

## CONTRACT SPECIFICATIONS

The Supplier shall, in accordance, with the terms and conditions of this Master Agreement, provide Information Technology Services to the Pennsylvania State System of Higher Education (PASSHE), as more fully defined herein. IT Services shall be provided on an as needed basis only. This Master Agreement has been competitively bid via RFP #2009-QCC-LAV-11 whereby multiple contracts have been awarded. This is not an exclusive rights agreement, nor is it a guarantee that the Pennsylvania State System of Higher Education will require the Supplier to provide the services.

The Supplier has successfully qualified under RFP #2009-QCC-LAV-11 to provide the Information Technology Services listed in the Product Categories shown herein.

1. **Volume Incentive Discount** –A Volume Incentive Discount representing one percent of sales to PASSHE will be made on a quarterly basis, and will be accompanied by a PASSHE quarterly volume report. The Supplier is responsible for submitting this incentive discount based on all university sales volumes within 30 days of the end of each calendar quarter via check to the attention of:

Linda Venneri  
Collaborative Contracts Manager  
Pennsylvania State System of Higher Education  
Office of the Chancellor  
Dixon University Center  
2986 North Second Street  
Harrisburg, PA 17110  
V 717-720-4135  
F 717-720-4111  
Email: [lvenneri@passhe.edu](mailto:lvenneri@passhe.edu)

The Volume Incentive Discount shall represent one percent of sales to PASSHE and must be accompanied by a PASSHE quarterly volume report. The report should include a breakout of sales by service and university; with a total spend for that quarter. Failure to provide the requested information or to remit the Volume Incentive Discount may jeopardize the validity of this Master Agreement.

2. **Pricing** – The Supplier agrees to set pricing for the first year with the opportunity to update pricing upon the yearly review of the contract spend. Increases in pricing will be reviewed to ensure the Supplier is not exceeding the qualification level. This Master Agreement may be cancelled if the pricing becomes uncompetitive or if service issues result in the Supplier not being utilized within a two year period. Suppliers whose contracts are cancelled for non-utilization may re-qualify by submitting a proposal in response to the next scheduled issued RFP.
3. **Orders** - Universities may issue purchase orders against this Master Agreement. These orders constitute the Supplier's authority to make delivery. All purchase orders received by the Supplier for up to and including the expiration date of this Master Agreement are acceptable and must be performed in accordance with the terms and conditions of this Master Agreement. Suppliers are not permitted to accept purchase orders which require performance extended

beyond those performance time periods specified in the Master Agreement but in no event longer than ninety (90) days after the expiration date of the contract period.

- a. Each purchase order will be deemed to incorporate the terms and conditions set forth in the Master Agreement. Purchase orders may be issued electronically or through facsimile equipment. The electronic transmission of a purchase order shall require acknowledgement of receipt of the transmission by the Supplier. Receipt of the electronic or facsimile transmission of the purchase order shall constitute receipt of an order. Orders received by the Supplier after 4:00 P.M., MONDAY – FRIDAY, will be considered received the following business day.
  - b. Purchase orders may also be made in person or by telephone using a PASSHE Procurement VISA Card. When an order is placed by telephone, the University shall provide the university name, employee name, credit card number, and expiration date of the card. The Supplier agrees to accept payment through the use of the PASSHE Procurement VISA card.
  - c. Invoices must include the Master Agreement number and are to be mailed to the University. Payment will be made by the University no later than 30 days of receipt of invoice.
4. **Request For Quotes** – Written quotations for each project will be requested by the Universities and fees and costs shall be billed in accordance with the Supplier's quotation, the University's purchase order, and this Master Agreement. Universities shall assume liability for payment to the Supplier. The Supplier's quote shall remain valid for 30 days.
  - a. Award of a contract does not guarantee business, but does guarantee an opportunity to bid on all procurements over \$20,000. Purchases under \$10,000 are open sourced. Universities may select any supplier from the Qualified Supplier List, or select any supplier outside of the Qualified Supplier List.
  - b. For purchases between \$10,000 and \$20,000, the University may select any supplier from the Qualified Supplier List.
  - c. If the procurement is over \$20,000, all Qualified Suppliers within the applicable competency area will be eligible to submit a quote. A Request for Quote (RFQ) will be issued and will be posted for at least 3 days on the PASSHE website: [www.passhe.edu](http://www.passhe.edu). Suppliers are responsible for reviewing the website for open RFQs. Only Qualified Suppliers may submit quotes. If the selection criterion is based on more than just cost (example: favorable delivery terms) the RFQ must state that it is a best value selection. Separate template RFQ forms will be issued depending upon selection criteria (example: cost selection only or best value selection.)



## PASSHE SOLICITATION #2009-QCC-LAV-11 TECHNICAL PROPOSAL FORM

INSTRUCTIONS: Please provide all information (typed or printed) as requested in the spaces provided and return this form with your proposal. ISSUING OFFICE: Ms. Linda Venneri, Collaborative Contracts Manager,, Pennsylvania State System of Higher Education, Office of the Chancellor, 2986 North Second Street, Harrisburg, PA 17110. SUBMIT PROPOSAL TO: sshebidbox3@passhe.edu.

Company or Business Name: Gypsy Lane Technologies

Contact: JC Lamkin

Date: Dec. 18, 2009

Title: VP, Contracts

### Service Categories (choose all that apply)

#### Application Development

- ☒ .NET Programming
- ☒ SQL Service DB Architecture & Design
- ☒ SAP/ABAP Development
- ☒ SharePoint Design & Development

#### Inventory Management & Disposal

- ☐ Certified Data Destruction
- ☐ Equipment Removal
- ☐ Equipment Recycling
- ☐ Inventory Management
- ☐ Inventory Reporting

#### Telecommunications

- ☐ PBXs
- ☐ Telephones/Teleconferencing
- ☐ Voice Mail, Call Accounting Software
- ☐ System Design

#### Audio/Visual Services

- ☐ Installation, Repair, Maintenance
- ☐ Design/Programming - Control Systems
- ☐ Design & Architecture
- ☐ Engineering
- ☐ Technical Drawings

#### Network

- ☐ Firewalls
- ☐ Switches
- ☐ Routers
- ☐ Intrusion Detection
- ☐ Wireless Systems
- ☐ Network Optimization
- ☐ Network Design

#### Specialized Services:

#### IT Audit & Assessment

- ☒ Equipment & Data
- ☒ Network Security
- ☒ Network Performance
- ☒ IT Policy
- ☒ IT Processes

#### Project Management

- ☒ Task Assignment/Management
- ☒ Project Documentation
- ☒ Project Presentations
- ☒ Resource Allocation
- ☒ Time Line & Scheduling

#### Infrastructure

- ☐ Power Systems
- ☐ Servers
- ☐ PCs
- ☐ Storage Systems
- ☐ Backup Systems
- ☐ Printers/Multifunction Devices

#### ☒ Staff Augmentation & Technical Recruiting

## SECTION IV-I.3

Submit the following information (be as brief as possible). Refer to RFP for additional instructions.

### 1. Company Profile:

Gypsy lane Technologies is s full service I.T. Project Management, Consulting and Staffing firm. For over 10 years we have delivered best in class I.T. solutions for businesses and learning communities. We have a dedicated team of over 60 tech professionals and sales revenue of \$5.8M

#### Summary of solutions:

Consulting  
IT Training  
IT Integration  
Cabling Services  
Software Development  
IT Project Management  
IT Community Management  
Database development  
Programming

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**TECHNICAL PROPOSAL FORM**

Attachment #2  
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2.. Supplier Partnerships (if any):

Diversity Supplier: Rapid Wiring

Diversity Supplier: BT Consulting, LLC

3. Past business with PASSHE (if any):

n/a

4. Description of volume of business per product category:

Application Development: \$4M; 50,000 users

Project Management: \$1.2M

IT Audit & Assessment: \$567,000

Staff Augmentation & Recruitment: \$400,000

5. Business references:

University of Pennsylvania, College for Kids Program, Jacqui DeShields, 35 S. Millick Street, Philadelphia, PA 19139 (215) 747-3419, jaxcheex@aol.com

Cheyney University, Vicki Redmond, 1837 University Circle, Box 91, Cheyney, PA 19319, (678) 463-3944, vredmond@cheyney.edu

Mt. Airy Business Association, Kim Miller, 7208 Germantown Avenue, Suite 7, Phila PA 19119, (215) 242-0777, kim@mtairybiz.com

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**TECHNICAL PROPOSAL FORM**

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**SECTION IV-2 WORK PLAN**

To obtain quotes and manage PASSHE accounts, we will provide an online portal from which PASSHE clients may obtain instant quotes. Additionally, a dedicated PASSHE program manager will be available.

Gypsy Lane Technologies is committed to providing the State System the solutions based on requirements gathering and needs assessments.

During the proposal process, unforeseen or requested changes in requirements, technology, scheduling and resources may cause these to change. If selected as the winning bidder, Gypsy Lane Technologies agrees to negotiate in good faith for mutually agreeable contract terms that reflect the final services solution selected by Pennsylvania State System of Higher Education.

**SECTION IV-3 VALUE ADDED SERVICES**

We may provide value added services in the form of diversity partners and PASSHE internships.

**SECTION IV-4 ACKNOWLEDGEMENTS**

Supplier Proposal Signature Page submitted separately?

Supplier Cost Proposal Form submitted separately?

Appendices submitted?

List appendices:



PASSHE SOLICITATION #2009-QCC-LAV-11  
COST PROPOSAL FORM

Attachment #2  
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INSTRUCTIONS: Please provide all information (typed or printed) as requested in the spaces provided and return this form to the issuing office (separately from your technical proposal). Failure to submit the cost proposal separately from the technical proposal will result in the automatic disqualification. ISSUING OFFICE: Linda Venneri, Collaborative Contracts Manager, Pennsylvania State System of Higher Education, Office of the Chancellor, 2986 North Second Street, Harrisburg, PA 17110. SUBMIT PROPOSAL TO: sshebidbox3@passhe.edu

Date: Dec 18, 2009

Company or Business Name: Gypsy Lane Technologies

Name (printed): JC Lamki

Title: VP, Contracts

**Submit Cost Proposal separately.** Provide a clear, detailed and inclusive description of the compensation your firm would expect for providing services to PASSHE. Suppliers must designate their agreement with the travel reimbursement statement below. Include fees for each level of staff; e.g. Principal, Associate, Programming, Engineering, On-site Installation, Project Management, etc. Include specific items such as retainer fees, administrative fees, minimum fees, and so forth, if applicable.

Job Title	Level	Hourly Rate
CADD Operator	CAD2	.....\$105
CADD Operator	CAD3	.....\$111
Database Administrator	DBA1	.....\$94
Database Administrator	DBA2	.....\$105
Database Administrator	DBA3	.....\$111
Functional Architect	FA1	.....\$128
Functional Architect	FA2	.....\$141
Functional Architect	FA3	.....\$152
Product Specialist (Trainer)	PS1	.....\$94
Product Specialist	PS2	.....\$105
Product Specialist	PS3	.....\$111
Program Manager	PM1	.....\$207
Program Manager	PM2	.....\$228
Program Manager	PM3	.....\$246

Travel Reimbursement (Per Section III-4): ☒ Agree ☐ Do Not Agree

Payment Terms: 5 day net ACH REFER TO SECTION 8 - PAYMENT - OF ATTACHMENT #1, STD-274.

Value Added  
Services Pricing:

Does your organization offer any scholarships incentives? No

If so, please describe:

Does your organization offer any discounts for electronic payment methods? No

If so, please describe: