

**GSA SCHEDULE**  
**AUTHORIZED FEDERAL ACQUISITION SERVICE**  
**INFORMATION TECHNOLOGY SCHEDULE PRICELIST**  
**GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY**  
**EQUIPMENT, SOFTWARE AND SERVICES**

**Special Item No. 132-51 - Information Technology (IT) Professional Services**

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Creation/Retrieval of IT Related Automated New Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

**Note 1:** All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

**Note 2:** Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services, which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services that are not connected nor incidental to the traditionally accepted A/E Services.

**Note 3:** This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performed by the publisher or manufacturer or one of their authorized agents.

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[www.totalis.com](http://www.totalis.com)

**Contract Number: GS-35F-0489M**  
**Period Covered by Contract: May 15, 2007 – May 14, 2012**

**General Services Administration**  
**Federal Acquisition Service**

Pricelist current through Modification No. PO-0006 dated 03/10/2008

**Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Acquisition Service's Home Page via the Internet at <http://www.fss.gsa.gov/>**

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# INFORMATION FOR ORDERING OFFICES

## SPECIAL NOTICE TO AGENCIES: **Small Business Participation**

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage! on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage! and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. Geographic Scope of Contract:

The geographic scope of contract of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, and the Commonwealth of Puerto Rico.

2. Ordering Address and Payment Information:

Please forward all orders and payments to the designated individuals at the address shown below:

Orders:                   Totalis Consulting Group, Inc.  
11030 Jones Bridge Road, Suite 203  
Alpharetta, GA 30022  
Attention: Mr. Sonny Yadav, CEO

Payments:       Totalis Consulting Group, Inc.  
11030 Jones Bridge Road, Suite 203  
Alpharetta, GA 30022  
Attention: Office Administrator

Government Commercial Credit Cards will be acceptable for payment. In addition, bank account

information for wire transfer payments will be shown on the invoice.

Below are the telephone number(s) that can be used by ordering agencies to obtain technical and/or ordering assistance.

Telephone: 770-753-9222

Facsimile: 770-753-9931

3. Liability For Injury or Damage

The contractor shall not be liable for any injury to Government personnel or damage to Government property arising from the use of equipment maintained by the contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. Statistical Data for Government Ordering Office Completion of Standard Form 279:

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS): 829851372

Block 30: Type of Contractor - A. Small Disadvantaged Business

Block 31: Woman-Owned Small Business – No

Block 36: Contractor's Taxpayer Identification Number (TIN): 58-2297920

a. CAGE Code: 09KG8

b. Totalis Consulting Group has registered with the Central Contractor Registration Database (CCR).

5. FOB Destination

6. Commercial Delivery Schedule (Multiple Award Schedules)

(a) TIME OF DELIVERY. Totalis Consulting Group shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below.

ITEMS OR GROUPS OF ITEMS (SIN or Nomenclature)	DELIVERY TIME (DAYS ARO)
132-51	30 days

(b) EXPEDITED DELIVERY TIMES. Totalis Consulting Group will expedite service delivery, and that of related products, as set forth below.

ITEMS OR GROUPS OF ITEMS  
(SIN or Nomenclature)

EXPEDITED DELIVERY  
TIME (HOURS/DAYS ARO)

132-51

As negotiated in task order

- (c) OVERNIGHT AND 2-DAY DELIVERY TIMES. Totalis Consulting Group will attempt to accommodate overnight/2-day delivery times for services and related products as set forth below.

ITEMS OR GROUPS OF ITEMS  
(SIN or Nomenclature)

DELIVERY TIME

132-51

As negotiated in task order

(d) URGENT REQUIREMENTS

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact Totalis Consulting Group for the purpose of obtaining accelerated delivery. Totalis Consulting Group shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the contractor in writing.) If Totalis Consulting Group offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. Discounts: Prices shown are NET Prices; Basic Discounts have been deducted.
- a. Prompt Payment: None
  - b. Quantity: None
  - c. Dollar Volume: None
  - d. Government Educational Institutions: Receive the same discounts as other government organizations.
  - e. Discount for use of Government Commercial Credit Card: None
  - f. Other: None
8. Trade Agreements Act of 1979, as amended:
- All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.
9. Statement Concerning Availability of Export Packing: Not Applicable
10. Small Requirements: The minimum dollar value of orders to be issued is \$500.

11. Maximum Order: (All dollar amounts are exclusive of any discount for prompt payment.)
  - (a) Special Item 132-51 - Information Technology Professional Services The maximum dollar value per order will be \$500,000 for all Information Technology Services.

12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS. In accordance with FAR 8.404:

[NOTE: Special ordering procedures have been established for Special Item Numbers (SINs) 132-51 IT Professional Services; refer to the terms and conditions for those SINs.]

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

- a. **Orders placed at or below the micro-purchase threshold.** Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- b. **Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.** Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the supply or service representing the best value, the ordering office may consider –
  - (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
  - (2) Trade-in considerations;
  - (3) Probable life of the item selected as compared with that of a comparable item;
  - (4) Warranty considerations;
  - (5) Maintenance availability;
  - (6) Past performance; and
  - (7) Environmental and energy efficiency considerations.
- c. **Orders exceeding the maximum order threshold.** Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the

ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall:

- 1) Review additional Schedule Contractors' catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;
- 2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
- 3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

- 1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
  - 2) Offer the lowest price available under the contract; or
  - 3) Decline the order (orders must be returned in accordance with FAR 52.216-19).
- d. **Blanket purchase agreements (BPAs).** The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.
- e. **Price reductions.** In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.
- f. **Small business.** For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.
- g. **Documentation.** Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include

an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS: Federal departments and agencies acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering offices, shall be responded to promptly by the Contractor.
- 13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS): Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.
- 13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202) 619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301) 975-2833.
14. SECURITY REQUIREMENTS. In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is less.
15. CONTRACT ADMINISTRATION FOR ORDERING OFFICES: Any ordering office, with

respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the Government's convenience, and (m) Termination for Cause (See C.1.)

16. GSA Advantage!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: Netscape). The Internet address is <http://www.fss.gsa.gov/>.

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

For administrative convenience, an ordering office contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if**

- 1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- 2) The ordering office contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- 3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- 4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

1. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
  - (1) Time of delivery/installation quotations for individual orders;
  - (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package

submitted in response to requirements which result in orders under this schedule contract.

- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
2. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

## 19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below: None

Upon request of the Contractor, the Government may provide the Contractor with logistics support, as available, in accordance with all applicable Government regulations. Such Government support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

## 20. BLANKET PURCHASE AGREEMENTS (BPAs)

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act apply.

The requisitioning activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

23. SECTION 508 COMPLIANCE

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

[www.Section508.gov/](http://www.Section508.gov/)

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of a Federal Agency, shall follow the terms of the applicable schedule and authorization and include with each order-

- a. A copy of the authorization from the Agency with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- b. The following statement:

This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order and those of

your Federal Supply Schedule contract, the latter will govern.

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION  
TECHNOLOGY PROFESSIONAL SERVICES  
(SPECIAL ITEM 132-51)**

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 13251 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

2. PERFORMANCE INCENTIVES

- a. When using a performance-based statement of work, performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.
- b. The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.
- d. The above procedures do not apply to Time and Material or labor hour orders.

3. ORDERING PROCEDURES FOR SERVICES (REQUIRING STATEMENT OF WORK)

Procedures for IT professional services priced on GSA schedule at hourly rates

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling is fair and reasonable.

- a. When ordering services, ordering offices shall—
  - i. Prepare a Request for Quotation (Request for Quote or other communication tool):
    - 1. A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
    - 2. The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.
    - 3. The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.
    - 4. The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2)(i) below, the request shall notify the contractors that will be the case.
  - ii. Transmit the Request to Contractors:
    - 1. Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value

(considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132—51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

2. The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

iii. Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

- b. The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall—
  - i. Inform contractors in the request (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.
    1. SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be

- awarded the BPA. (See FAR 8.404)
2. MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value.
    - ii. Review BPAs Periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)
  - c. The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
  - d. When the ordering office's requirement involves both products as well as executive, administrative and/or professional, services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

Ordering procedures for other services available on schedule at fixed prices for specifically defined services or tasks should use the procedures in FAR 8.404. These procedures are listed in the pricelist, under "Information for Ordering Offices," paragraph #12.

Ordering Procedures for other services available on schedule at fixed prices for specifically defined services or tasks

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a

schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

- i. Orders placed at or below the micro-purchase threshold. Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- ii. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the supply or service representing the best value, the ordering office may consider –
  1. Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service; and (ii) past performance.
- iii. Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering offices shall:
  1. Review additional Schedule Contractors' catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;
  2. Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and A
  3. After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

1. Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);

2. Offer the lowest price available under the contract; or
  3. Decline the order (orders must be returned in accordance with FAR 52.216-19).
- iv. Blanket purchase agreements (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.
  - v. Price reductions. In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.
  - vi. Small business. For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.
  - vii. Documentation. Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

#### 4. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks, which extend beyond the fiscal year for which funds are available, shall include FAR 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the

availability of funds and the period for which funds are available.

- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

## 5. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.
- c. The Agency should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

## 6. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection– Time-and-Materials and Labor-Hour (JAN 1986) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

## 7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 Rights in Data – General, may apply.

## 8. RESPONSIBILITIES OF THE GOVERNMENT

Subject to security regulations, the ordering office shall permit Contractor access to all facilities necessary to perform the requisite IT Services.

## 9. INDEPENDENT CONTRACTOR

All IT Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the Government.

## 10. ORGANIZATIONAL CONFLICTS OF INTEREST

- a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed Government contract, without some restriction on activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

- b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## 11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT services. Progress payments may be authorized by the ordering office on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

## 12. PAYMENTS

For firm-fixed price orders the Government shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 2002) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user agency upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering agency in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

## LABOR CATEGORY PRICING

SIN	No.	Labor Category	GSA Price w/ 0.75% IFF	Page
132-51	1.	Program/Department Manager	\$110.43	25
132-51	2.	Senior Manager	\$94.65	25
132-51	3.	Project Manager II	\$72.95	26
132-51	4.	Project Manager I	\$70.02	26
132-51	5.	Computer Systems Analyst III	\$84.15	27
132-51	6.	Computer Systems Analyst II	\$63.10	28
132-51	7.	Computer Systems Analyst I	\$47.33	28
132-51	8.	Senior Systems Architect	\$99.91	29
132-51	9.	Systems Architect	\$81.50	29
132-51	10.	Programmer Analyst IV	\$80.50	30
132-51	11.	Programmer Analyst III	\$77.37	31
132-51	12.	Programmer Analyst II	\$68.36	31
132-51	13.	Programmer Analyst I	\$50.49	32
132-51	14.	Web Developer II	\$75.56	32
132-51	15.	Web Developer I	\$57.84	33
132-51	16.	Graphics Web Designer	\$56.95	33
132-51	17.	Senior Internet Systems Architect	\$97.69	34
132-51	18.	Internet Systems Architect	\$80.60	34
132-51	19.	Internet Systems Engineer II	\$84.15	35
132-51	20.	Internet Systems Engineer I	\$65.73	36
132-51	21.	Senior Security Manager	\$100.97	36
132-51	22.	Security Engineer	\$85.19	37
132-51	23.	Associate Security Engineer	\$63.63	37
132-51	24.	Senior Network Engineer	\$104.12	38
132-51	25.	Network Engineer	\$86.77	38
132-51	26.	Associate Network Engineer	\$58.10	39
132-51	27.	Senior Logistician	\$62.55	39
132-51	28.	Logistician	\$58.06	40
132-51	29.	Junior Logistician	\$42.06	40

<b>SIN</b>	<b>No.</b>	<b>Labor Category</b>	<b>GSA Price w/ 0.75% IFF</b>	<b>Page</b>
132-51	30.	Database Manager	\$95.71	41
132-51	31.	Database Specialist III	\$86.63	41
132-51	32.	Database Specialist II	\$73.62	42
132-51	33.	Database Specialist I	\$58.15	42
132-51	34.	Quality Assurance Analyst	\$61.00	43
132-51	35.	ERP Consultant III (Subject Matter Expert)	\$136.72	43
132-51	36.	ERP Consultant II (Subject Matter Expert)	\$110.43	44
132-51	37.	ERP Consultant I (Subject Matter Expert)	\$94.65	45
132-51	38.	Engineering Technician	\$54.16	45
132-51	39.	Information Engineer III	\$84.15	46
132-51	40.	Information Engineer II	\$68.36	46
132-51	41.	Information Engineer I	\$57.84	47
132-51	42.	Senior Systems Engineer	\$92.55	48
132-51	43.	Systems Engineer	\$79.92	48
132-51	44.	Data Warehouse Specialist III	\$80.10	49
132-51	45.	Data Warehouse Specialist II	\$75.56	49
132-51	46.	Data Warehouse Specialist I	\$65.49	50
132-51	47.	Senior Software Engineer	\$80.98	50
132-51	48.	Software Engineer	\$70.53	51
132-51	49.	Technical Writer	\$50.49	51
132-51	50.	Administrative Assistant	\$28.47	52

# LABOR CATEGORY DESCRIPTIONS

## ***PROGRAM MANAGER***

### General Summary

Directs the performance of a variety of related projects, which may be organized by technology, program, or client. Oversees the technology development and/or application, marketing, and resource allocation within program client base. Program areas typically represent more than three functional areas that may include engineering, systems analysis, quality control, administration, etc.

### Functional Responsibilities

1. Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of all contractual items.
2. Operates within client guidance, contractual limitations, and Company business and policy directives.
3. Serves as focal point-of-contact with client regarding program activities.
4. Ensures that all required resources including manpower, production standards, computer time, and facilities are available for program implementation.
5. Manages program consisting of multiple projects including project identification, design, development, and delivery.
6. Maintains the development and execution of business opportunities based on broad, general guidance.
7. Confers with project manager to provide technical advice and to assist with problem resolution.
8. Responsible for marketing new technology and follow-on business acquisitions.
9. May perform other duties as assigned.

### Educational Requirements

Bachelor's Degree or equivalent and 10 years of general experience. Six (6) years of general experience is equivalent to a Bachelor's Degree. With a Master's Degree, eight (8) years of general experience is acceptable.

## ***SENIOR MANAGER***

### General Summary

Must have at least ten (10) years of data processing experience, which includes at least five (5) years of direct engineering, or ADP software/hardware management or supervision experience.

### Functional Responsibilities

1. Data Processing experience, which includes direct engineering, or ADP software/hardware management or supervision experience.
2. Performs day-to-day management of assigned delivery order project that involve teams of engineers, data processing and other information systems/management professionals who are involved in project activities such as analyzing, designing, integrating, testing, documenting, convening and implementing automated information systems or computer hardware/software solutions.
3. Demonstrates proven skills in those technical areas addressed by the project/delivery order to be managed.
4. Organizes, directs, and coordinates planning and production of all activities associated with assigned project delivery order.

### Educational Requirements

A Bachelor's degree in Business, Engineering, Information Systems Management or related field.

## ***PROJECT MANAGER II***

### General Summary

8 years of professional experience in managing and conducting technical work assignments.

### Functional Responsibilities

1. Responsible for handling the day-to-day management and administration of project tasks.
2. Develops detailed work plans and schedules in response to support service requests.
3. Assigns staff responsibilities and supervises all staff efforts.
4. Utilizes, maintains controls, and redirects available resources as necessary to complete tasks in accordance with scheduled milestones and budgetary constraints.
5. Ensures quality checks of all work products.
6. Interacts continually with government technical representatives to present interim results, discuss concerns, and ensure total product/service satisfaction.

### Educational Requirements

Bachelor's degree in Business, Engineering, Information Systems Management, or related field.

## ***PROJECT MANAGER I***

### General Summary

4-8 years of professional experience in managing and conducting technical work

assignments.

### Functional Responsibilities

1. Responsible for handling the day-to-day management and administration of project tasks.
2. Develops detailed work plans and schedules in response to support service requests.
3. Assigns staff responsibilities and supervises all staff efforts.
4. Utilizes, maintains controls, and redirects available resources as necessary to complete tasks in accordance with scheduled milestones and budgetary constraints.
5. Ensures quality checks of all work products.
6. Interacts continually with government technical representatives to present interim results, discuss concerns, and ensure total product/service satisfaction.

### Educational Requirements

Bachelor's degree in Business, Engineering, Information Systems Management, or related field.

## ***COMPUTER SYSTEMS ANALYST III***

### General Summary

Must have nine (9) years of progressive experience as a computer systems analyst working independently or under general direction on complex application problems involving all phases of software development. Experience must include at least five (5) years of complex business or engineering systems on large-scale, mid-tier LAN-based systems; data base management systems (DBMS), Web applications; and an understanding of programming languages such as ADA, COBOL, Oracle tools (such as Designer/2000, Developer/2000, PL/SQL, and other 4GLs).

### Functional Responsibilities

1. Provides technical, administrative and daily direction for personnel performing software development tasks, including reviewing work produced for correctness, adherence to concept design, standards, and schedules.
2. Ensures that protect personnel understand and follow corporate software development standards, such as Software Engineering Institute's Capability Maturity Module (CMM).
3. Implements computer systems in a phased approach of requirements analysis, conceptual design, critical design, installation integration and testing. Integrates and implements electronic signature (cryptography) into applications requiring additional data security.
4. Presents system designs for user approval at formal reviews.
5. Coordinates with Project Manager to ensure problem solution and user satisfaction.

### Educational Requirements

A Bachelor's degree in Information Systems, Computer Science, Engineering or other related technical discipline. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

## **COMPUTER SYSTEMS ANALYST II**

### General Summary

Must have six (6) years of progressive experience as a computer systems analyst working independently or under general direction on complex application problems involving all phases of software development. Experience must include at least five (5) years of complex business or engineering systems on large-scale, mid-tier LAN-based systems; data base management systems (DBMS), Web applications; and an understanding of programming languages such as ADA, COBOL, Oracle tools (such as Designer/2000, Developer/2000, PL/SQL, and other 4GLs.

### Functional Responsibilities

1. Analyzes and develops computer software possessing a wide range of capabilities, including engineering, business, data warehousing.
2. Gathers requirements from functional users.
3. Develops plans for automated data processing (ADP) systems from project inception to conclusion.
4. Defines and analyzes the problem, develops system requirements and program specifications, programs and tests.

### Educational Requirements

A Bachelor's degree in Information Systems, Computer Science, Engineering or other related technical discipline. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

## **COMPUTER SYSTEMS ANALYST I**

### General Summary

Must have three (3) years of experience in software life cycle development process.

### Functional Responsibilities

1. Analyzes and develops computer software possessing a wide range of capabilities, including engineering, business, data warehousing.
2. Gathers requirements from functional users.
3. Develops plans for automated data processing (ADP) systems from project inception

to conclusion.

4. Defines and analyzes the problem, develops system requirements and program specifications, programs and tests.

### Educational Requirements

A Bachelor's degree in Information Systems, Computer Science, Engineering or other related technical discipline. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

## ***SENIOR SYSTEMS ARCHITECT***

### General Summary

Senior scientist who independently performs a variety of system design and engineering tasks which are broad in nature and are concerned with design and implementation of major enterprise systems development and integration, including supporting personnel, hardware, software, and support facilities and/or equipment. Supervises team of Sr. Systems Engineers, Network Engineers, Sr. Network Engineers, and Network Engineers through project completion and is considered a Subject Matter Expert (SME) in one or more specific areas of computer system design and networking.

### Functional Responsibilities

1. Plans and performs systems and networking engineering research, design development, and other assignments in conformance with system and network design, engineering, and customer specifications.
2. Supervises team of Sr. Systems Engineers, Systems Engineers, Sr. Network Engineers, and Network Engineers.
3. Responsible for highly complex technical/engineering projects.
4. Coordinates the activities of Sr. Systems Engineers, Systems Engineers, Sr. Network Engineers, and Network Engineers assigned to specific system and network engineering projects.
5. Lead technical authority on the project.
6. May perform other duties, as assigned.

### Educational Requirements

Master's Degree or equivalent and 10 years of general experience. A Bachelor's Degree and 9 years of general experience is equivalent to a Master's Degree or a High School Diploma (or equivalent) and 15 years of general experience is considered equivalent to a Master's Degree. With a Doctorate, eight (8) years of general experience is acceptable.

## ***SYSTEMS ARCHITECT***

### General Summary

A scientist who independently performs a variety of system design and engineering tasks which are broad in nature and are concerned with design and implementation of major enterprise systems development and integration, including supporting hardware, software, and support facilities and/or equipment. Works with a team of Sr. Systems Engineers, Network Engineers, Sr. Network Engineers, and Network Engineers through project completion and is considered a Subject Matter Expert (SME) in one or more specific areas of computer system design and networking.

### Functional Responsibilities

1. Plans and performs systems and networking engineering research, design development, and other assignments in conformance with system and network design, engineering, and customer specifications.
2. Responsible for highly complex technical/engineering projects.
3. Assists the lead technical authority on the project.

### Educational Requirements

A Bachelor's Degree in Computer Science, Engineering or related field and 9 years of general experience.

## ***PROGRAMMER ANALYST IV***

### General Summary

This position will provide programming to develop new systems or support existing system by corrections or enhancements. In particular, the position will provide programming support as required to implement changes or enhancements to the system. Requires a minimum of seven (7) years experience and knowledge in relevant software and operating systems, such as communications software, emulation software, Web applications development, C/C++ programming languages, UNIX, Windows, SQL and Oracle RDBMS.

### Functional Responsibilities

1. Provides computer programming, analyses and design knowledge of various degrees as well as designing software and implementing databases.
2. Possess and applies broad knowledge of software concepts, practices and procedures.
3. Able to write specifications, work statements and proposals.
4. Designs and develops documentation of data requirements.
5. Provides methodologies for evaluating moderately complex tasks.

### Educational Requirements

A Bachelor's Degree in Information Systems, Computer Science, Engineering or other

related technical field will be considered equivalent to three years of general experience.

### ***PROGRAMMER ANALYST III***

#### General Summary

This position will provide programming to develop new systems or support existing system by corrections or enhancements. In particular, the position will provide programming support as required to implement changes or enhancements to the system. Requires a minimum of four (4) years experience and knowledge in relevant software and operating systems, such as communications software, emulation software, Web applications development, C/C++ programming languages, UNIX, Windows, SQL and Oracle RDBMS.

#### Functional Responsibilities

6. Provides computer programming, analyses and design knowledge of various degrees as well as designing software and implementing databases.
7. Possess and applies broad knowledge of software concepts, practices and procedures.
8. Able to write specifications, work statements and proposals.
9. Designs and develops documentation of data requirements.
10. Provides methodologies for evaluating moderately complex tasks.

#### Educational Requirements

A Bachelor's Degree in Information Systems, Computer Science, Engineering or other related technical field will be considered equivalent to three years of general experience.

### ***PROGRAMMER ANALYST II***

#### General Summary

This position will provide general programming support to implement corrections or enhancements to application software. In particular, the positions will provide programming support as required to implement changes or enhancements to the system. Requires a minimum of two (2) years experience and knowledge in relevant software and operating systems, such as communications software, emulation software, C/C++ programming language, UNIX, Windows and Oracle RDBMS.

#### Functional Responsibilities

1. Provides computer programming, analyses and design knowledge of various degrees as well as designing software and implementing databases.
2. Able to write specifications, work statements and proposals.
3. Designs and develops documentation of data requirements.

### Educational Requirements

A Bachelor's Degree in Information Systems, Computer Science, Engineering or other related technical field will be considered equivalent to three years of general experience.

## ***PROGRAMMER ANALYST I***

### General Summary

This is an entry-level professional position, and requires the knowledge normally acquired through an undergraduate program in the related area of specialty (Engineering, Computer Science, Mathematics, Physics) and little or no related work experience or the equivalent combination of training and /or professional work experience that provides the required knowledge and skills. Knows fundamental concepts, practices and procedures.

### Educational Requirements

A minimum of one-year experience in programming languages and UNIX operating system.

## ***WEB DEVELOPER II***

### General Summary

Requires a minimum of 5-6 years experience in web design, development, and implementation. Must have a significant background using HTML, JAVA, (COM/DCOM, or CORBA), and JavaScript. VB is necessary, Oracle database and C++ is desired.

### Functional Responsibilities

1. Responsible for creating and maintaining the web site.
2. Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and Javascript) for components of the website in support of Information Technology (IT) projects.
3. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website.
4. Responsible for interface implementation.
5. Requires strong navigation and site design instincts.
6. Knowledgeable in web development methodology to include CM and testing.
7. Typically requires developmental experience in web-based languages.

### Educational Requirements

A Bachelor's degree or other related technical discipline equivalent to three years of experience. Must have at least five (5) years of experience in web development.

## **WEB DEVELOPER I**

### General Summary

Requires a minimum of 3 years experience in web design, development, and implementation. Must have a significant background using HTML, JAVA, (COM/DCOM, or CORBA), and JavaScript. VB is necessary, Oracle database and C++ is desired.

### Functional Responsibilities

1. Responsible for creating and maintaining the web site.
2. Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and Javascript) for components of the website in support of Information Technology (IT) projects.
3. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website.
4. Responsible for interface implementation.
5. Requires strong navigation and site design instincts.
6. Knowledgeable in web development methodology to include CM and testing.
7. Typically requires developmental experience in web-based languages.

### Educational Requirements

A Bachelor's degree or other related technical discipline equivalent to three years of experience. Must have three (3) years of experience in web development.

## **GRAPHICS WEB DESIGNER**

### General Summary

Requires a minimum of 3 years experience in web design, development, and implementation. Must have a significant background using HTML, JAVA, (COM/DCOM, or CORBA), and JavaScript. VB is necessary, Oracle database and C++ is desired.

### Functional Responsibilities

1. Develop and implement web pages/sites incorporating graphic user interface (GUI).
2. Maintains and provides ongoing design of the website.
3. Assist in implementing new initiatives.
4. Assist with the overview to ensure site data is correct and in accordance with established policies and procedures.
5. Provide recommendations and assistance to ensure information and downloads are current.
6. Provide assistance to the programming team in the development and implementation of their web program through innovative websites.
7. Create and design graphics to promote customer focus.

8. Complete monthly reporting requirements.

### Educational Requirements

Bachelor's degree in Computer Science and/or application development training and certification. Demonstrated experience in providing technical design, customization, implementation and ongoing support for data management systems. Has knowledge of a variety of concepts, practices, and procedures (i.e., SQL, HTML, and JavaScript).

## ***SENIOR INTERNET SYSTEMS ARCHITECT***

### General Summary

Performs an enterprise-wide set of disciplines for planning, analysis, design, and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions.

### Functional Responsibilities

1. Establishes system information requirements, using analysis of the information exchange technologies, in the development of enterprise-wide or large-scale information systems.
2. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces.
3. Ensures systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI), and International Standards Organization (ISO) reference models, and profiles of standard such as: Institute of Electrical and Electronic Engineers (IEEE), Open Systems Environment (OSE) reference model, and across the application program interface (API). Provides daily supervision and direction to staff.

### Educational Requirements

Bachelor's degree or equivalent and 10 years of general experience. Six (6) years of general experience is equivalent to a Bachelor's degree. With a Master's degree, 6 years of general experience is required.

## ***INTERNET SYSTEMS ARCHITECT***

### General Summary

Performs an enterprise-wide set of disciplines for planning, analysis, design, and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for

problem solutions.

### Functional Responsibilities

4. Establishes system information requirements, using analysis of the information exchange technologies, in the development of enterprise-wide or large-scale information systems.
5. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces.
6. Ensures systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI), and International Standards Organization (ISO) reference models, and profiles of standard such as: Institute of Electrical and Electronic Engineers (IEEE), Open Systems Environment (OSE) reference model, and across the application program interface (API). Provides daily supervision and direction to staff.

### Educational Requirements

Bachelor's degree or equivalent and 5 years of general experience. Six (6) years of general experience is equivalent to a Bachelor's degree. With a Master's degree, 3 years of general experience is required.

## ***INTERNET SYSTEMS ENGINEER II***

### General Summary

Provide technical leadership developing solutions for engineering studies and Internet Applications. These activities may consist of systems planning, performance management, capacity planning, testing and validation, benchmarking, information engineering, and development and staffing of a systems engineering management plan.

### Functional Responsibilities

1. Performs systems engineering & Internet/Intranet planning, performance management, capacity planning, testing and validation, benchmarking, information engineering.
2. Development and staffing of Internet systems engineering management plan.
3. Analyzes and develops technical documentation detailing the integration and system performance. Coordinates the activities of Jr. Internet Systems Engineers assigned to specific Internet projects.
4. May perform other duties as assigned.

### Educational Requirements

Bachelor's Degree or equivalent and 5 years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, three (3) years of general experience is required.

## ***INTERNET SYSTEMS ENGINEER I***

### General Summary

Provides basic technical assistance in engineering and Internet applications under the supervision of Sr. Internet Systems Engineer.

### Educational Requirements

Bachelor's degree (or equivalent) or 1 to 5 years of experience that provides the required knowledge and skills.

## ***SENIOR SECURITY MANAGER***

### General Summary

Overseeing the security of large to enterprise sized organizations. S/he will be responsible for handling emergencies and outages in the line of work on an on-call basis. Experience with two or more of the following firewalls: CheckPoint Firewall-1, Trusted Information Systems, Eagle Raptor, Cisco PIX, IPChains, and IPFilter. Experience in developing organizational security policies and procedures.

### Functional Responsibilities

1. Installation, configuration and maintenance of security products in an enterprise environment using C, Perl and systems administration skills.
2. Consult with clients regarding security policies and procedures.
3. Work with firewalls, routers and proxies to set-up and augment security design.
4. Develop and deploy Intrusion Detection Products, perform system security monitoring and project management.
5. Perform Security Assessments, E-mail Security, URL Blocking, Token Technology work, Anti-virus Management, Risk Assessment and Management.

### Educational Requirements

A Bachelor's degree in Information Systems, Computer Science, Mathematics, Engineering or other related technical discipline. One of the following certifications: Cisco CCNP/CCIE, Microsoft MCSE, ISC 2Inc. CISSP Certification, SANS GIAC, CheckPoint Technologies Firewall-1 CCSE, CheckPoint Technologies Firewall-1 CCSA or equivalent experience. Two or more years of experience in Unix, NT and Novell systems administration. Three or more years of Network Security Knowledge, which includes traditional attack methods, proxy

gateways and secure multi-layer inspections.

## ***SECURITY ENGINEER***

### General Summary

Working knowledge of Unix, NT and Novell systems administration. Experience in Network Security, which includes traditional attack methods, proxy gateways and secure multi-layer inspections. Experience with two or more of the following firewalls: CheckPoint Firewall-1, Trusted Information Systems, Eagle Raptor, Cisco PIX, IPChains, and IPFilter.

### Functional Responsibilities

1. Installation, configuration and maintenance of security products in an environment using C, Perl and systems administration skills.
2. Consult with clients regarding security policies and procedures.
3. Work with firewalls, routers and proxies to set-up and augment security design.
4. Develop and deploy Intrusion Detection Products, perform system security monitoring and project management.
5. Perform Security Assessments, E-mail Security, URL Blocking, Anti-virus Management, and Risk Assessment and Management.

### Educational Requirements

A Bachelor's degree in Information Systems, Computer Science, Mathematics, Engineering or other related technical discipline. One of the following certifications: Cisco CCNP/CCNA, Microsoft MCSE, CheckPoint Technologies Firewall-1 CCSE, CheckPoint Technologies Firewall-1 CCSA or equivalent experience.

## ***ASSOCIATE SECURITY ENGINEER***

### General Summary

Working knowledge in Unix, NT and Novell systems administration. Knowledge of Network Security, which includes traditional attack methods, proxy gateways and secure multi-layer inspections. Experience with one of the following firewalls: CheckPoint Firewall-1, IPChains, IPFilter.

### Functional Responsibilities

1. Installation, configuration and maintenance of security products.
2. Responsible for responding to emergencies and outages on an on-call basis.
3. Work with firewalls, routers and proxies to set-up and augment security design.
4. Deploy Intrusion Detection Products. Perform system security monitoring.
5. Work on providing E-mail Security, URL Blocking, Token Technology Work, Antivirus

Management.

### Educational Requirements

A Bachelor's degree in Information Systems, Computer Science, Mathematics, Engineering or other related technical discipline.

## **SENIOR NETWORK ENGINEER**

### General Summary

Eight years experience analyzing, identifying and resolving complex network hardware, circuit, and transmission logic problems. Experience in the design, installation and acceptance testing of complex high-speed networks. Applies the principles of assessing and analyzing network transmission application to resolve reported malfunctions.

### Functional Responsibilities

Under minimum supervision designs and coordinates the installation and acceptance testing of the system network. Monitors network hardware operations to ensure properly set configuration options. Plans implementation of enhancements and upgrades to the network; performs cost/benefit studies of network configurations and recommends enhancements; directs acquisition, installation, and testing of network hardware; advises network users of hardware requirements, configurations, and limitations; and isolates, resolves, or circumvents network problems. May provide daily supervision and direction to support staff.

### Educational Requirements

Bachelor's Degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics, or business/finance. Three years additional applicable experience may be substituted for a degree. Certification in Cisco CCNA, Microsoft MCP/MCSE or Novell CNA/CNE is required.

## **NETWORK ENGINEER**

### General Summary

Must have (3) years of progressive experience in the following: WAN with connectivity, troubleshooting, design evaluation and documentation. Experience with IP sub-netting, switching, routing VLANs, Interior and exterior routing protocols. Experience with major network vendor hardware such as Cisco, Nortel, 3Com or Bay Networks, and network management software.

### Functional Responsibilities

1. Troubleshoots and maintains computing areas involving networks, server hardware, operating systems, communication software and hardware, local and wide area networking equipment (such as LAN, WAN, Ethernet, TCP/IP, ISDN, T1, routers, bridges, Internet, 10BaseT).

#### Educational Requirements

Associate's degree in Information Systems, Computer Science, Mathematics, Engineering or other related technical discipline or one year working experience. Certification in Cisco CCNA, Microsoft MCP/MCSE or Novell CNA/CNE.

### ***ASSOCIATE NETWORK ENGINEER***

#### General Summary

Must have (1) year of progressive experience in configuring and maintaining network equipment. Working experience with Microsoft, Novell or Unix based systems.

#### Functional Responsibilities

1. Maintains computing areas involving networks, server hardware, operating systems, communication software and hardware, local and wide area networking equipment (such as LAN, WAN, Ethernet, TCP/IP, ISDN, T1, routers, bridges, Internet, 10BaseT)

#### Educational Requirements

Associate's degree in Information Systems, Computer Science, Mathematics, Engineering or other related technical discipline or one year working experience.

### ***SENIOR LOGISTICIAN***

#### General Summary

More than 6 years of experience in acquisition logistics management and system life cycle support. Working knowledge and/or familiarity with DOD Air Logistics Center, Training Command, and Depot operations or other MAJCOM procurement policies and procedures.

#### Functional Responsibilities

1. Conducts acquisition logistics management support to include performing life cycle supportability analyses; developing/reviewing Integrated Logistics Support Plans, Computer Resources Life Cycle Management Plans, and solicitation documentation; and establishing maintenance/support concepts.
2. Assists with the procurement and management processes of support equipment, test

equipment, technical orders, spares, training, supply support, and computer resources.

3. Provides functional support in the areas of reliability and maintainability, Instructional System Design (ISD), and acquisition/training documentation development.

### Educational Requirements

Bachelor's degree in Engineering, Computer Science, or related field.

## **LOGISTICIAN**

### General Summary

More than 3 years of experience in acquisition logistics management and system life cycle support. Working knowledge and/or familiarity with DOD Air Logistics Center, Training Command, and Depot operations or other MAJCOM procurement policies and procedures.

### Functional Responsibilities

1. Conducts acquisition logistics management support to include performing life cycle supportability analyses; developing/reviewing Integrated Logistics Support Plans, Computer Resources Life Cycle Management Plans, and solicitation documentation; and establishing maintenance/support concepts.
2. Assists with the procurement and management processes of support equipment, test equipment, technical orders, spares, training, supply support, and computer resources.
3. Provides functional support in the areas of reliability and maintainability, Instructional System Design (ISD), and acquisition/training documentation development.

### Educational Requirements

Bachelor's degree in Engineering, Computer Science, or related field.

## **JUNIOR LOGISTICIAN**

### General Summary

2-3 years of experience in acquisition logistics management and system life cycle support. Working knowledge and/or familiarity with DOD Air Logistics Center, Training Command, and Depot operations, or other MAJCOM procurement policies and procedures.

### Functional Responsibilities

1. Participates in/supports acquisition logistics management to include performing life cycle supportability analyses; developing/reviewing Integrated Logistics Support

- Plans, Computer Resources Life Cycle Management Plans, and solicitation documentation; and establishing maintenance/support concepts.
2. Assists with the procurement and management processes of support equipment, test equipment, technical orders, spares, training, supply support, and computer resources.
  3. Provides functional support in the areas of reliability and maintainability, Instructional System Design (ISD), and acquisition/training documentation development.

### Educational Requirements

Bachelor's degree in Engineering, Computer Science, or related field.

## ***DATABASE MANAGER***

### General Summary

Must have 7 years of experience in management, development and maintenance of database systems. Must have at least 5 years of experience with database management systems, system design and analysis, operating systems software, and data manipulation languages.

### Functional Responsibilities

1. Must be capable of maintaining the development of database projects. Must be able to plan and budget staff and data resources.
2. Support application developers in planning preparation, load analysis, and backup and recovery of data. When necessary, reallocate resources to maximize benefits.
3. The individual must be able to prepare and deliver presentations on DBMS concepts.
4. Provide daily supervision and direction to support staff.
5. Monitor performance and evaluate areas to improve efficiency.

### Educational Requirements

B.A. or B.S. degree or 5 years of equivalent experience in a related field.

## ***DATABASE SPECIALIST III***

### General Summary

More than 5 years of experience in the design, development, implementation, and maintenance of data base management systems.

### Functional Responsibilities

1. Leads tasks and supervises staff in identifying, evaluating, and recommending DBMS design concepts and/or available products based on a matching of system

- capabilities to validated user requirements.
2. Determines file organization standards, table structures, indexing methods, replication schedules, and access controls for specific applications.
  3. Develops data queries and report generation formats. Monitors database usage, troubleshoots data compatibility and integrity issues, and makes modifications for enhanced performance.
  4. Defines and documents database administration policies and procedures.

#### Educational Requirements

Bachelor's degree in Computer Science, Information Systems Management, or related field.

### ***DATABASE SPECIALIST II***

#### General Summary

More than 3 years of experience in the design, development, implementation, and maintenance of data base management systems.

#### Functional Responsibilities

1. Conducts studies to identify, evaluate, and recommend DBMS design concepts and/or available products based on a matching of system capabilities to validated user requirements.
2. Determines file organization standards, table structures, indexing methods, replication schedules, and access controls for specific applications. Develops data queries and report generation formats.
3. Monitors database usage, troubleshoots data compatibility and integrity issues, and makes modifications for enhanced performance.
4. Defines and documents database administration policies and procedures.

#### Educational Requirements

Bachelor's degree in Computer Science, Information Systems Management, or related field.

### ***DATABASE SPECIALIST I***

#### General Summary

Less than 3 years of experience in the design, development, implementation, and maintenance of data base management systems.

#### Functional Responsibilities

1. Participates in/supports the identification, evaluation, and recommendation of DBMS design concepts and/or available products based on a matching of system

- capabilities to validated user requirements.
2. Determines file organization standards, table structures, indexing methods, replication schedules, and access controls for specific applications. Develops data queries and report generation formats.
  3. Monitors database usage, troubleshoots data compatibility and integrity issues, and makes modifications for enhanced performance. Defines and documents database administration policies and procedures.

### Educational Requirements

Bachelor's degree in Computer Science, Information Systems Management, or related field.

## **QUALITY ASSURANCE ANALYST**

### General Summary

Establishes and maintains a process for evaluating systems and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the project life cycle. Functional Responsibilities

1. Conducts formal and informal reviews at pre-determined points throughout the development life cycle.
2. Provides technical and administrative direction for personnel performing systems development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure government standards/requirements are adhered to, and for progress in accordance with schedules.
3. Coordinates with the Project Manager to ensure problem solution and user satisfaction.
4. Makes recommendations, if needed, for approval of major systems installations.
5. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives.

### Educational Requirements

Bachelor's Degree or equivalent plus 2 years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, no experience is required.

## **ERP CONSULTANT III**

### General Summary

Performs evaluation and implementation tasks for Enterprise Resource Planning (ERP) and ERP-related software products using broad industry experience, including industry best

practices and extensive product knowledge. Leads parts of the project and creates project methodology as needed.

### Functional Responsibilities

1. Provides knowledge of multiple functional areas (HRMS, Financials, Accounting, Distribution, and Manufacturing) with hands-on experience in multiple modules or vendors and has the ability to transfer knowledge and skill.
2. Accomplished at several professional level roles and knowledgeable about applying technology to business operations in multiple industries.
3. Applies industry best practices, product knowledge, and experience to lead overall business requirements gathering sessions and makes overall business process recommendations.
4. Develops or executes functional and technical specifications and testing for complex interfaces, module integration, system extensions, and reporting systems.
5. Executes project plan tasks and other duties as assigned.
6. Provides regular status on tasks and issues.

### Educational Requirements

Bachelor's Degree or equivalent and 3 years of ERP implementation experience or 4 years of general business experience. Six years of general experience is equivalent to a Bachelor's Degree. With a Master's Degree, 2 years of general business experience is required.

## ***ERP CONSULTANT II***

### General Summary

Performs evaluation and implementation tasks for Enterprise Resource Planning (ERP) and ERP-related software products using broad industry experience including industry best practices, and extensive product knowledge.

### Functional Responsibilities

1. Provides knowledge of an entire functional area (HRMS, Financials, Distribution, Accounting, and Manufacturing) with hands-on experience in multiple modules and has the ability to transfer knowledge and skill.
2. Accomplished at professional level roles and knowledgeable about applying technology to business operations in at least one industry.
3. Applies industry best practices and product knowledge in developing tools to lead requirements gathering sessions for individual modules and makes specific business process recommendations.
4. Develops or executes functional and technical specifications and testing for advanced system configuration, interfaces, installation and modifications.

5. Executes project plan tasks and other duties as assigned. Provides regular status on tasks and issues.
6. Provides input to project plan and resource requirements.

### Educational Requirements

Bachelor's Degree or equivalent and 2 years of general business experience. Six years of general experience is equivalent to a Bachelor's Degree. With a Master's Degree, 1 year of general experience is required.

## ***ERP CONSULTANT I***

### General Summary

Performs evaluation and implementation tasks for Enterprise Resource Planning (ERP) and ERP-related software products by applying product knowledge, industry experience, and project methodology.

### Functional Responsibilities

1. Provides knowledge of specific software product modules or technical tools with hands-on experience and has the ability to transfer knowledge and skill.
2. Familiar with key business roles and knowledgeable about applying technology to business operations in at least one industry.
3. Applies industry knowledge, knowledge of area of expertise, and product knowledge to gather and document customer business process requirements.
4. Develops or executes basic functional and technical specifications and testing for system configuration, mapping, and reporting.
5. Executes project plan tasks and other duties as assigned. Provides regular status on tasks and issues.

### Educational Requirements

Bachelor's Degree or equivalent and 1 year of general business experience. Six years of general experience is equivalent to a Bachelor's Degree.

## ***ENGINEERING TECHNICIAN***

### General Summary

More than 3 years of experience in facilities/communications engineering support.

### Functional Responsibilities

1. Provides hands-on support inside/outside the cable plant to install software and

- hardware for LAN connections.
2. Organizes and directs site surveys, documents and analyzes current configurations, performs environmental impact assessment, designs optimal topologies, and prepares supporting technical drawings and engineering plans.
  3. Ensures compliance with layout specifications and safety codes. Tests and performs onsite/offsite repairs to installed GOTS/COTS equipment at all standard levels (i.e., line, intermediate, or shop; facility or depot).
  4. Schedules installations and coordinates all post-installation operations, maintenance, and troubleshooting support.
  5. Provides agency engineering staff with all related support necessary to accomplish technical projects.

### Educational Requirements

Associates degree in Engineering, Computer Science, or related technical field.

## ***INFORMATION ENGINEER III***

### General Summary

More than 6 years of experience in the use of information engineering tools and methodologies to support systems analysis, design, and development efforts across large organizational entities.

### Functional Responsibilities

1. Leads tasks and supervises staff in the use of standard IE tools and methodologies for information strategy planning.
2. Facilitates cross-organizational workshops to collect and validate data. Performs business area analysis in support of process and system redesign efforts, alternatives assessment, and cost studies.
3. Develops enterprise-wide activity and data models as well as information, technical, and application architectures.
4. Applies reverse engineering and reengineering concepts to formulate migration strategies and establish tactical plans for the construction of shared databases and integrated information systems.

### Educational Requirements

Bachelor's degree in Information Systems, Engineering, Computer Science, Business Management, or related field.

## ***INFORMATION ENGINEER II***

### General Summary

More than 3 years of experience in the use of information engineering tools and methodologies to support systems analysis, design, and development efforts across large organizational entities.

### Functional Responsibilities

1. Uses standard IE tools and methodologies in the conduct of information strategy planning sessions.
2. Facilitates cross-organizational workshops to collect and validate data. Performs business area analysis in support of process and system redesign efforts, alternatives assessment, and cost studies.
3. Develops enterprise-wide activity and data models as well as information, technical, and application architectures.
4. Applies reverse engineering and reengineering concepts to formulate migration strategies and establish tactical plans for the construction of shared databases and integrated information systems.

### Educational Requirements

Bachelor's degree in Information Systems, Engineering, Computer Science, Business Management, or related field.

## ***INFORMATION ENGINEER I***

### General Summary

Less than 3 years of experience in the use of information engineering tools and methodologies to support systems analysis, design, and development efforts across large organizational entities.

### Functional Responsibilities

1. Participates in/supports the use of standard IE tools and methodologies for information strategy planning.
2. Facilitates cross-organizational workshops to collect and validate data. Performs business area analysis in support of process and system redesign efforts, alternatives assessment, and cost studies.
3. Develops enterprise-wide activity and data models as well as information, technical, and application architectures.
4. Applies reverse engineering and reengineering concepts to formulate migration strategies and establish tactical plans for the construction of shared databases and integrated information systems.

### Educational Requirements

Bachelor's degree in Information Systems, Engineering, Computer Science, Business Management, or related field.

## ***SENIOR SYSTEMS ENGINEER***

### General Summary

More than 6 years of experience in providing system architecture development and software engineering design support.

### Functional Responsibilities

1. Leads tasks and supervises staff in establishing integrated system level requirements for an overall information, technical, and data architecture in support of multiple software applications.
2. Performs platform capability analyses and COTS/GOTS evaluations, selects components, and develops system and LAN interfaces to ensure compliance with OSI, ISO, IEEE, DII COE, and DoD TAFIM requirements.
3. Constructs models and simulations of computer systems to demonstrate ability to meet user requirements.
4. Executes system stress tests to identify software performance constraints; tunes application and operating system software to enhance performance accordingly.
5. Conducts system-engineering analyses to detect hardware/firmware problems and define spectrum of alternative solutions.
6. Manages Software Quality Assurance (SQA) reviews.

### Educational Requirements

Bachelor's degree in Engineering, Computer Science, Information Systems, or related field.

## ***SYSTEMS ENGINEER***

### General Summary

More than 3 years of experience in providing system architecture development and software engineering design support.

### Functional Responsibilities

1. Establishes integrated system level requirements for an overall information, technical, and data architecture in support of multiple software applications.
2. Performs platform capability analyses and COTS/GOTS evaluations, selects components, and develops system and LAN interfaces to ensure compliance with OSI, ISO, IEEE, DII COE, and DoD TAFIM requirements.
3. Constructs models and simulations of computer systems to demonstrate ability to meet user requirements.

4. Executes system stress tests to identify software performance constraints; tunes application and operating system software to enhance performance accordingly.
5. Conducts system-engineering analyses to detect hardware/firmware problems and define spectrum of alternative solutions.

#### Educational Requirements

Bachelor's degree in Engineering, Computer Science, Information Systems or related field.

### ***DATA WAREHOUSE SPECIALIST III***

#### General Summary

Performs as a Data Warehouse Developer/Administrator on large-scale database management systems, knowledge of computer equipment, and ability to develop complex software to satisfy design objectives. Possesses ability to assume increasing responsibilities in data mart information system design and management.

#### Functional Responsibilities

1. Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules.
2. Coordinates with Project and/or Program Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations.
3. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives.
4. Provides daily supervision and technical direction to staff to ensure program deadlines are met.

#### Educational Requirements

Bachelor's degree or equivalent and 7 years of general experience. Six (6) years of general experience is equivalent to a Bachelor's degree. With a Master's degree, 5 years of general experience is required.

### ***DATA WAREHOUSE SPECIALIST II***

#### General Summary

Performs as a Data Warehouse Developer using OLAP tools on large-scale database management systems, knowledge of computer equipment, and ability to develop complex software to satisfy design objectives.

### Functional Responsibilities

1. Analyzes and develops computer software processing a wide range of capabilities, including data warehouse technologies, business data model, Executive Information Management, and Decision Support System.
2. Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze proposed system modifications, upgrades and new COTS.
3. Provides technical direction to junior staff.

### Educational Requirements

Bachelor's degree or equivalent and 5 years of general experience. Six (6) years of general experience is equivalent to a Bachelor's degree. With a Master's degree, 3 years of general experience is required.

## ***DATA WAREHOUSE SPECIALIST I***

### General Summary

Utilizes multidimensional database(s) on large-scale database management systems, uses OnLine Analytical Processing (OLAP) Access Tool, and ability to develop complex software to satisfy design objectives.

### Functional Responsibilities

1. Analyzes and develops functional business applications and design specifications for functional activities. Tests, debugs, and refines the computer software to produce the required product.
2. Enhances software to reduce operating time or improve efficiency.
3. Demonstrates ability to work independently under minimal supervision.

### Educational Requirements

Bachelor's degree or equivalent and 3 years of general experience. Six (6) years of general experience is equivalent to a Bachelor's degree. With a Master's degree 1 year of general experience is required.

## ***SENIOR SOFTWARE ENGINEER***

### General Summary

Creates and engineers software solutions based upon client requirements. Generally, has one or more software engineers on staff and heads up projects that make use of commercially available or custom Computer Aided Software Engineering (CASE) tools as

required.

### Functional Responsibilities

1. Creates and engineers software solutions based upon client requirements.
2. Supervises a staff of Software Engineers as required.
3. Manages projects that make use of commercially available or custom CASE tools as required.
4. Develops technical documentation detailing the project design parameters.
5. May perform other duties as assigned.

### Educational Requirements

Bachelor's Degree or equivalent and 8 years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, six (6) years of general experience is required. With a PhD, 4 years of general experience is required.

## **SOFTWARE ENGINEER**

### General Summary

Under general supervision, engineers software solutions based upon client requirements. Generally reports to a Sr. Software Engineer and makes use of commercially available or custom Computer Aided Software Engineering (CASE) tools as required.

### Functional Responsibilities

1. Engineers software solutions based upon client requirements.
2. Supports a Sr. Software Engineer as required.
3. Uses commercially available or custom CASE tools as required.
4. Develops technical documentation detailing the project design parameters.
5. May perform other duties as assigned.

### Educational Requirements

Bachelor's Degree or equivalent and 5 years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, three (3) years of general experience is required.

## **TECHNICAL WRITER**

### General Summary

5 years of professional writing experience in IT and business environment. Assists in

collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and other reports and deliverables.

### Functional Responsibilities

1. Prepares various types of publications (e.g., assessment reports, analytical handbooks, system requirements specifications, user/training manuals, brochures/pamphlets) by integrating original writing with inputs from software engineers as well as non-technical professionals.
2. The person should be knowledgeable in IT industry jargon & standards and has the ability to analyze client's software/applications requirements for documentation, and establishes formatted style guides.
3. Researches and translates complex technical information – enterprise architecture, programming languages, operating systems, and databases -- and rewrites it for clarity and readability.

### Educational Requirements

Bachelor's Degree or equivalent. Six (6) years of general experience is considered equivalent to a Bachelor's Degree.

## ***ADMINISTRATIVE ASSISTANT***

### General Summary

Provides administrative-type support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc.

### Functional Responsibilities

1. Specializes in coordinating and planning office administration and support.
2. Reports directly to a client, usually at the client location, to support its operations as required.
3. Understands and provides documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc. required in changing office environments.
4. May perform other duties as assigned.

### Educational Requirements

High School Diploma or G.E.D. or other equivalent degree program.

SUGGESTED FORMAT

**BEST VALUE BLANKET PURCHASE AGREEMENT**

**(FEDERAL SUPPLY SCHEDULE)**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (Agency) and (Contractor) 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 Government that works better and costs less.

Signatures

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Agency

Date

Contractor

Date

BPA NUMBER \_\_\_\_\_

(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

- 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
_____	_____
_____	_____
_____	_____

- 3) The Government 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
_____	_____
_____	_____
_____	_____

- 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 customer agency 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 of 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:

- 1) The customer identifies their requirements.
- 2) Federal Supply Schedule Contractors may individually meet the customer's needs, or
- 3) Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer's requirement.
- 4) Customers make a best value selection.