

BLANKET PURCHASE AGREEMENT
AG-3142-B-06-0025
Between United States Department of Agriculture (USDA)
And TCASSOCIATES for IT Services

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1. General Information

This Blanket Purchasing Agreement (BPA) supports the USDA ease to award orders to a Service Disabled Veteran Owned Small Business and is a proven source of supply for related IT products and services for the use of all USDA agencies and staff offices. TCAssociates shall provide USDA IT support services including, but not limited to, the following:

**Information Assurance (Security),
Information Assurance Automated Products,
Program Management,
Knowledge Management,
Business Intelligence,
Network Engineering,
Systems Integration,
Telecommunications, and Technology Solutions.**

2. Prime Contractor Information

TCAssociates,
Email: Contracts@TCAssociates.com
Website: www.TCAssociates.com

Address: 6551 Loisdale Court, Suite 500
Springfield, VA. 22310

USDA ID & TAX Number: 260078651
DUNS Number: 800264744
Small Business Designation: SB, SDB, 8A, VOSB, & SDVOSB (4 Star)

3. Extent of Obligation

The USDA is obligated only to the extent of authorized Contracting Officer issue Task Orders made against this BPA. The USDA is not obligated to place any orders with the vendor under this BPA. The vendor is not obligated to accept orders under this BPA. However, if the vendor accepts an order, he/she is obligated to provide the services under the terms and conditions of this agreement.

4. Description of the IT Support Services

The TCAssociates shall provide to the USDA IT support services including, but not limited to the following: Information Assurance (Security), Information Assurance Automated Products, Program Management, Knowledge Management, Business Intelligence, Network Engineering, Systems Integration, Telecommunications, and Technology Solutions. TCAssociates will work with the USDA Contracting Office to provide timely and price-reasonable IT Services.

5. Effective Date and Period of BPA

The effective date for this Blanket Purchase Agreement (BPA) shall be from the date of issuance for a 5-year period. Yearly options can be exercised as long as the GSA Schedule Contract (GS-35F-0623M) is not expired and/or until either party terminates it in writing. In the event of termination, delivery or performance of outstanding orders may continue for a period of 30 days, after which time any remaining items will be considered cancelled.

6. Scope and Delivery of IT related Services

The Ordering Official shall confirm the delivery schedule at the time each order is placed. All deliveries/services under this BPA shall be delivered to the address(es) as directed by the Ordering Official and contain the following:

- (i) Name, Address, and Taxpayer Identification No. of Vendor, VID #.
- (ii) BPA Number

- (iii) Order Number
- (iv) Date of Purchase
- (v) Itemized List of Services/SOW Furnished
- (vi) Quantity, Unit Price, and Extended Quantity/Pricing of each Item
- (vii) Date of Delivery or Performance
- (viii) Name and Telephone Number of Person Placing Order
- (ix) Delivery & Invoice Address(es)

7. Authorized Ordering Officials

Warranted Contracting Officers, within the United States Department of Agriculture, can place delivery orders and/or calls in accordance with agency guidelines and appropriate procurement regulations. Acceptance of orders/calls from unauthorized individuals is at the vendor's own risk.

The USDA Contracting Officer's administering this BPA is:

Richard Storie, USDA, Phone: 202-720-3211
Richard.storie@usda.gov

Brant Lindsey, USDA, Phone 202-720-4674
Brant.lindsey@usda.gov

Address: 300 7th & D St., SW, Reporters Building
Washington, DC 20024

8. Task Orders/BPA Calls/SOW

Task orders/BPA Calls issued under this BPA shall use the fixed price labor categories/rates identified in the Contractor's proposal. The Contractor may also propose additional labor categories and discounts under subsequent task orders. The Contractor shall fully support (technical and cost) any additional labor categories included in task order proposals. However, all labor categories proposed by the Contractor must be contained in the Contractor's current GSA contract. Additional Prices and/or discounts, delivery or performance time frames, location of deliveries, and frequency of ordering and invoicing will be specified within the individual Task Orders/Calls.

The USDA can issue task orders/calls against this BPA for requirements for specific statement of work (SOW) to be performed. The specific task orders/BPA calls and SOW must conform to USDA criteria and schedules and subject to acceptance by the CO Contracting Officer's Representative (COR). All deliverables, documentation, associated data, reports, and software developed or delivered under this BPA's task orders shall become USDA property upon acceptance of the deliverables. Additional Prices and/or discounts, delivery or performance time frames, location of deliveries, and frequency of ordering and invoicing will be specified within the individual Task Orders/Calls.

Issuance of Task Orders: Orders/Calls will be placed against this BPA via Electronic Data Interchange (EDI), fax, or paper. The USDA CO should issue a request for a task order quote/proposal electronically and the Contractor shall submit the task order proposal electronically or as directly by the CO. If mailed, an order is considered issued when the Government deposits the order in the mail.

9. Task Order/BPA Call Delivery

Unless otherwise agreed to, all deliveries made under this BPA shall be accompanied with a delivery ticket or sales slip, in triplicate, which shall contain the following information: Name of Contractor; BPA Number; Date of Order; Order Number; Itemized List of Supplies or Services Furnished; Quantity, Unit Price, and Extension of Each Item; Less Applicable Discounts; Date of Delivery or Shipment; Place of Delivery; Name of Individual Receiving the Order.

10. Inspection and Acceptance

Inspection and acceptance shall be at destination. Inspection is limited to determining compliance with the requirements of each task order/call.

11. Billing Instructions

The vendor shall submit an original itemized invoice (plus one copy) to the Ordering official for processing and payment within five (5) days of completion of the order. Invoices shall not be submitted until the services have been accepted by the Agency. The vendor's billing name and associated information must agree with the vendor's name on the BPA. Invoices from vendors other than the vendor listed on the BPA will not be paid.

12. Reports

TCAssociates shall provide monthly reports to the BPA Contracting Officer in Procurement Operations Division. This report shall display the Ordering Agency, customer name, items delivered, the costs, and items ordered but not delivered yet, with an anticipated delivery date.

13. Task Orders

Subsequent task orders/BPA Calls issued under this BPA shall use the fixed price labor categories/rates identified in the Contractor's proposal. The Contractor may also propose additional labor categories under subsequent task orders. The Contractor shall fully support (technical and cost) any additional labor categories included in task order proposals. All labor categories proposed by the Contractor must be contained in the Contractor's current GSA contract.

The Government will issue task orders to define requirements for specific work to be performed. The specific task orders must conform to USDA criteria and schedules and be reviewed by the Contracting Officer's Representative (COR)* for all orders. All deliverables, documentation, associated data, reports, and software developed or delivered under this BPA's task orders shall

become Government property upon acceptance of the deliverables. Additional Prices and/or discounts, delivery or performance time frames, location of deliveries, and frequency of ordering and invoicing will be specified within the individual Task Orders.

- a. **Issuance of Task Orders:** Orders will be placed against this BPA via Electronic Data Interchange (EDI), fax, or paper. The USDA CO should issue a request for a task order quote/proposal electronically and the Contractor shall submit the task order proposal electronically or as directly by the CO. If mailed, an order is considered issued when the Government deposits the order in the mail.
- b. **Task Order Delivery:** Unless otherwise agreed to, all deliveries made under this BPA shall be accompanied with a delivery ticket or sales slip, in triplicate, which shall contain the following information: Name of Contractor; BPA Number; Date of Order; Order Number; Itemized List of Supplies or Services Furnished; Quantity, Unit Price, and Extension of Each Item; Less Applicable Discounts; Date of Delivery or Shipment; Place of Delivery; Name of Individual Receiving the Order.
- c. * Contracting Officer's Representative (COR)
 - The performance required herein shall be subject to the technical direction of the Contracting Officer's Representative (COR) as identified below. As used herein, "technical direction" is defined as direction to the contractor that fills in details, suggests possible lines of approach, or otherwise supplements the scope of the work set forth herein and shall not constitute a new assignment, and does not supersede or modify any article or clause of this contract.
 - The COR is not authorized to perform, formally or informally, any of the following actions:
 - Promise, award, agree to award, or execute any contract, contract modification, or notice of intent that changes or may change a task order;
 - Waive or agree to modification of the delivery schedule; subject to the Disputes Clause;
 - Terminate, for any reason, the contractor's right to proceed;
 - Obligate, in any way, the payment of money by the Government. Only a warranted Contracting Officer is authorized to obligate funds on this or any other contract action.
 - The contractor shall immediately notify the Contracting Officer in writing if the COR has taken an action (or fails to take action) or issues direction (written or oral) that the contractor considers to exceed the above limitations.
 - The COR shall be assigned by the agency for each BPA Call placed against this Blanket Purchase Agreement.
 - The agency Contracting Officer is responsible for designating the COR.

14. Security Requirements

- a. Security Classification: The deliverables may be Sensitive but Unclassified (SBU). All notes, drafts, and final documents will be stored, processed, and transmitted in accordance with USDA security policy.
- b. Security Clearance: All contractor personnel will retain a secret level clearance unless specifically stated that no clearance is necessary. For such cases, a background investigation on the employee will have been completed.
- c. Work on government facilities: All TCAssociates employees are prohibited from revealing to any outside individuals or organizations, any data they become aware of as a result of their performance. The intent of this provision is to protect customer information from being used in an unauthorized manner. Revelation and/or exchange of information are allowable when necessary to perform contract assignments or to inform authorized customer representatives.
- d. Customer Facility Access: The TCAssociates employee shall be issued Identification cards when access to a Customer facility is required several days a week. The COR makes this determination based on need and tasking.
- e. Privacy Act: TCAssociates shall review, distribute, and collect information subject to disclosure restrictions based on the Privacy Act of 1974. The customer and TCAssociates' use of this information is controlled by written policy and procedure, including the Privacy Act notice published in the Federal Register and instructions appearing in various customer publications. TCAssociates shall enforce policies and procedures for handling and safeguarding sensitive information, and provide sufficient training to ensure employee compliance.

15. Pricing

CLIN	Job Description	Base YR Rate	Option 1	Option 2	Option 3	Option 4
1	Director of Programs	\$114.31	\$117.74	\$121.27	\$124.91	\$128.66
2	Network Consultant	\$95.70	\$98.57	\$101.53	\$104.57	\$107.71
3	Senior Systems Consultant	\$94.91	\$97.76	\$100.69	\$103.71	\$106.82
4	Senior Software Consultant	\$90.39	\$93.10	\$95.89	\$98.77	\$101.73
5	Senior Program Manager	\$89.50	\$92.19	\$94.95	\$97.80	\$100.73
6	Software Consultant	\$87.73	\$90.36	\$93.07	\$95.86	\$98.74
7	Program Manager	\$85.07	\$87.62	\$90.25	\$92.96	\$95.75
8	System Consultant	\$82.81	\$85.29	\$87.85	\$90.49	\$93.20
9	Senior Network Engineer	\$77.10	\$79.41	\$81.80	\$84.25	\$86.78
10	Network Engineer 2	\$74.50	\$76.74	\$79.04	\$81.41	\$83.85
11	Project Manager	\$71.80	\$73.95	\$76.17	\$78.46	\$80.81
12	Senior Technical Design Engineer	\$69.89	\$71.99	\$74.15	\$76.37	\$78.66
13	Team Leader	\$66.99	\$69.00	\$71.07	\$73.20	\$75.40
14	Senior Systems Engineer	\$63.23	\$65.13	\$67.08	\$69.09	\$71.17
15	Network Engineer1	\$60.61	\$62.43	\$64.30	\$66.23	\$68.22
16	Senior Network	\$55.30	\$56.96	\$58.67	\$60.43	\$62.24
17	Communication Specialist	\$51.57	\$53.12	\$54.71	\$56.35	\$58.04
18	System Engineer 2	\$49.81	\$51.30	\$52.84	\$54.43	\$56.06
19	Network Technician	\$46.04	\$47.42	\$48.84	\$50.31	\$51.82
20	Design Analyst	\$43.86	\$45.18	\$46.53	\$47.93	\$49.36

21	Project Analyst	\$43.60	\$44.91	\$46.26	\$47.64	\$49.07
22	Senior Customer Support Representative	\$41.56	\$42.81	\$44.09	\$45.41	\$46.78
23	Customer Support Representative	\$36.98	\$38.09	\$39.23	\$40.41	\$41.62
24	Systems Engineer 1	\$36.59	\$37.69	\$38.82	\$39.98	\$41.18
25	Project Administrator	\$32.17	\$33.14	\$34.13	\$35.15	\$36.21
26	Task Manager	\$98.91	\$101.88	\$104.93	\$108.08	\$111.32
27	Advanced Technology Program Manager	\$132.66	\$136.64	\$140.74	\$144.96	\$149.31
28	Advanced Technology Project Manager	\$121.13	\$124.76	\$128.51	\$132.36	\$136.33
29	Advanced Technology Task Manager	\$109.59	\$112.88	\$116.26	\$119.75	\$123.34
30	Senior Cost Analyst	\$98.06	\$101.00	\$104.03	\$107.15	\$110.37
31	Cost Analyst	\$86.52	\$89.12	\$91.79	\$94.54	\$97.38
32	Junior Cost Analyst	\$74.98	\$77.23	\$79.55	\$81.93	\$84.39
33	Senior Financial Manager	\$109.59	\$112.88	\$116.26	\$119.75	\$123.34
34	Financial Manager	\$98.06	\$101.00	\$104.03	\$107.15	\$110.37
35	Junior Financial Manager	\$83.64	\$86.15	\$88.73	\$91.40	\$94.14
36	Senior Management Analyst	\$121.13	\$124.76	\$128.51	\$132.36	\$136.33
37	Management Analyst	\$109.59	\$112.88	\$116.26	\$119.75	\$123.34
38	Senior Quality Assurance Manager	\$98.06	\$101.00	\$104.03	\$107.15	\$110.37
39	Quality Assurance Specialist	\$86.52	\$89.12	\$91.79	\$94.54	\$97.38
40	Junior Quality Assurance Technician	\$74.98	\$77.23	\$79.55	\$81.93	\$84.39
41	Senior Network/System Security Engineer	\$155.74	\$160.41	\$165.22	\$170.18	\$175.29
42	Network/System Security Engineer	\$121.13	\$124.76	\$128.51	\$132.36	\$136.33
43	Junior Network/System Security Engineer	\$109.59	\$112.88	\$116.26	\$119.75	\$123.34
44	Information Assurance Program Manager	\$161.50	\$166.35	\$171.34	\$176.48	\$181.77
45	Senior Information Assurance Engineer	\$155.74	\$160.41	\$165.22	\$170.18	\$175.29
46	Information Assurance Engineer	\$121.13	\$124.76	\$128.51	\$132.36	\$136.33
47	Junior Information Assurance Engineer	\$109.59	\$112.88	\$116.26	\$119.75	\$123.34
48	Senior Information Assurance Analyst	\$132.66	\$136.64	\$140.74	\$144.96	\$149.31
49	Information Assurance Analyst	\$109.59	\$112.88	\$116.26	\$119.75	\$123.34
50	Junior Information Assurance Analyst	\$98.06	\$101.00	\$104.03	\$107.15	\$110.37
51	Senior Configuration Management Specialist	\$89.98	\$92.68	\$95.46	\$98.32	\$101.27
52	Configuration Management Specialist	\$78.44	\$80.79	\$83.22	\$85.71	\$88.28
53	Configuration Management Support Analyst	\$66.91	\$68.92	\$70.98	\$73.11	\$75.31
54	Test Manager	\$91.00	\$93.73	\$96.54	\$99.44	\$102.42
55	Test Specialist	\$83.79	\$86.30	\$88.89	\$91.56	\$94.31
56	Test Technician	\$62.26	\$64.13	\$66.05	\$68.03	\$70.07
57	Technical Writer	\$59.99	\$61.79	\$63.64	\$65.55	\$67.52
58	Technical Editor	\$52.60	\$54.18	\$55.80	\$57.48	\$59.20
59	Graphics Illustrator	\$58.57	\$60.33	\$62.14	\$64.00	\$65.92
60	Research Analyst	\$51.91	\$53.47	\$55.07	\$56.72	\$58.43
61	Senior BPR Specialist	\$119.73	\$123.32	\$127.02	\$130.83	\$134.76
62	BPR Specialist	\$100.99	\$104.02	\$107.14	\$110.35	\$113.67
63	Junior BPR Specialist	\$98.91	\$101.88	\$104.93	\$108.08	\$111.32
64	Senior Computer Specialist	\$66.91	\$68.92	\$70.98	\$73.11	\$75.31
65	Computer Specialist	\$59.99	\$61.79	\$63.64	\$65.55	\$67.52
66	Junior Computer Specialist	\$43.84	\$45.16	\$46.51	\$47.91	\$49.34

67	Senior System Architect	\$119.73	\$123.32	\$127.02	\$130.83	\$134.76
68	System Architect	\$100.99	\$104.02	\$107.14	\$110.35	\$113.67
69	Systems Analyst	\$66.93	\$68.94	\$71.01	\$73.14	\$75.33
70	Junior Systems Analyst	\$52.60	\$54.18	\$55.80	\$57.48	\$59.20
71	Network Administrator	\$71.23	\$73.37	\$75.57	\$77.83	\$80.17
72	Senior Telecom Engineer	\$98.06	\$101.00	\$104.03	\$107.15	\$110.37
73	Telecom Engineer	\$86.52	\$89.12	\$91.79	\$94.54	\$97.38
74	Junior Telecom Engineer	\$74.98	\$77.23	\$79.55	\$81.93	\$84.39
75	Senior Intranet/Extranet/Internet Site Developer/Engineer	\$121.13	\$124.76	\$128.51	\$132.36	\$136.33
76	Intranet/Extranet/Internet Site Developer/Engineer	\$109.59	\$112.88	\$116.26	\$119.75	\$123.34
77	Junior Intranet/Extranet/Internet Site Developer/Engineer	\$98.06	\$101.00	\$104.03	\$107.15	\$110.37
78	Training Manager	\$86.52	\$89.12	\$91.79	\$94.54	\$97.38
79	Senior Training Specialist	\$74.98	\$77.23	\$79.55	\$81.93	\$84.39
80	Training Specialist	\$63.45	\$65.35	\$67.31	\$69.33	\$71.41
81	Trainer	\$57.68	\$59.41	\$61.19	\$63.03	\$64.92
82	Facilitator	\$98.91	\$101.88	\$104.93	\$108.08	\$111.32
83	Senior Installation Technician	\$66.93	\$68.94	\$71.01	\$73.14	\$75.33
84	Help Desk Manager	\$91.00	\$93.73	\$96.54	\$99.44	\$102.42
85	Helpdesk Specialist	\$57.68	\$59.41	\$61.19	\$63.03	\$64.92
86	Helpdesk Technician	\$46.91	\$48.32	\$49.77	\$51.26	\$52.80
87	Database Manager	\$109.59	\$112.88	\$116.26	\$119.75	\$123.34
88	Senior Database Engineer	\$98.06	\$101.00	\$104.03	\$107.15	\$110.37
89	Subject Matter Expert (Functional) 5	\$252.06	\$259.62	\$267.41	\$275.43	\$283.70
90	Subject Matter Expert (Functional) 4	\$224.95	\$231.70	\$238.65	\$245.81	\$253.18
91	Subject Matter Expert (Functional) 3	\$196.11	\$201.99	\$208.05	\$214.29	\$220.72
92	Subject Matter Expert (Functional) 2	\$161.50	\$166.35	\$171.34	\$176.48	\$181.77
93	Subject Matter Expert (Functional) 1	\$126.03	\$129.81	\$133.71	\$137.72	\$141.85
94	Subject Matter Expert (Technical) 5	\$252.06	\$259.62	\$267.41	\$275.43	\$283.70
95	Subject Matter Expert (Technical) 4	\$224.95	\$231.70	\$238.65	\$245.81	\$253.18
96	Subject Matter Expert (Technical) 3	\$196.11	\$201.99	\$208.05	\$214.29	\$220.72
97	Subject Matter Expert (Technical) 2	\$161.50	\$166.35	\$171.34	\$176.48	\$181.77
98	Subject Matter Expert (Technical) 1	\$126.03	\$129.81	\$133.71	\$137.72	\$141.85
99	Senior Transcriptionist	\$39.76	\$40.95	\$42.18	\$43.45	\$44.75
100	Transcriptionist	\$33.04	\$34.03	\$35.05	\$36.10	\$37.19
101	Junior Transcription	\$26.32	\$27.11	\$27.92	\$28.76	\$29.62
102	Senior Coder / Auditor	\$61.60	\$63.45	\$65.35	\$67.31	\$69.33
103	Coder	\$50.40	\$51.91	\$53.47	\$55.07	\$56.73
104	Junior Coder	\$39.20	\$40.38	\$41.59	\$42.83	\$44.12
105	Certified Nurse Informatician	\$85.51	\$88.08	\$90.72	\$93.44	\$96.24
106	Senior Billing/Collections Systems Technician	\$23.52	\$24.23	\$24.95	\$25.70	\$26.47
107	Billing/Collections Systems Technician	\$28.00	\$28.84	\$29.71	\$30.60	\$31.51
108	Junior Billing/Collections Systems Technician	\$39.20	\$40.38	\$41.59	\$42.83	\$44.12
109	Communications Specialist	\$59.49	\$61.27	\$63.11	\$65.01	\$66.96

16. Terms and Conditions- Incorporated by reference

FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (JUN 1988), Alternate 1 (JUN 1988). This contract incorporates the clauses by reference, with the same force and effect as if they were give in full text. Upon request the Contracting Officer will make their full text available.

FAR 52.204-7 Central Contractor Registration (October 2003)
 FAR 52.212-3 Offeror Representations and Certifications - - Commercial Items, Including Alt. I and Alt. II (OCT 2000) Full Text
 Also, certify the following:
 Veteran-owned Small Business
 Service-Disabled Veteran-owned Small Business
 FAR 52.212-4 Contract Terms and Conditions - - Commercial Items (MAY 2001)
 FAR 52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders - - Commercial Items (AUG 2000) Full Text.

The Contractor shall comply with the following FAR clauses in the BPA that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items or components:

FAR 52-222-21 Prohibition of Segregated Facilities (Feb 1999).
 FAR 52-222-26 Equal Opportunity (EO 11246)
 FAR 52-222-35 Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era (38 USC 4212)
 FAR 52-222-37 Employment Reports on Disabled Veterans and Veterans of the Vietnam Era (38 USC 4212)
 FAR52-225-1 Buy American Act—Balance of Payments Program—Supplies (41 USC 10a-10d)
 FAR52.225-13 Restriction on Certain Foreign Purchases (EO 12722, 12724, 13059,13067, 13121, and 13129)
 FAR52.232-33 Payment by Electronic Funds Transfer—Central Contractor Registration (31 USC 3332)
 FAR52-239-1 Privacy or Security Safeguards (5 USC 552a)

The Contractor shall comply with the FAR clauses in this paragraph applicable to commercial services, which the Contractor Officer has indicated as being incorporated in this contract by reference to implement provisions of law or executive orders applicable to acquisitions of commercial items or components:

FAR52-222-41 Service Contract Act of 1965, as amended (41 USC 351, et seq.)

17. Description of Products/Services

The Contractor shall provide to USDA IT support services including, but not limited to, the following: Information Assurance (Security), Information Assurance Automated Products, Program Management, Knowledge Management, Business Intelligence, Network Engineering, Systems Integration, Telecommunications, and Technology Solutions.

Information Technology

- a. Design, install and maintain the infrastructure through site surveys and cable installation.
- b. Perform systems engineering activities and integration, to include hardware and software integration and testing
- c. Schedule, budget, and manage projects.
- d. Develop, perform quality assurance and submit reports and deliverables.
- e. Attend, coordinate and document meetings.
- f. Perform lifecycle activities for systems.
- g. Collect data, analysis and report on systems requirements.
- h. Identify solutions.
- i. Perform analysis, design, implementation, modeling and support of networks.
- j. Perform strategic planning and analysis.
- k. Develop, administer, test and evaluate databases across the infrastructure.
- l. Conduct data entry, scanning, imaging and file format conversion.
- m. Develop, document and update data migration plans.
- n. Develop, document, manage and update configuration plans.
- o. Daily interface with customer workforce as necessary.
- p. Identify new technologies, technology refresh, and maintain current technology.
- q. Operate helpdesk, trouble ticket tracking and resolution

Information Assurance:

- a. Developing, implementing, testing and maintaining Contingency of Operations and Disaster Recovery Plans at the IT or Enterprise levels.
- b. Developing Business Impact Analysis to include business functions.
- c. Executing certification and accreditation (C&A) activities.
- d. Developing, documenting, and updating the System Security Plan.
- e. Developing, documenting, and updating the Risk Assessment Plan.
- f. Execution and analysis of Vulnerability Scans/Assessments.
- g. Identify and implement security patches.
- h. Recommendation of countermeasures, documenting, and updating the Risk Mitigation Plan.
- i. Developing and updating a Plan of Actions and Milestones (POAM) and/or project plan.
- j. Developing privacy impact analysis (PIA).
- k. Developing, documenting and updating System Security Compliance Matrix (SSCM).
- l. Developing, documenting and updating Trusted Facility Manual (TFM).
- m. Developing, documenting and updating Security Features User Guide (SFUG).
- n. Developing, documenting and updating Security Operating Procedures (SOP).
- o. Developing Security Test and Evaluation Plans and Procedures (ST&E).
- p. Execution of ST&E Plan and Procedures.

- q. Developing and/or updating and submitting a System Security Certification and Accreditation package that supports the accreditation of the application for continued operation..
- r. Executing forensic activities and analysis, as required.
- s. Preparation of FISMA compliance reports and assistance with FISMA compliance.
- t. Developing and presenting training material on various subjects, either via classroom, on-line or CBT.
- u. Ability to procure various automated tools to assist with information assurance requirements.

Regulatory and Procedural Compliance:

In completing and documenting the various C&A-related tasks, TCAssociates will address all requirements contained in USDA Guidelines, National Institute of Science and Technology (NIST) special publication or USDA center specific guidelines, and all other related requirements specified within Federal Acquisition Regulations. Specifically TCAssociates will provide:

1. C&A Plan shall be prepared IAW the USDA guidelines and industry best practices.
2. System Security Plan shall be prepared IAW NIST Special Publication 800-18, dated December 1998, and the USDA C&A Guidelines.
3. Risk Assessment shall be conducted the report prepared in accordance with the USDA C&A Guidelines and NIST SP 800-xx.
4. Vulnerability Assessments shall be conducted using scanning software approved by USDA and a report generated with the IP addresses scanned and vulnerabilities detected, rated from high to low.
5. Risk Assessment/Mitigation Plan shall be prepared using the NIST SP risk assessment plan template and IAW the USDA C&A Guidelines.
6. TFM and SFUG will be prepared IAW industry best practice and NSA rainbow series guidance.
7. PIA and SCCM will be prepared IAW USDA C&A Guidelines.
8. Plan of Actions and Milestones addressing the all known vulnerabilities of an application will be prepared and/or project plan using Microsoft Project.
9. Certification and Accreditation Letters shall be prepared and formatted IAW the USDA entity's guidance
10. Contingency of Operations and Disaster Plans will be prepared IAW Presidential Decision Directive (PDD) 67, 21 October 1998; Executive Order 12656; National Response Plan, December 2004; National Incident Management System, March 2004; Federal Preparedness Circular (FPC) 65, June 2004; National Institute of Standards and Technology (NIST) 800-34, June 2002; OMB A-130, Appendix III, 30 November 2000; DHS Homeland Security Presidential-3, *Homeland Security Advisory System* and Disaster Recovery Institute (DRI) industry best practices.
11. Procurement of automated tools may include tools that provide forensic evidence and appropriate response; assistant with FISMA compliance and C&A; and/or periodic vulnerability scans. All services to complete the activities necessary for input to these automated tools will be provided.