
Data Base Architect	\$75.10	\$89.47
Network Security Support	\$47.79	\$65.54
Software/Application Security Support	\$47.79	\$65.54
Network Administrator	\$47.79	\$65.54
Computer Technician	\$23.72	\$36.87
Network Engineer	\$47.79	\$65.54
Microsoft Systems Engineer	\$64.18	\$80.12

**FEE SCHEDULE, Contract # 78-13shc
DIGICON CORPORATION**

	Labor Category	Sr. Level	Inter. Level
3.2	Web Developer	111.88	94.33
3.3	Database Architect	131.85	109.70
3.4	Network Security Support	149.78	125.07
3.5	Software/Application Security Support	125.07	116.26
3.6	Disaster Recover/Contingency Planning Support	144.78	116.26
3.7	Network Administrator	100.69	86.50
3.8	Computer Technician	68.01	52.67
3.9	AV Technician	81.22	65.81
3.1	Network Engineer	114.09	98.72
3.11	Microsoft Systems Engineer	126.56	108.65
	Labor Category	Sr. Level	Inter. Level
	Project Manager	139.05	122.12
	Business Process Analyst	113.31	92.70
	Quality Assurance Test Analyst	108.17	92.70
	Documentation Specialist	70.04	51.51
	Training Specialist	92.70	72.11
	Software Architect	123.62	103.01

**FEE SCHEDULE, Contract # 78-13shc
Future Integrated Systems**

RFP Section	Scope of Services	2017
		Rate
3.2	Senior Web Developer	103.49
3.2	Intermediate Web Developer	94.60
3.3	Senior Database Architect	114.40
3.3	Intermediate Database Architect	105.23
3.4	Senior Network Security Support	136.01
3.4	Intermediate Network Security Support	117.75
3.5	Senior Software / Application Security Support	118.06
3.5	Intermediate Software / Application Security Support	102.69
3.6	Senior Disaster Recovery / Contingency Planning Support	127.69
3.6	Intermediate Disaster Recovery / Contingency Planning Support	105.10
3.7	Senior Network Administrator	97.58
3.7	Intermediate Network Administrator	83.39
3.8	Senior Computer Technician	61.62
3.8	Intermediate Computer Technician	51.92
3.9	Senior AV Technician	67.22
3.9	Intermediate AV Technician	60.71
3.1	Senior Network Engineer	109.47
3.1	Intermediate Network Engineer	97.48
3.11	Senior Microsoft Systems Engineer	142.89
3.11	Intermediate Microsoft Systems Engineer	128.30

**FEE SCHEDULE, Contract # 78-13shc
F-1 Computer Solutions, Inc.**

SCOPE OF SERVICE	HOURLY RATE INTERMEDIATE LEVEL	HOURLY RATE SENIOR LEVEL
Web Developer	\$ 72.35	\$ 79.75
Database Architect	\$ 74.63	\$ 82.35
Network Security Support	\$ 109.62	\$ 119.48
Disaster Recovery/Contingency Planning	\$ 104.35	\$ 115.00
Network Administrator	\$ 80.64	\$ 88.05
Computer Technician	\$ 46.62	\$ 51.00
AV Technician	\$ 46.62	\$ 69.00
Network Engineer	\$ 98.00	\$ 104.35
CCIE Voice Network Engineer	N/A	\$ 145.87
Windows System Engineer	\$ 98.00	\$ 104.35

**FEE SCHEDULE, Contract # 78-13shc
2020 Teknology, LLC**

RFP Section	IT Specialized Service Category	Intermediate Hourly Rate	Senior Hourly Rate
3.3	Data Base Architect	\$150	\$199
3.4	Network Security Support	\$150	\$199
3.5	Software/Application Security Support	\$150	\$199
3.6	Disaster Recovery/Contingency Planning Support	\$150	\$179
3.7	Network Administrator	\$100	\$153
3.8	Computer Technician	\$90	\$128
3.9	AV Technician	\$90	\$153
3.10	Network Engineer	\$150	\$199
2016 add	IT Infrastructure Architect - Senior Engineer	NA	\$225

**FEE SCHEDULE, Contract # 78-13shc
NETWORKING TECHNOLOGIES AND SUPPORT, INC.**

SCOPE OF SERVICE	INTERMEDIATE LEVEL HOURLY RATES	SENIOR LEVEL HOURLY RATES
Web Developer	\$105.00	\$135.00
Database Architect	\$105.00	\$135.00
Network Security Support	\$135.00	\$155.00
Software/Application Security Support	\$135.00	\$155.00
Disaster Recovery/Contingency Planning Support	\$135.00	\$155.00
Network Administrator	\$110.00	\$125.00
Computer Technician	\$80.00	\$100.00
AV Technician	\$115.00	\$115.00
Network Engineer	\$135.00	\$155.00
Microsoft Systems Engineer	\$140.00	\$175.00
Cabling Technician	\$115.00	\$115.00
Project Manager	\$135.00	\$155.00
Managed Services (Includes monitoring & management) (per month, per device)	\$75/Application/Database \$75/Network Devices \$30/Endpoint devices	
<ul style="list-style-type: none"> • Microsoft Engineer includes SQL Server Engineer, SCCM Engineer, etc • The rates above are on-call, as required rates. Lower rates will apply for long-term projects. A minimum number of hours may apply to Computer and AV Technicians. 		