



15451 Meherrin Drive
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**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is <http://www.gsadvantage.gov>

SCHEDULE TITLE: Federal Supply Schedule 70 – General Purpose Commercial Information Technology Equipment, Software and Services

FSC GROUP: D399

CONTRACT NUMBER: **47QTCA18D0039**

CONTRACT PERIOD: **December 1, 2017 through November 30, 2022**

For more information on ordering from Federal Supply go to this website: www.fss.gsa.gov

CONTRACTOR: **POSITIVE EDGE STRATEGIES, INC**
DbA POSITIVE EDGE
15451 Meherrin Drive
Centerville, VA 20120-3706
Phone number: (703) 593-6257
Fax number: (703) 378-8261
E-Mail: sri.mirajkar@pestrategies.com

CONTRACTOR'S ADMINISTRATION SOURCE: **Sri Mirajkar**
15451 Meherrin Drive
Centerville, VA 20120-3706
Phone number: (703) 593-6257
Fax number: (703) 378-8261
E-Mail: sri.mirajkar@pestrategies.com

WEBSITE: www.pestrategies.com

BUSINESS SIZE: **Small Business**

SOCIOECONOMIC CLASS: **Minority Owned Business, Subcontinent Asian**

CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

| SIN | DESCRIPTION |
|------------|--------------------|
|------------|--------------------|



132 51 Information Technology Professional Services – SUBJECT TO COOPERATIVE PURCHASE

FPDS Code D301 Facility Management
FPDS Code D302 System Development Services
FPDS Code D306 System Analysis Services
FPDS Code D307 Automated Information Systems Services
FPDS Code D308 Programming Services
FPDS Code D310 Backup and Security Services
FPDS Code D316 IT Network Management Services
FPDS Code D317 Creation/Retrieval of IT Related Data Services
Creation/Retrieval of Other Information Services
Creation/Retrieval of IT Related Automated News Services
FPDS Code D399 Other Information Technology Services Not Elsewhere Classified

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:
(Government net price based on a unit of one)

See attached GSA Authorized IT Price List Appendix B

1c. HOURLY RATES (Services only):

See attached GSA Authorized IT Price List Appendix B

2. MAXIMUM ORDER*: \$500,000

NOTE TO ORDERING ACTIVITIES: *If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contactor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. MINIMUM ORDER: \$100

4. GEOGRAPHIC COVERAGE: Domestic, 48 states, Washington, DC,

5. POINT(S) OF PRODUCTION: N/A

6. DISCOUNT FROM LIST PRICES: GSA Net Prices are shown on the attached GSA Pricelist. Negotiated discount has been applied and the IFF has been added.

7. QUANTITY DISCOUNT(S): An additional 1% for orders exceeding \$250,000 - \$500,000
An additional 2% for orders exceeding \$500,000 - \$1,000,000
An additional 3% for orders exceeding \$1,000,000

8. PROMPT PAYMENT TERMS: Net 30 Days



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- 9.a **Government Purchase Cards must be accepted at or below the micro-purchase threshold.**
- 9.b **Government Purchase Cards are accepted above the micro-purchase threshold. Contact contractor for limit.**
- 10. **FOREIGN ITEMS:** [Not Applicable](#)
- 11a. **TIME OF DELIVERY:** [30 Days, Subject to Task Order](#)
- 11b. **EXPEDITED DELIVERY:** [Contact Contractor](#)
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** [Contact Contractor](#)
- 11d. **URGENT REQUIREMENTS:** Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
- 12. **FOB POINT:** [Destination](#)
- 13a. **ORDERING ADDRESS:** [Same as Contractor](#)
- 13b. **ORDERING PROCEDURES:** Ordering activities shall use the ordering procedures described in Federal Acquisition Regulation 8.405-3 when placing an order or establishing a BPA for supplies or services. The ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule Homepage (fss.gsa.gov/schedules).
- 14. **PAYMENT ADDRESS:** [Same as Contractor](#)
- 15. **WARRANTY PROVISION:** [ONE \(1\) Year, Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.](#)
- 16. **EXPORT PACKING CHARGES:** [Not Applicable](#)
- 17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** [No Limit](#)
- 18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** [Not Applicable](#)
- 19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** [Not Applicable](#)
- 20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** [Not Applicable](#)
- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** [Not Applicable](#)
- 21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** [Not Applicable](#)
- 22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** [Not Applicable](#)



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23. PREVENTIVE MAINTENANCE (IF APPLICABLE): [Not Applicable](#)
- 24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): [Not Applicable](#)
- 24b. Section 508 Compliance for Electronic and Information Technology (EIT): [Positive Edge Strategies, Inc. is 508 compliant and our VPAT can be found on our website at \[www.pestrategies.com\]\(http://www.pestrategies.com\)](#)
25. DUNS NUMBER: [100452957](#)
26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE: [Contractor has an Active Registration in the SAM database. Cage Code: 3LNY9](#)

APPENDIX A LABOR DESCRIPTIONS

APPENDIX B GSA AUTHORIZED IT PRICE LIST

APPENDIX A

Job Title: Project Manager II

General Summary:

Directs the performance of a variety of relatively small-related projects or definable portion of a larger program in accordance with contract requirements and company policies, procedures and guidelines. Oversees the technology development and/or application, marketing, and resource allocation for the assignment.

Principal Duties & Responsibilities

- Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance.
- Provides the interface to the customer and other project leaders or program managers.
- Identifies, acquires, and utilizes company resources to achieve project objectives.
- Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints.
- Promotes environment for exceptional customer service, collaboration and team engagement.
- Supervises the on-boarding of new personnel under the project to assure compliance with government regulations, codes, and Company policy and procedures.
- Engages in follow-on business activity associated with assigned projects.



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Experience & Education:

- A Bachelor degree in related technical field is required.
- Minimum of 6 years of experience is required in information systems design and management.

Job Title: Project Manager III

General Summary:

Directs the performance of relatively large projects or a significant portion of a larger program in accordance with contract requirements and company policies, procedures and guidelines. Oversees the technology development and/or application, marketing, resource allocation, and cross-functional customer engagement for the assignment.

Principal Duties & Responsibilities

- Defines & leads project efforts and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance.
- Engages with the customer and other project leaders or program managers to ensure stakeholder requirements are satisfied.
- Identifies, acquires, and utilizes company resources to achieve project objectives.
- Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints.
- Creates environment for exceptional customer service, collaboration and team engagement.
- Ensures successful on-boarding of new personnel on the project to assure compliance with government regulations, codes, and Company policy and procedures.
- Identify & recommend value-added follow-on business activity.

Experience & Education:

- A Bachelor degree in related technical field is required.
- Minimum of 9 years of experience is required in information systems design and management.
- Preference for PMP certification.

Job Title: Program Manager I

General Summary:

Provides expertise and thought leadership to ensure efforts are completed on time and meet the business needs. Provides expertise on an as-needed basis to all task assignments. Leads the full scope (people, process & technology coordination/interface) for performance of relatively large projects or a significant program in accordance with contract requirements and company policies, procedures and guidelines.

Principal Duties & Responsibilities



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- Defines & leads project/program efforts and retains overall responsibility for successful engagement /performance including cost, schedule, integration of people, process and technology sub-components and contractual compliance.
- Engages with the customer and stakeholder touch-points, and other project leaders or program managers to ensure requirements are satisfied and outcomes are realized.
- Identifies, acquires, and utilizes resources to achieve project objectives to include: manpower, computing power, facilities.
- Assumes responsibility to confer with stakeholders to provide technical advice and to assist with problem resolution.
- Ensures quality and productivity standards are maintained while meeting client deadlines, budget constraints and delivering on successful outcomes.
- Serves as the example for exceptional customer service, collaboration and team engagement.
- Ensures successful on-boarding of new personnel on the project to assure compliance with government regulations, codes, and Company policy and procedures.
- Participates in contract negotiations, identifies & recommends value-added follow-on business activity.

Experience & Education:

- A Bachelor degree in related technical field is required.
- Minimum of 12 years of experience is required in information systems design and management.
- PMP certification is required.
- Preference for PgMP certification.

Job Title: IT Consultant III

General Summary:

IT Consultants provide expert, independent services and leadership in specialized technical areas.

Principal Duties & Responsibilities:

- Provides expertise on an as-needed basis to all task assignments.
- Provides expert advice and assistance in state-of-the-art software/hardware.
- Coordinates with contractor management and Government personnel to ensure that the problem has been properly defined and that the solution will satisfy the Government's requirement.

Experience & Education:

- Minimum of Master's Degree in Computer Science, Engineering, Mathematics, Business, Management or equivalent.
- Minimum of 15 years of general experience in information systems, including specialized experience providing state-of-the-art solutions in information



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systems technology

Job Title: Business Systems Analyst

General Summary:

Under general direction, formulates and defines systems scope and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements. With this knowledge, develops or modifies moderately complex information systems. Includes analysis of business and user needs, documenting requirements, and revising existing system logic as necessary.

Principal Duties & Responsibilities

- Defines & leads project efforts and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance.
- Engages with the customer and other project leaders or program managers to ensure stakeholder requirements are satisfied.
- Identifies, acquires, and utilizes company resources to achieve project objectives.
- Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints.
- Creates environment for exceptional customer service, collaboration and team engagement.
- Ensures successful on-boarding of new personnel on the project to assure compliance with government regulations, codes, and Company policy and procedures.
- Competent to work at the highest technical level of most phases of systems analysis while considering the business implications of the application technology to the current and future business environment.
- Identify & recommend value-added follow-on business activity.
- May work independently or lead teams.

Experience & Education:

- Minimum of a Bachelor degree in a related technical environment is required.
- Minimum of 12 years of experience is required in gathering requirements from individuals and groups. Relevant experience includes: supporting requirements definition, collaborative design and problem solving efforts, developing a spirit of teamwork within groups of people with diverse interests and skills and overcoming resistance to change.

Job Title: Functional Analyst

General Summary:

Guides users in defining actions or tasks and chronology of events associated with systems development or integration. Participates in Business Process Reengineering functions. Performs tradeoff studies and identification of deficiencies and solution candidates for problem areas. Develops risk and configuration management plans. Supports integration of new workflow management systems. Directs Functional Analyst



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efforts.

Principal Duties & Responsibilities

- Experience in systems engineering, information technology, communications, systems functional analysis or related areas of expertise.
- Specific experience in functional decomposition of primary system functions and sub functions to determine actions/tasks required satisfying client needs.
- Ability to identify all internal and external functional interfaces, special knowledge and skills, or unique requirements associated with system development and performance.
- Specific skills in defining, refining, and integrating functional architectures.
- Experienced in building data flow diagrams using software tools

Experience & Education:

- Minimum of a Bachelor degree in a related technical environment is required.
- 5 years of relevant experience in computer science or systems engineering

Job Title: Subject Matter Expert II

General Summary:

Candidates for these positions must have strong analysis and teaming skills to actively engage with a team providing requirements gathering, problem resolution, development ideas, productions support and improvement in the area specific to their subject matter expertise.

Principal Duties & Responsibilities

- Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately complex to complex systems.
- Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications

Experience & Education:

- Minimum Bachelor's Degree required
- 12 years of experience is required
- Relevant experience examples might include: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; specific software; life-cycle management; software development methodologies; and modeling and simulation.

Job Title: Sr. Systems Architect

General Summary:

Ten or more years of experience in evaluation, developing and/or analyzing information systems (IS) or information technology (IT) applied to information architectures/information technology frameworks. This includes the use of client-server systems, distributed databases, communication networks, software engineering and



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SDLC and performancebased processes. Must have overall systems knowledge and identify dependencies between various software components and modules. Must be able to design and conceptualize large systems.

Principal Duties & Responsibilities

- **Guides users in analysis, evaluation and selection of large technology solutions**
- **Prepare data architecture diagrams to depict the systems solution and identify interdependencies**
- **Plan and propose solutions for replacement of legacy systems with state of the art technologies**
- **Work closely with technology team to convey the overall design of the system and ensure each component is programmed to meet all requirements**
- **May perform other duties as required**
- **Performs as the task leader**
- **Monitor task performance and schedules**

Experience & Education:

- **Minimum of a Bachelor's degree in related technical discipline (i.e., information systems, computer science or engineering) is required.**
- **Minimum of 10 years of experience in systems engineering, information systems engineering or systems acquisition analyst**

Job Title: Software Systems Application Developer

General Summary:

Serves as an expert in the application of systems engineering disciplines to the analysis, design, specification, development, implementation, management, and evolution of computer based systems.

Principal Duties & Responsibilities:

- **Responsible for the development, implementation, and execution of processes and procedures to insure that contractual products are in compliance with Software Engineering Institute standards.**
- **May work as the lead in high visibility aspects of major software system or computer system or may serve as an overall consultant monitoring the application of procedures and processes to ensure the development of standards conforming software and computer systems products.**
- **Good working knowledge of latest programming languages, technology infrastructures, open source technologies and databases**

Experience & Education:

- **Minimum Bachelor's Degree in software engineering or systems engineering is required**



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- **Minimum of 10 years of experience is required**

Job Title: Senior Systems Programmer

General Summary:

Plans, conducts, and coordinates major programming applications of complex computer based business systems.

Principal Duties & Responsibilities:

- Provides analytical support and technical advice during the conceptualization, development, and implementation phases.
- Prepares cost estimates and detailed schedules for system projects.
- Provides leadership to lower level employees.

Experience & Education:

- **Minimum Bachelor's Degree in computer science, MIS is required**
- **9 years of experience in programming languages, system analysis and complex business systems support is required.**

Job Title: Senior Principal Database Analyst

General Summary:

As lead company expert, defines database organizations, standards, controls, procedures, and documentation. Provides experienced technical consulting in the definition, design, and creation of a database environment.

Principal Duties & Responsibilities:

- Advises applications development staff and users on data based solutions to business problems, data architectures, database management system facilities and capabilities, and the operation and tuning of databases.
- Ensures economic and efficient availability of data within adequate safeguards.
- Develops expertise in use of automated tools for database design and implementation.
- Develops procedures to address needs of ICL, shelf scripts and batch processes.
- Ensures that documentation is complete and up-to-date.
- Develops procedures relating to database and application security including procedures by which access is authorized, enabled, changed and withdrawn.
- Develops procedures for periodic database backup.
- Participates as a leader and as the senior team member.

Experience & Education:

- **Minimum Bachelor's Degree in computer science is required**
- **Minimum of 10 years of experience is required in database design and database**



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programming is required

- Experience with RDBMS and object oriented databases is required

Job Title: Principal Database Analyst II

General Summary:

Defines and oversees database organizations, standards, controls, procedures, and documentation. Provides experienced technical consulting in the definition, design, and creation of a database environment.

Principal Duties & Responsibilities:

- Advises applications development staff and users on data based solutions to business problems, data architectures, database management system facilities and capabilities, and the operation and tuning of databases.
- Ensures economic and efficient availability of data within adequate safeguards.
- Designs and implements databases with respect to access methods, access time, batch processes, device allocation, validation checks, organization, protection and security, documentation, and statistical methods.
- Develops and maintains expertise in use of automated tools for database design and implementation.
- Develops, maintains and documents, shell scripts and batch processes.
- Participates as a leader and as a team member, and works to maintain a positive environment.

Experience & Education:

- Minimum Bachelor's Degree in computer science is required
- Minimum of 7 years of experience is required in database design and database programming is required
- Experience with RDBMS and object oriented databases is required

Job Title: Graphics and User Interface Design Specialist

General Summary:

Must have experience in graphics arts design including use of graphics and multimedia presentation software applications. Understanding of graphics presentation development and delivery techniques including audio and visual technologies.

Principal Duties & Responsibilities:

- Design of User Interfaces for software applications
- Supports users in the development and delivery of graphics based presentations.
- Maintains graphics resources, databases, and libraries.
- Responsible for graphics support on all on-going project tasks.
- Design and development of websites, web interfaces by use of graphics design software packages



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Experience & Education:

- Minimum Bachelor's Degree in art, graphics design, gaming technologies, UI design and Human Computer Interaction or computer science is required.
- Minimum of 5 years of experience in graphics design is required

Job Title: Operations and Technology Support

General Summary:

Ensures the proper delivery of all projects and project artifacts to clients. Provides technical and operations support to team as required

Principal Duties & Responsibilities:

- Check quality of all deliverables
- Assist team with building technology solutions
- Work closely with clients to ensure requirements are met
- Oversee all projects and provide assistance as needed
- Manage contractual requirements
- Engage with clients to determine future architectures and general direction of technology initiatives

Experience & Education:

- Minimum of Bachelor's Degree in computer science or MIS is required
- Minimum of 10 years of experience in operations management, project delivery, client interaction and project management is required
- Must have a technical background and work experience

Job Title: Software QA Specialist I

General Summary:

Ensures that quality software is prepared for release to production by independently executing test scripts. Writes test scripts, reviews requirements, specifications and documentation to gain a thorough understanding of the programs and processes to be certified.

Principal Duties & Responsibilities:

- Provides or validates estimates for assigned tasks.
- Creates and modifies test scripts to certify system changes.
- Develops test control databases.
- Maintains test databases and ensures their integrity and currency.
- Distributes test data from control database to development staff to satisfy adequate unit testing.
- Assists with configuration management tasks on a project (test scripts, source code control, and coordination of requirement changes) as required.
- Releases completed projects into production.



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- May write trace-ability matrices and test reports.
- May perform program changes or develop software programs as required.

Experience & Education:

- Minimum Bachelor's Degree in computer science is required
- Minimum of 5 years of experience is required in Quality assurance, software testing, User Acceptability Testing and building test cases is required
- Experience with software testing tools is required

Job Title: Sr. Software QA Specialist

General Summary:

Ensures that quality software is prepared for release to production by independently executing test scripts. Writes test scripts, reviews requirements, specifications and documentation to gain a thorough understanding of the programs and processes to be certified.

Principal Duties & Responsibilities:

- Provides or validates estimates for assigned tasks.
- Creates and modifies test scripts to certify system changes.
- Develops test control databases.
- Maintains test databases and ensures their integrity and currency.
- Distributes test data from control database to development staff to satisfy adequate unit testing.
- Assists with configuration management tasks on a project (test scripts, source code control, and coordination of requirement changes) as required.
- Releases completed projects into production.
- May write trace-ability matrices and test reports.
- May perform program changes or develop software programs as required.

Experience & Education:

- Minimum Bachelor's Degree in computer science is required
- Minimum of 7 years of experience is required in Quality assurance, software testing, User Acceptability Testing and building test cases is required
- Thorough knowledge of deploying SDLC, Agile, waterfall and other software development methodologies is required
- Full understanding of software defects, defect tracking, quality assurance and quality testing principles is required

Job Title: Software Testing Engineer

General Summary:

Ensure software is tested properly before delivery to client. Work closely with the software development team to start testing software and to ensure there are no bugs and all interdependencies between modules is tested before delivery



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Principal Duties & Responsibilities:

- **Minimum Bachelor's Degree in computer science is required**
- **Must have experience in building test cases, test scenarios, use cases and test scripts**
- **Understand implementation of the SDLC**
- **Knowledge of software development principles, waterfall methodology, Agile technologies**
- **Experience in using software testing tools and testing software**
- **Experience in all types of testing**
- **Use of bug reporting software and bug resolution procedures**
- **Use of issue tracking and resolution software**

Experience & Education:

- **Minimum Bachelor's Degree in computer science is required**
- **Minimum of 5 years of experience in software testing is required**
- **Certifications if software testing and use of testing tools is preferred**

Job Title: Technical Writer I

General Summary:

Researches, organizes, writes, edits, and produces data for use in a wide variety of complex technical publications requiring in-depth knowledge and understanding of the subject matter and allied fields.

Principal Duties & Responsibilities:

- **Recommends overall organization and layout, editorial standards and publication methods.**
- **Coordinates publication with outside sources and vendors as needed.**
- **Develops department editing standards and styles.**
- **May provide work leadership for lower level employees.**

Experience & Education:

- **Minimum Bachelor's Degree in a technical field is required**
- **Minimum of 6 years of experience in technical writing, editing and documentation is required**
- **Experience in wiring user manuals and software user guides is required**

Job Title: Technical Writer II

General Summary:

Researches, organizes, writes, edits, and produces data for use in a wide variety of complex technical publications requiring in-depth knowledge and understanding of the subject matter and allied fields.



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Principal Duties & Responsibilities:

- Recommends overall organization and layout, editorial standards and publication methods.
- Coordinates publication with outside sources and vendors as needed.
- Develops department editing standards and styles.
- May provide work leadership for lower level employees.

Experience & Education:

- Minimum Bachelor's Degree in a technical field is required
- Minimum of 6 years of experience in technical writing, editing and documentation is required
- Minimum of 6 years experience in wiring user manuals and software user guides is required

Job Title: IV & V Specialist I

General Summary:

Ensures that overall project and IT organization goals and objectives are attained by providing independent oversight throughout the systems development lifecycle

Principal Duties & Responsibilities

- Responsible for planning and working with project teams to ensure integration with project activities.
- During each project phase and at milestone checkpoints provides reviews of projects activities, identifies project gaps and risks, and develops recommendations on actions to mitigate.
- Reviews key project documents for gaps including project planning and scoping, requirements, design, testing, conversion and implementation planning.
- Performs regular assessments to verify that project standards and procedures are being followed. At each project milestone performs project status reviews using techniques such as earned value to verify project status and budget.
- As required, performs reviews including assessing performance against agreed upon SLAs.
- During testing and system rollout assists users in acceptance testing and operational readiness.

Experience & Education:

- Minimum Bachelor's Degree in a technical field is required
- Minimum of 5 years of general business experience is required

Job Title: IT Compliance Expert

General Summary:



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Devises solutions for solving complex customer IT compliance and risk problems related to OMB, agency and industry standards and guidance such as FISMA, A-123, FFMIA, Sarbanes Oxley, and COBIT. Has the ability of develop an integrated risk and compliance management framework to drive efficient and effecting compliance effort.

Principal Duties & Responsibilities

- **May work on security, system development or infrastructure assessments, improvement projects or independent reviews.**
- **Works with IT, business and end users and may assist with training to ensure regulatory and organization requirements are understood and followed.**
- **Will regularly provide guidance and assistance to less experienced staff. As required will assist in producing mandated regulatory filings and reports.**

Experience & Education:

- **Minimum Bachelor's Degree in a technical field is required**
- **CISA, CGEIT certification or equivalent experience is required**
- **Minimum of 9 years of general business experience**

APPENDIX B

Labor Categories

| SIN(s) PROPOSED | SERVICE PROPOSED (e.g. Job Title/Task) | MINIMUM EDUCATION/ CERTIFICATION LEVEL | MINIMUM YEARS OF EXPERIENC E | UNIT OF ISSUE (e.g. Hour, Task, Sq ft) | PRICE OFFERED TO GSA (including IFF) | QUANTITY/ VOLUME DISCOUNT |
|--------------------|--|---|---------------------------------------|---|--|---|
| 132 51 | Project Manager II | Bachelors Degree | 6 | Hour | \$120.91 | 1% \$250,000-\$500,000 2% \$500,001-1,000,000 3% +1,000,000 |
| 132 51 | Project Manager III | Bachelors Degree | 9 | Hour | \$145.09 | 1% \$250,000-\$500,000 2% \$500,001-1,000,000 3% +1,000,000 |
| 132 51 | Program Manager 1 | Bachelors Degree | 12 | Hour | \$159.60 | 1% \$250,000-\$500,000 2% \$500,001-1,000,000 3% +1,000,000 |
| 132 51 | IT Consultant III | Masters Degree | 15 | Hour | \$128.16 | 1% \$250,000-\$500,000 2% \$500,001-1,000,000 3% +1,000,000 |
| 132 51 | Business System Analyst | Bachelors Degree | 12 | Hour | \$118.49 | 1% \$250,000-\$500,000 2% \$500,001-1,000,000 3% +1,000,000 |
| 132 51 | Functional Analyst | Bachelors Degree | 5 | Hour | \$77.86 | 1% \$250,000-\$500,000 2% \$500,001-1,000,000 3% +1,000,000 |
| 132 51 | Subject Matter Expert II | Bachelors Degree | 12 | Hour | \$134.45 | 1% \$250,000-\$500,000 2% \$500,001-1,000,000 3% +1,000,000 |
| 132 51 | Sr. Systems Architect | Bachelors Degree | 10 | Hour | \$141.94 | 1% \$250,000-\$500,000 2% \$500,001-1,000,000 3% +1,000,000 |
| 132 51 | Software Systems Applications Developer | Bachelors Degree | 10 | Hour | \$106.64 | 1% \$250,000-\$500,000 2% \$500,001-1,000,000 3% +1,000,000 |
| 132 51 | Senior Systems Programmer | Bachelors Degree | 9 | Hour | \$118.49 | 1% \$250,000-\$500,000 2% \$500,001-1,000,000 3% +1,000,000 |
| 132 51 | Senior Principal Database Analyst | Bachelors Degree | 10 | Hour | \$126.23 | 1% \$250,000-\$500,000 2% \$500,001-1,000,000 3% +1,000,000 |
| 132 51 | Principal Database Analyst II | Bachelors Degree | 7 | Hour | \$111.23 | 1% \$250,000-\$500,000 2% \$500,001-1,000,000 3% +1,000,000 |
| 132 51 | Graphics and UI Design Specialist | Bachelors Degree | 5 | Hour | \$87.05 | 1% \$250,000-\$500,000 2% \$500,001-1,000,000 3% +1,000,000 |
| 132 51 | Operations and Technology Support | Bachelors Degree | 10 | Hour | \$92.86 | 1% \$250,000-\$500,000 2% \$500,001-1,000,000 3% +1,000,000 |

| | | | | | | |
|--------|-------------------------------|------------------|---|------|---------|---|
| 132 51 | Software QA Specialist I | Bachelors Degree | 5 | Hour | \$91.89 | 1% \$250,000-\$500,000 2% \$500,001-1,000,000 3% +1,000,000 |
| 132 51 | Senior Software QA Specialist | Masters Degree | 7 | Hour | \$94.79 | 1% \$250,000-\$500,000 2% \$500,001-1,000,000 3% +1,000,000 |
| 132 51 | Software Testing Engineer | Bachelors Degree | 5 | Hour | \$82.22 | 1% \$250,000-\$500,000 2% \$500,001-1,000,000 3% +1,000,000 |
| 132 51 | Technical Writer I | Bachelors Degree | 6 | Hour | \$70.13 | 1% \$250,000-\$500,000 2% \$500,001-1,000,000 3% +1,000,000 |
| 132 51 | Technical Writer II | Bachelors Degree | 6 | Hour | \$92.86 | 1% \$250,000-\$500,000 2% \$500,001-1,000,000 3% +1,000,000 |
| 132 51 | IV&V Specialist 1 | Bachelors Degree | 5 | Hour | \$82.70 | 1% \$250,000-\$500,000 2% \$500,001-1,000,000 3% +1,000,000 |
| 132 51 | IT Compliance Expert | Bachelors Degree | 9 | Hour | \$90.92 | 1% \$250,000-\$500,000 2% \$500,001-1,000,000 3% +1,000,000 |

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) AND IDENTITY ACCESS
MANAGEMENT PROFESSIONAL SERVICES
(SPECIAL ITEM NUMBER 132-60F)**

****The phrase, “Information Technology (IT) Professional Services/Identity Access Management (IAM) Professional Services” in the following paragraphs may need to be revised in order to be consistent with the Offeror’s proposal; e.g., if only IT Professional Services are offered, all references to IAM Services should be deleted.****

*****NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately. Further, non-professional labor categories shall be offered under SIN 132 100 only.**

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT/IAM Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity’s mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. 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 (Deviation – May 2003) 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.

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity 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/IAM 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.

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
 - (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
 - (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts 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 (Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT/IAM Professional Services.

9. INDEPENDENT CONTRACTOR

All IT/IAM Professional 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 ordering activity.

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 ordering activity contract, without some restriction on ordering 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 ordering activity, ordering activities 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/IAM Professional services. Progress payments may be authorized by the ordering activity 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 ordering activity 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 at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- (b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
 - (1) The offeror;
 - (2) Subcontractors; and/or
 - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity 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 activity 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.

16. DESCRIPTION OF IT/IAM PROFESSIONAL SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT/IAM Service offered under Special Item Numbers 132-51 IT/IAM Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT/IAM Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science