



GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule 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 are available through GSA Advantage!®, a menu-driven database system. The INTERNET address of GSA Advantage!® is: GSAAdvantage.gov.

**INFORMATION TECHNOLOGY SCHEDULE PRICELIST GENERAL PURPOSE
COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE AND
SERVICES**

FSC Group 70

Contract Number – 47QTCA18D00LF

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract Period – September 26, 2023

Contractor: **HCI Management Services Company**

1 Mission Drive, Winnebago, NE 68071

Telephone: 703-838-8902 / 1-800-493-7008

www.hcimanagementservices.com

TIN: 30-0614811

Small, Small Disadvantaged Business, 8(a), HubZone

1. Awarded SINs—132 51 IT Professional Services
 - 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

See Appendix A

- 1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

See Appendix B

2. Maximum Order - \$500,000
3. Minimum Order - \$100
4. Geographic Coverage – Domestic and Overseas Delivery
5. Point(s) of Production – United States of America
6. Discount from List Prices: Prices shown are NET prices; Basic Discounts have been deducted
7. Quantity Discounts: N/A
8. Prompt Payment Discount:

1% at NET 15

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

- 9a. Government purchase cards are accepted at or below the micro-purchase threshold.
- 9b. Government purchase cards are accepted above the micro-purchase threshold.
10. Foreign Items: N/A
- 11a. Time of delivery: To be negotiated between the contractor and ordering Agency.
- 11b. Expedited Delivery: To be negotiated between the contractor and ordering agency.
- 11c. Overnight and 2-day delivery is to be negotiated between the contractor and ordering agency.
11. F.O.B. point: Destination

13a. Ordering address: HCI Management Services Company; 1 Mission Drive, Winnebago, NE 68071

13b. Ordering procedures: For supplies and service, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address: HCI Management Services Company; 1 Mission Drive, Winnebago, NE 68071

15. Warranty provision: N/A

16. Export packing charges, if applicable: N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Accepted at all levels

18. Terms and conditions of rental, maintenance and repair (if applicable): N/A

19. Term and conditions of Installation: N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from lists prices (if applicable): N/A

20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distributions points (if applicable): Winnebago, NE

22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

24b. Section 508 compliance: N/A

25. Data Universal Number System (DUNS) number: 962371141

26. Notification regarding registration in SAM database: CAGE Code 6FV02

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

For Special Item Numbers (SINs) please see next page.

General purposes information technology professional services.

Applicable Special Item Numbers:

Special Item No. 132-51 Information Technology Professional Services

SIN 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D301 IT Facility Operation and Maintenance
FPDS Code D307 Automated Information Systems Design and Integration Services
FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM)
Services
FPDS Code D316 IT Network Management Services
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 which 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 performance by the publisher or manufacturer or one of their authorized agents.

INFORMATION FOR ORDERING ACTIVITIES

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. 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). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (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:

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- The Geographic Scope of Contract will be domestic and overseas delivery.
- The Geographic Scope of Contract will be overseas delivery only.
- The Geographic Scope of Contract will be domestic delivery only.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

HCI Management Services Company
1 Mission Drive
Winnebago, NE 68071

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

Gwen Lacy
Executive Director of Business Development
(703) 838-8902 Ext. 3210

Edna Guevara
Contracts Manager
(703) 838-8902 Ext. 3212

3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity 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. STATICAL 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) Number: 962374141
Block 30: Type of Contractor : (A) Small Disadvantaged Business
Block 31: Woman-Owned Small Business – No
Block 36: Contractor's Taxpayer Identification Number (TIN): 47-0818120

4a. CAGE Code: 6FV02

4b. Contractor has registered with sam.gov.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	As negotiated

b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, 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: NET 1% - 15 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity NONE
- c. Dollar Volume NONE
- d. Government Educational Institutions: Same as Government Customers
- e. 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: n/a

10. Small Requirements: The minimum dollar value of orders to be issued is \$100.

11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$1,000,000:
Special Item Number 132-51 - Information Technology (IT) Professional Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS: ordering activities 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 activities, 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 Acquisition 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. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
 - (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
 - (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
 - (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
 - (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
 - (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
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- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: Any ordering activity, 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 ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

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. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity 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 activity 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

- a. 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.
- b. 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:

n/a

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity 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)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity ~~establishing the BPA and should be based on a strategy that is expected to maximize~~

the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

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, Industrial Funding Fee and Sales Reporting, 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 received 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 applies.

The ordering 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.hcimanagementservices.com

The EIT standard can be found at: 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 an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

- (a) A copy of the authorization from the ordering activity 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.~~

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION JAN 1997)(FAR 52.228-5)

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
 - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
 - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

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

1. SCOPE

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

2. PERFORMANCE INCENTIVES

- a. Performance incentives may be agreed upon between HCIMS and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.
- 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. HCIMS shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
 - b. HCIMS 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 HCIMS 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. HCIMS cannot use GSA city pair contracts.
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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 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 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 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 SERVICES AND PRICING

For descriptions of labor categories see "Labor Categories Offered by HCI Management Services Company below, and for labor rates see "HCI Management Services Company Labor Rates" below.

CORPORATE OVERVIEW HCI MANAGEMENT SERVICES COMPANY

HCI Management Services Company (HCIMS) was incorporated in 2009 as a trusted provider of managed information technology services, professional services, and complete voice and data telecommunication solutions. HCIMS is a wholly owned subsidiary of Ho-Chunk, Inc. (HCI), the award winning tribal development corporation owned by the Winnebago Tribe of Nebraska. HCIMS has proven its ability to provide superior service to a wide variety of Federal Government clients. Our geographic range includes interests across the United States as well as abroad.

As a result of our ownership by the Winnebago tribe of Nebraska, HCIMS is a Small Business Administration-certified 8(a) small disadvantaged, tribally owned, HUBZone business. Our organization, management structure, personnel expertise, and task order management practices have been proven on past information technology (IT) contracts and will be augmented on this schedule by a highly trained and professional team designed to quickly and effectively respond to all requirements.

Information Technology Services.

Information Technology began as one of HCIMS' original core competencies, and today HCIMS continues to offer a wide variety of IT services to our clients. Additionally, we can call on our relationships with a broad selection of leading platform providers, hardware and equipment manufacturers, and industry experts to provide a complete solution to any customer requirements. Our specific services include:

Data Solutions

HCIMS can fulfill customer needs for data requirements in the following:

- Data Hardware
- Infrastructure Cabling
- Installation, Operations, and Maintenance
- Managed Services

Telecommunications Solutions

HCIMS can fulfill customer needs for telecommunications requirements in the following:

- Telecommunications Hardware
- Telecommunications Services
- Circuit Provisioning and Deployment
- Installation, Operations, and Maintenance
- Invoice Auditing

Program Management

HCIMS has performed several broad scope requirements for customers to include the following functional elements:

- Project Management
- Project/Systems Integration
- Lifecycle Services
- Procurement Planning
- Engineering

Managed Services

HCIMS performs work with skill sets in such functional areas as:

- Information Assurance
- Database Administration
- LAN/WAN Services
- System Integration
- Network Administration
- Help Desk
- Web Services
- Software Development
- Network Operations
- Subject Matter Experts
- Systems Engineering
- Network Engineering

Operations

HCIMS provides professional and experienced staff for the following operational elements:

- Facility Operations & Maintenance
- Telco Services
- Network Management
- Security
- Disaster Recovery
- Conflict Management

Training

HCIMS employs a variety of methods and personnel to accomplish training in the following core areas for our customers:

- Post Mobilization/Pre-deployment
- Soft Skills for Business Environments
- Information Technology Skills

APPENDIX A- HCI MANAGEMENT SERVICES COMPANY LABOR RATES

SIN	LABOR CATEGORY	GSA PRICE (including IFF)				
		BASE 1	BASE 2	BASE 3	BASE 4	BASE 5
132 51	Applications Programmer I	\$64.99	\$66.94	\$68.95	\$71.02	\$73.15
132 51	<i>Applications Programmer II</i>	\$84.03	\$86.55	\$89.15	\$91.82	\$94.58
132 51	<i>Applications Programmer III</i>	\$90.47	\$93.19	\$95.98	\$98.86	\$101.83
132 51	<i>Applications Programmer IV</i>	\$110.00	\$113.30	\$116.70	\$120.20	\$123.80
132 51	<i>Applications Systems Analyst/Programmer I</i>	\$65.64	\$67.61	\$69.63	\$71.72	\$73.88
132 51	<i>Applications Systems Analyst/Programmer II</i>	\$66.63	\$68.63	\$70.69	\$72.81	\$75.00
132 51	<i>Applications Systems Analyst/Programmer III</i>	\$82.51	\$84.98	\$87.53	\$90.16	\$92.86
132 51	<i>Applications Systems Analyst/Programmer IV</i>	\$103.25	\$106.34	\$109.53	\$112.82	\$116.20
132 51	<i>Business Process Consultant I</i>	\$65.43	\$67.40	\$69.42	\$71.50	\$73.64
132 51	<i>Business Process Consultant II</i>	\$75.91	\$78.19	\$80.53	\$82.95	\$85.44
132 51	<i>Business Process Consultant III</i>	\$82.84	\$85.32	\$87.88	\$90.52	\$93.24
132 51	<i>Business Process Consultant IV</i>	\$110.49	\$113.80	\$117.22	\$120.73	\$124.35
132 51	<i>Business Subject Matter Specialist I</i>	\$58.92	\$60.69	\$62.51	\$64.39	\$66.32
132 51	<i>Business Subject Matter Specialist II</i>	\$64.77	\$66.71	\$68.71	\$70.77	\$72.90
132 51	<i>Business Subject Matter Specialist III</i>	\$76.90	\$79.20	\$81.58	\$84.03	\$86.55
132 51	<i>Business Subject Matter Specialist IV</i>	\$98.55	\$101.51	\$104.56	\$107.69	\$110.92
132 51	<i>Business Systems Analyst I</i>	\$65.04	\$66.99	\$69.00	\$71.07	\$73.20
132 51	<i>Business Systems Analyst II</i>	\$72.38	\$74.55	\$76.79	\$79.09	\$81.47
132 51	<i>Business Systems Analyst III</i>	\$102.71	\$105.79	\$108.96	\$112.23	\$115.60
132 51	<i>Business Systems Analyst IV</i>	\$122.28	\$125.95	\$129.73	\$133.62	\$137.63
132 51	<i>Business Systems Specialist I</i>	\$65.04	\$66.99	\$69.00	\$71.07	\$73.20
132 51	<i>Business Systems Specialist II</i>	\$72.38	\$74.55	\$76.79	\$79.09	\$81.47
132 51	<i>Business Systems Specialist III</i>	\$102.71	\$105.79	\$108.96	\$112.23	\$115.60
132 51	<i>Business Systems Specialist IV</i>	\$122.28	\$125.95	\$129.73	\$133.62	\$137.63
132 51	<i>Chief Information Security Officer</i>	\$153.17	\$157.76	\$162.50	\$167.37	\$172.39
132 51	<i>Client/Server Database Manager I</i>	\$64.11	\$66.04	\$68.02	\$70.06	\$72.16
132 51	<i>Client/Server Database Manager II</i>	\$79.55	\$81.94	\$84.40	\$86.93	\$89.54
132 51	<i>Client/Server Database Manager III</i>	\$98.13	\$101.08	\$104.11	\$107.23	\$110.45
132 51	<i>Client/Server Database Manager IV</i>	\$115.46	\$118.93	\$122.49	\$126.17	\$129.95
132 51	<i>Client/Server Network Architect</i>	\$121.33	\$124.97	\$128.71	\$132.58	\$136.55

GSA Schedule 70
Price-List

132 51	<i>Client/Server Support Analyst I</i>	\$64.99	\$66.94	\$68.95	\$71.02	\$73.15
132 51	<i>Client/Server Support Analyst II</i>	\$77.77	\$80.10	\$82.50	\$84.98	\$87.53
132 51	<i>Client/Server Support Analyst III</i>	\$92.55	\$95.33	\$98.19	\$101.14	\$104.17
132 51	<i>Client/Server Support Analyst IV</i>	\$114.93	\$118.38	\$121.93	\$125.59	\$129.36
132 51	<i>Communications Facility Engineer I</i>	\$50.25	\$51.76	\$53.31	\$54.91	\$56.56
132 51	<i>Communications Facility Engineer II</i>	\$71.87	\$74.03	\$76.25	\$78.54	\$80.89
132 51	<i>Communications Facility Engineer III</i>	\$79.38	\$81.76	\$84.21	\$86.74	\$89.34
132 51	<i>Communications Facility Engineer IV</i>	\$117.00	\$120.51	\$124.12	\$127.84	\$131.68
132 51	<i>Communications Installer I</i>	\$59.08	\$60.85	\$62.68	\$64.56	\$66.49
132 51	<i>Communications Installer II</i>	\$68.97	\$71.04	\$73.17	\$75.37	\$77.63
132 51	<i>Communications Installer III</i>	\$79.54	\$81.93	\$84.39	\$86.92	\$89.53
132 51	<i>Communications Installer IV</i>	\$89.49	\$92.18	\$94.94	\$97.79	\$100.73
132 51	<i>Communications Transmission Engineer I</i>	\$50.25	\$51.76	\$53.31	\$54.91	\$56.56
132 51	<i>Communications Transmission Engineer II</i>	\$71.87	\$74.03	\$76.25	\$78.54	\$80.89
132 51	<i>Communications Transmission Engineer III</i>	\$79.38	\$81.76	\$84.21	\$86.74	\$89.34
132 51	<i>Communications Transmission Engineer IV</i>	\$117.00	\$120.51	\$124.12	\$127.84	\$131.68
132 51	<i>Consultant</i>	\$110.49	\$113.80	\$117.22	\$120.73	\$124.35
132 51	<i>Data Architect</i>	\$111.56	\$114.91	\$118.36	\$121.91	\$125.56
132 51	<i>Data Security Analyst I</i>	\$59.64	\$61.43	\$63.27	\$65.17	\$67.12
132 51	<i>Data Security Analyst II</i>	\$76.77	\$79.07	\$81.44	\$83.89	\$86.40
132 51	<i>Data Security Analyst III</i>	\$92.93	\$95.72	\$98.59	\$101.55	\$104.60
132 51	<i>Data Security Analyst IV</i>	\$109.58	\$112.87	\$116.25	\$119.74	\$123.33
132 51	<i>Data/Configuration Management Specialist I</i>	\$50.50	\$52.01	\$53.57	\$55.18	\$56.84
132 51	<i>Data/Configuration Management Specialist II</i>	\$63.96	\$65.88	\$67.85	\$69.89	\$71.98
132 51	<i>Data/Configuration Management Specialist III</i>	\$76.33	\$78.62	\$80.98	\$83.41	\$85.91
132 51	<i>Data/Configuration Management Specialist IV</i>	\$97.53	\$100.45	\$103.47	\$106.57	\$109.77
132 51	<i>Database Administrator I</i>	\$64.11	\$66.04	\$68.02	\$70.06	\$72.16
132 51	<i>Database Administrator II</i>	\$79.55	\$81.94	\$84.40	\$86.93	\$89.54
132 51	<i>Database Administrator III</i>	\$98.13	\$101.08	\$104.11	\$107.23	\$110.45
132 51	<i>Database Administrator IV</i>	\$115.46	\$118.93	\$122.49	\$126.17	\$129.95
132 51	<i>Database Analyst/Programmer I</i>	\$70.19	\$72.30	\$74.47	\$76.70	\$79.00
132 51	<i>Database Analyst/Programmer II</i>	\$77.28	\$79.60	\$81.98	\$84.44	\$86.98
132 51	<i>Database Analyst/Programmer III</i>	\$92.02	\$94.78	\$97.62	\$100.55	\$103.56
132 51	<i>Database Analyst/Programmer IV</i>	\$120.18	\$123.79	\$127.50	\$131.33	\$135.27
132 51	<i>Database Manager</i>	\$126.26	\$130.05	\$133.95	\$137.97	\$142.11

GSA Schedule 70
Price-List

132 51	<i>Documentation Specialist I</i>	\$47.79	\$49.23	\$50.70	\$52.22	\$53.79
132 51	<i>Documentation Specialist II</i>	\$57.42	\$59.14	\$60.91	\$62.74	\$64.62
132 51	<i>Documentation Specialist III</i>	\$69.53	\$71.61	\$73.76	\$75.97	\$78.25
132 51	<i>Documentation Specialist IV</i>	\$82.66	\$85.14	\$87.70	\$90.33	\$93.04
132 51	<i>Engineering Subject Matter Specialist I</i>	\$58.92	\$60.69	\$62.51	\$64.39	\$66.32
132 51	<i>Engineering Subject Matter Specialist II</i>	\$64.77	\$66.71	\$68.71	\$70.77	\$72.90
132 51	<i>Engineering Subject Matter Specialist III</i>	\$76.90	\$79.20	\$81.58	\$84.03	\$86.55
132 51	<i>Engineering Subject Matter Specialist IV</i>	\$98.55	\$101.51	\$104.56	\$107.69	\$110.92
132 51	<i>ERP Business Analyst I</i>	\$65.04	\$66.99	\$69.00	\$71.07	\$73.20
132 51	<i>ERP Business Analyst II</i>	\$72.38	\$74.55	\$76.79	\$79.09	\$81.47
132 51	<i>ERP Business Analyst III</i>	\$102.71	\$105.79	\$108.96	\$112.23	\$115.60
132 51	<i>ERP Business Analyst IV</i>	\$122.28	\$125.95	\$129.73	\$133.62	\$137.63
132 51	<i>ERP Business/Architectural Specialist</i>	\$137.69	\$141.82	\$146.07	\$150.45	\$154.97
132 51	<i>ERP Programmer I</i>	\$64.99	\$66.94	\$68.95	\$71.02	\$73.15
132 51	<i>ERP Programmer II</i>	\$84.03	\$86.55	\$89.15	\$91.82	\$94.58
132 51	<i>ERP Programmer III</i>	\$90.47	\$93.19	\$95.98	\$98.86	\$101.83
132 51	<i>ERP Programmer IV</i>	\$110.00	\$113.30	\$116.70	\$120.20	\$123.80
132 51	<i>Graphics Specialist I</i>	\$55.52	\$57.19	\$58.90	\$60.67	\$62.49
132 51	<i>Graphics Specialist II</i>	\$70.75	\$72.87	\$75.06	\$77.31	\$79.63
132 51	<i>Graphics Specialist III</i>	\$81.39	\$83.83	\$86.35	\$88.94	\$91.61
132 51	<i>Help Desk Coordinator I</i>	\$43.25	\$44.54	\$45.88	\$47.26	\$48.67
132 51	<i>Help Desk Coordinator II</i>	\$50.86	\$52.39	\$53.96	\$55.58	\$57.24
132 51	<i>Help Desk Coordinator III</i>	\$60.66	\$62.48	\$64.36	\$66.29	\$68.28
132 51	<i>Help Desk Manager</i>	\$101.29	\$104.33	\$107.46	\$110.68	\$114.00
132 51	<i>Help Desk Support Services Specialist I</i>	\$61.23	\$63.07	\$64.96	\$66.91	\$68.91
132 51	<i>Help Desk Support Services Specialist II</i>	\$70.42	\$72.53	\$74.70	\$76.95	\$79.25
132 51	<i>Help Desk Support Services Specialist III</i>	\$82.28	\$84.75	\$87.29	\$89.91	\$92.61
132 51	<i>Information Assurance Development Engineer I</i>	\$71.61	\$73.76	\$75.97	\$78.25	\$80.60
132 51	<i>Information Assurance Development Engineer II</i>	\$77.35	\$79.67	\$82.06	\$84.52	\$87.05
132 51	<i>Information Assurance Development Engineer III</i>	\$99.66	\$102.65	\$105.73	\$108.90	\$112.17
132 51	<i>Information Assurance Development Engineer IV</i>	\$116.04	\$119.52	\$123.11	\$126.80	\$130.60
132 51	<i>Information Assurance Engineer I</i>	\$71.61	\$73.76	\$75.97	\$78.25	\$80.60

GSA Schedule 70
Price-List

132 51	<i>Information Assurance Engineer II</i>	\$77.35	\$79.67	\$82.06	\$84.52	\$87.05
132 51	<i>Information Assurance Engineer III</i>	\$99.66	\$102.65	\$105.73	\$108.90	\$112.17
132 51	<i>Information Assurance Engineer IV</i>	\$116.04	\$119.52	\$123.11	\$126.80	\$130.60
132 51	<i>Information Systems Auditor I</i>	\$65.43	\$67.40	\$69.42	\$71.50	\$73.64
132 51	<i>Information Systems Auditor II</i>	\$78.94	\$81.31	\$83.75	\$86.26	\$88.85
132 51	<i>Information Systems Auditor III</i>	\$95.45	\$98.31	\$101.26	\$104.30	\$107.43
132 51	<i>Information Systems Training Specialist I</i>	\$46.79	\$48.20	\$49.64	\$51.13	\$52.67
132 51	<i>Information Systems Training Specialist II</i>	\$61.43	\$63.27	\$65.17	\$67.12	\$69.13
132 51	<i>Information Systems Training Specialist III</i>	\$70.82	\$72.94	\$75.13	\$77.38	\$79.71
132 51	<i>Information Systems Training Specialist IV</i>	\$86.08	\$88.67	\$91.33	\$94.07	\$96.89
132 51	<i>IT Subject Matter Specialist</i>	\$116.99	\$120.50	\$124.11	\$127.83	\$131.67
132 51	<i>LAN Administrator I</i>	\$56.33	\$58.02	\$59.76	\$61.56	\$63.40
132 51	<i>LAN Administrator II</i>	\$69.33	\$71.41	\$73.55	\$75.76	\$78.03
132 51	<i>LAN Administrator III</i>	\$86.57	\$89.17	\$91.84	\$94.60	\$97.44
132 51	<i>LAN Administrator IV</i>	\$104.63	\$107.77	\$111.01	\$114.34	\$117.77
132 51	<i>LAN/WAN Administrator I</i>	\$56.33	\$58.02	\$59.76	\$61.56	\$63.40
132 51	<i>LAN/WAN Administrator II</i>	\$69.33	\$71.41	\$73.55	\$75.76	\$78.03
132 51	<i>LAN/WAN Administrator III</i>	\$86.57	\$89.17	\$91.84	\$94.60	\$97.44
132 51	<i>LAN/WAN Administrator IV</i>	\$104.63	\$107.77	\$111.01	\$114.34	\$117.77
132 51	<i>LAN/WAN/MAN Administrator I</i>	\$56.33	\$58.02	\$59.76	\$61.56	\$63.40
132 51	<i>LAN/WAN/MAN Administrator II</i>	\$69.33	\$71.41	\$73.55	\$75.76	\$78.03
132 51	<i>LAN/WAN/MAN Administrator III</i>	\$86.57	\$89.17	\$91.84	\$94.60	\$97.44
132 51	<i>LAN/WAN/MAN Administrator IV</i>	\$104.63	\$107.77	\$111.01	\$114.34	\$117.77
132 51	<i>Network Engineer I</i>	\$64.99	\$66.94	\$68.95	\$71.02	\$73.15
132 51	<i>Network Engineer II</i>	\$77.77	\$80.10	\$82.50	\$84.98	\$87.53
132 51	<i>Network Engineer III</i>	\$92.55	\$95.33	\$98.19	\$101.14	\$104.17
132 51	<i>Network Engineer IV</i>	\$114.93	\$118.38	\$121.93	\$125.59	\$129.36
132 51	<i>Network Operations Supervisor</i>	\$93.06	\$95.85	\$98.73	\$101.69	\$104.74
132 51	<i>Network Planning Analyst I</i>	\$64.99	\$66.94	\$68.95	\$71.02	\$73.15
132 51	<i>Network Planning Analyst II</i>	\$77.77	\$80.10	\$82.50	\$84.98	\$87.53
132 51	<i>Network Planning Analyst III</i>	\$92.55	\$95.33	\$98.19	\$101.14	\$104.17
132 51	<i>Network Planning Analyst IV</i>	\$114.93	\$118.38	\$121.93	\$125.59	\$129.36
132 51	<i>Network Systems Administrator I</i>	\$56.33	\$58.02	\$59.76	\$61.56	\$63.40
132 51	<i>Network Systems Administrator II</i>	\$69.33	\$71.41	\$73.55	\$75.76	\$78.03
132 51	<i>Network Systems Administrator III</i>	\$86.57	\$89.17	\$91.84	\$94.60	\$97.44
132 51	<i>Network Systems Administrator IV</i>	\$104.63	\$107.77	\$111.01	\$114.34	\$117.77
132 51	<i>Network Systems Manager</i>	\$121.33	\$124.97	\$128.71	\$132.58	\$136.55

GSA Schedule 70
Price-List

132 51	Network/Hardware Support Technician I	\$54.86	\$56.50	\$58.20	\$59.94	\$61.74
132 51	Network/Hardware Support Technician II	\$64.04	\$65.97	\$67.94	\$69.98	\$72.08
132 51	Network/Hardware Support Technician III	\$73.87	\$76.08	\$78.37	\$80.72	\$83.14
132 51	Network/Hardware Support Technician IV	\$83.10	\$85.60	\$88.16	\$90.81	\$93.53
132 51	Operations Systems Manager	\$116.39	\$119.88	\$123.48	\$127.18	\$131.00
132 51	Project Engineer I	\$84.19	\$86.71	\$89.31	\$91.99	\$94.75
132 51	Project Engineer II	\$99.37	\$102.36	\$105.43	\$108.59	\$111.85
132 51	Project Engineer III	\$114.20	\$117.63	\$121.16	\$124.79	\$128.53
132 51	Project Engineer IV	\$129.70	\$133.59	\$137.60	\$141.73	\$145.98
132 51	Project Manager I	\$89.92	\$92.62	\$95.40	\$98.26	\$101.21
132 51	Project Manager II	\$107.62	\$110.85	\$114.18	\$117.60	\$121.13
132 51	Project Manager III	\$119.33	\$122.91	\$126.60	\$130.40	\$134.31
132 51	Quality Assurance Analyst I	\$53.55	\$55.15	\$56.81	\$58.51	\$60.27
132 51	Quality Assurance Analyst II	\$69.18	\$71.25	\$73.39	\$75.59	\$77.86
132 51	Quality Assurance Analyst III	\$84.12	\$86.64	\$89.24	\$91.92	\$94.68
132 51	Quality Assurance Analyst IV	\$105.17	\$108.33	\$111.58	\$114.92	\$118.37
132 51	Security Coordinator I	\$51.99	\$53.55	\$55.16	\$56.82	\$58.52
132 51	Security Coordinator II	\$60.58	\$62.40	\$64.27	\$66.20	\$68.19
132 51	Security Coordinator III	\$74.04	\$76.26	\$78.55	\$80.91	\$83.34
132 51	Security Coordinator IV	\$91.69	\$94.44	\$97.28	\$100.20	\$103.20
132 51	Site Manager	\$95.49	\$98.36	\$101.31	\$104.35	\$107.48
132 51	Software Architect	\$153.87	\$158.49	\$163.24	\$168.14	\$173.18
132 51	Software Developer I	\$62.38	\$64.25	\$66.18	\$68.17	\$70.21
132 51	Software Developer II	\$73.36	\$75.56	\$77.83	\$80.16	\$82.57
132 51	Software Developer III	\$93.94	\$96.76	\$99.66	\$102.65	\$105.73
132 51	Software Developer IV	\$116.55	\$120.04	\$123.64	\$127.35	\$131.17
132 51	Software Systems Engineer I	\$64.99	\$66.94	\$68.95	\$71.02	\$73.15
132 51	Software Systems Engineer II	\$74.62	\$76.86	\$79.16	\$81.54	\$83.98
132 51	Software Systems Engineer III	\$92.73	\$95.51	\$98.38	\$101.33	\$104.37
132 51	Software Systems Engineer IV	\$116.19	\$119.68	\$123.27	\$126.97	\$130.78
132 51	Systems Administrator I	\$56.33	\$58.02	\$59.76	\$61.56	\$63.40
132 51	Systems Administrator II	\$69.33	\$71.41	\$73.55	\$75.76	\$78.03
132 51	Systems Administrator III	\$86.57	\$89.17	\$91.84	\$94.60	\$97.44
132 51	Systems Administrator IV	\$104.63	\$107.77	\$111.01	\$114.34	\$117.77
132 51	Systems Engineer I	\$64.99	\$66.94	\$68.95	\$71.02	\$73.15
132 51	Systems Engineer II	\$74.62	\$76.86	\$79.16	\$81.54	\$83.98
132 51	Systems Engineer III	\$92.73	\$95.51	\$98.38	\$101.33	\$104.37
132 51	Systems Engineer IV	\$116.19	\$119.68	\$123.27	\$126.97	\$130.78

GSA Schedule 70
Price-List

132 51	<i>Technical Editor I</i>	\$47.66	\$49.09	\$50.57	\$52.08	\$53.65
132 51	<i>Technical Editor II</i>	\$59.85	\$61.65	\$63.50	\$65.40	\$67.36
132 51	<i>Technical Editor III</i>	\$78.25	\$80.60	\$83.02	\$85.51	\$88.08
132 51	<i>Technical Editor IV</i>	\$88.53	\$91.18	\$93.92	\$96.74	\$99.64
132 51	<i>Technical Writer I</i>	\$48.96	\$50.43	\$51.95	\$53.50	\$55.11
132 51	<i>Technical Writer II</i>	\$63.09	\$64.98	\$66.93	\$68.94	\$71.00
132 51	<i>Technical Writer III</i>	\$72.97	\$75.16	\$77.41	\$79.73	\$82.13
132 51	<i>Technical Writer IV</i>	\$89.58	\$92.27	\$95.04	\$97.89	\$100.83
132 51	<i>Telecommunications Engineer/Analyst I</i>	\$50.25	\$51.76	\$53.31	\$54.91	\$56.56
132 51	<i>Telecommunications Engineer/Analyst II</i>	\$71.87	\$74.03	\$76.25	\$78.54	\$80.89
132 51	<i>Telecommunications Engineer/Analyst III</i>	\$79.38	\$81.76	\$84.21	\$86.74	\$89.34
132 51	<i>Telecommunications Engineer/Analyst IV</i>	\$117.00	\$120.51	\$124.12	\$127.84	\$131.68
132 51	<i>Telecommunications Manager</i>	\$121.33	\$124.97	\$128.71	\$132.58	\$136.55
132 51	<i>Telecommunications Programmer/Systems Analyst I</i>	\$50.25	\$51.76	\$53.31	\$54.91	\$56.56
132 51	<i>Telecommunications Programmer/Systems Analyst II</i>	\$71.87	\$74.03	\$76.25	\$78.54	\$80.89
132 51	<i>Telecommunications Programmer/Systems Analyst III</i>	\$79.38	\$81.76	\$84.21	\$86.74	\$89.34
132 51	<i>Telecommunications Programmer/Systems Analyst IV</i>	\$117.00	\$120.51	\$124.12	\$127.84	\$131.68
132 51	<i>Telecommunications Technician I</i>	\$59.08	\$60.85	\$62.68	\$64.56	\$66.49
132 51	<i>Telecommunications Technician II</i>	\$68.97	\$71.04	\$73.17	\$75.37	\$77.63
132 51	<i>Telecommunications Technician III</i>	\$79.54	\$81.93	\$84.39	\$86.92	\$89.53
132 51	<i>Telecommunications Technician IV</i>	\$89.49	\$92.18	\$94.94	\$97.79	\$100.73
132 51	<i>Telecommunications/Communications Integration Engineer I</i>	\$50.25	\$51.76	\$53.31	\$54.91	\$56.56
132 51	<i>Telecommunications/Communications Integration Engineer II</i>	\$71.87	\$74.03	\$76.25	\$78.54	\$80.89
132 51	<i>Telecommunications/Communications Integration Engineer III</i>	\$79.38	\$81.76	\$84.21	\$86.74	\$89.34
132 51	<i>Telecommunications/Communications Integration Engineer IV</i>	\$117.00	\$120.51	\$124.12	\$127.84	\$131.68
132 51	<i>Test Engineer I</i>	\$71.21	\$73.34	\$75.54	\$77.81	\$80.15
132 51	<i>Test Engineer II</i>	\$73.65	\$75.86	\$78.14	\$80.48	\$82.90
132 51	<i>Test Engineer III</i>	\$92.80	\$95.58	\$98.45	\$101.40	\$104.44
132 51	<i>Test Engineer IV</i>	\$114.25	\$117.68	\$121.21	\$124.84	\$128.59
132 51	<i>Web Designer I</i>	\$53.97	\$55.59	\$57.25	\$58.97	\$60.74
132 51	<i>Web Designer II</i>	\$67.96	\$70.00	\$72.10	\$74.27	\$76.49
132 51	<i>Web Designer III</i>	\$76.99	\$79.30	\$81.68	\$84.13	\$86.66

GSA Schedule 70

Price-List

132 51	<i>Web Designer IV</i>	\$97.84	\$100.78	\$103.80	\$106.91	\$110.12
132 51	<i>Web Software Developer I</i>	\$58.78	\$60.54	\$62.36	\$64.23	\$66.15
132 51	<i>Web Software Developer II</i>	\$71.96	\$74.12	\$76.34	\$78.63	\$80.99
132 51	<i>Web Software Developer III</i>	\$84.74	\$87.29	\$89.91	\$92.60	\$95.38
132 51	<i>Web Software Developer IV</i>	\$112.66	\$116.04	\$119.52	\$123.10	\$126.80

APPENDIX B - LABOR CATEGORIES OFFERED BY HCI MANAGEMENT SERVICES COMPANY

Commercial Labor Category	Minimum/ General Experience and Years of Experience	Education al Requirements	Functional Responsibility
Applications Programmer I	0-2 YRS	BS/BA	Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Designs, codes, tests, debugs, and documents.
<i>Applications Programmer II</i>	2-4 YRS	BS/BA	
<i>Applications Programmer III</i>	5-7 YRS	BS/BA	
<i>Applications Programmer IV</i>	7-9 YRS	BS/BA	
<i>Applications Systems Analyst/Programmer I</i>	0-2 YRS	BS/BA	Under general direction, formulates and defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, and documents those programs. Competent to work at the highest technical level of all phases of applications systems analysis and programming activities. At more experienced levels: May be responsible for completion of a phase of a project. Regularly provides guidance and training to less- experienced analyst/programmers.
<i>Applications Systems Analyst/Programmer II</i>	2-4 YRS	BS/BA	
<i>Applications Systems Analyst/Programmer III</i>	5-7 YRS	BS/BA	
<i>Applications Systems Analyst/Programmer IV</i>	7-9 YRS	BS/BA	
<i>Business Process Consultant I</i>	0-2 YRS	BS/BA	Responsible for most complex systems process analysis, design, and simulation. Requires highest-level understanding of organization's business systems and industry requirements. Focus is on process analysis and re-engineering, with an understanding of technical problems and solutions as they relate to the current and future business
<i>Business Process Consultant II</i>	2-4 YRS	BS/BA	

GSA Schedule 70
Price-List

<i>Business Process Consultant III</i>	5-7 YRS	BS/BA	environment. Creates process change by integrating new processes with existing ones and communicating these changes to impacted Business Systems teams. Recommends and facilitates quality improvement efforts. At more experienced levels: May lead re-engineering team and act as project manager in some cases.
<i>Business Process Consultant IV</i>	7-9 YRS	BS/BA	
<i>Business Subject Matter Specialist I</i>	0-2 YRS	BS/BA	Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases.
<i>Business Subject Matter Specialist II</i>	2-4 YRS	BS/BA	
<i>Business Subject Matter Specialist III</i>	5-7 YRS	BS/BA	
<i>Business Subject Matter Specialist IV</i>	7-9 YRS	BS/BA	
<i>Business Systems Analyst I</i>	0-2 YRS	BS/BA	
<i>Business Systems Analyst II</i>	2-4 YRS	BS/BA	Under general direction, formulates and defines systems scope and objectives based on both user needs and a good understanding of applicable business systems and industry requirements. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirement specifications. At more experienced levels: Guides and advises less-experienced Business Systems Analysts. Competent to work at the highest technical level of most phases of systems analysis while considering the business implications of the application of technology to the current and future business environment.
<i>Business Systems Analyst III</i>	5-7 YRS	BS/BA	
<i>Business Systems Analyst IV</i>	7-9 YRS	BS/BA	

GSA Schedule 70
Price-List

<i>Business Systems Specialist I</i>	0-2 YRS	BS/BA	Top-level technical contributor with expertise in particular business processes responsible for formulating systems scope and objectives relative to the organization's business plan and industry requirements. Acts independently or as a member of a project team responsible for providing technical guidance concerning the business implications of the application of various systems. Provides technical consulting on complex projects. Devises and/or modifies procedures to solve the most complex technical problems related to computer equipment capacity and limitations, operating time, and form of desired results. Creates detailed specifications from which programs will be written. May have quality assurance responsibilities.
<i>Business Systems Specialist II</i>	2-4 YRS	BS/BA	
<i>Business Systems Specialist III</i>	5-7 YRS	BS/BA	
<i>Business Systems Specialist IV</i>	7-9 YRS	BS/BA	
<i>Chief Information Security Officer</i>	10 + YRS	BS/BA	Ensures that all information systems are functional and secure.
<i>Client/Server Database Manager I</i>	0-2 YRS	BS/BA	Projects long-range requirements for client/server database administration in conjunction with other managers in the information systems function as well as business function managers. Prepares activity and progress reports regarding the client/server database management section.
<i>Client/Server Database Manager II</i>	2-4 YRS	BS/BA	
<i>Client/Server Database Manager III</i>	5-7 YRS	BS/BA	
<i>Client/Server Database Manager IV</i>	7-9 YRS	BS/BA	
<i>Client/Server Network Architect</i>	10 + YRS	BS/BA	Top-level technical expert responsible for design and development of a client/server environment. Develops strategy of client/server system and the design infrastructure necessary to support that strategy. Advises on selection of technological purchases with regards to processing, data storage, data access, and applications development. Sets standards for the client/server relational database structure for the organization (SQL, ORACLE, SYBASE, etc.). Advises of feasibility of potential future projects to management.

GSA Schedule 70
Price-List

<i>Client/Server Support Analyst I</i>	0-2 YRS	BS/BA	Under general direction, assists in the planning, design, and implementation of communications networks. Responsible primarily for the assessment and optimization of network design through review and assessment of user needs. Conducts feasibility studies for large projects, develops requests for proposal, evaluates vendor products, and makes recommendations on selection. At more experienced levels: may function as lead position providing guidance and training to less-experienced analysts.
<i>Client/Server Support Analyst II</i>	2-4 YRS	BS/BA	
<i>Client/Server Support Analyst III</i>	5-7 YRS	BS/BA	
<i>Client/Server Support Analyst IV</i>	7-9 YRS	BS/BA	
<i>Communications Facility Engineer I</i>	0-2 YRS	BS/BA	Provides technical direction and engineering knowledge for communications systems infrastructure activities, including planning, designing, and implementing communications infrastructure requirements for buildings and systems. Ensures that adequate and appropriate planning is provided to direct building architects and planners in building communications spaces and media pathways meet industry standards.
<i>Communications Facility Engineer II</i>	2-4 YRS	BS/BA	
<i>Communications Facility Engineer III</i>	5-7 YRS	BS/BA	
<i>Communications Facility Engineer IV</i>	7-9 YRS	BS/BA	
<i>Communications Installer I **</i>	0-2 YRS	Associates	Assists in the planning, design, and implementation of communications networks. Responsible for providing assistance and technical support for network design activities. Assists in the review/assessment of user needs. Performs feasibility studies for small projects. Assists in the evaluation and selection of equipment.
<i>Communications Installer II **</i>	2-4 YRS	Associates	
<i>Communications Installer III **</i>	5-7 YRS	Associates	
<i>Communications Installer IV **</i>	8+ YRS	Associates	
<i>Communications Transmission Engineer I</i>	0-2 YRS	BS/BA	Provides technical direction and engineering knowledge for communications activities including planning, designing, installing and maintaining large communications networks. Develops, operates, and maintains voice, wireless, video, and data communications systems. At more experienced levels: Provides complex engineering or analytical tasks and activities associated with one or more
<i>Communications Transmission Engineer II</i>	2-4 YRS	BS/BA	
<i>Communications Transmission Engineer III</i>	5-7 YRS	BS/BA	
<i>Communications Transmission Engineer IV</i>	7-9 YRS	BS/BA	

			technical areas within the communications function.
<i>Consultant</i>	10 + YRS	BS/BA	Works with end user groups to evaluate and solve technical problems. Evaluates existing systems and/or user needs to analyze, design, recommend, and implement system changes.
<i>Data Architect</i>	10 + YRS	BS/BA	Designs and builds relational databases. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Works in a data warehouse environment, which includes data design, database architecture, metadata and repository creation. Translates business needs into long-term architecture solutions. Defines, designs, and builds dimensional databases. Develops data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Evaluates reusability of current data for additional analyses. Reviews object and data models and the metadata repository to structure the data for better management and quicker access.
<i>Data Security Analyst I</i>	0-2 YRS	BS/BA	Under general direction, performs all procedures necessary to ensure the safety of information systems and to protect systems from intentional or inadvertent access or destruction. Interfaces with user community to understand their security needs and implements procedures to accommodate them. Ensures that user community understands and adheres to necessary procedures to maintain security. May require familiarity with domain structures, user authentication, and digital signatures. Conducts accurate evaluation of the level of security required. At more experienced levels: May require understanding of firewall theory and configuration. Must be able to weigh business needs against security concerns and articulate issues to management.
<i>Data Security Analyst II</i>	2-4 YRS	BS/BA	
<i>Data Security Analyst III</i>	5-7 YRS	BS/BA	
<i>Data Security Analyst IV</i>	7-9 YRS	BS/BA	

GSA Schedule 70
Price-List

<i>Data/Configuration Management Specialist I</i>	0-2 YRS	BS/BA	Provides configuration management planning. Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. Regulates the change process so that only approved and validated changes are incorporated into product documents and related software.
<i>Data/Configuration Management Specialist II</i>	2-4 YRS	BS/BA	
<i>Data/Configuration Management Specialist III</i>	5-7 YRS	BS/BA	
<i>Data/Configuration Management Specialist IV</i>	7-9 YRS	BS/BA	
<i>Database Administrator I</i>	0-2 YRS	BS/BA	Participates in the design, creation, and maintenance of computerized databases. Responsible for quality control and auditing of databases to ensure accurate and appropriate use of data. Works with management to develop database strategies to support company needs. Consults with and advises users on access to various databases. Works directly with users to resolve data conflicts and inappropriate data usage. Directs the maintenance and use of the corporate data dictionary.
<i>Database Administrator II</i>	2-4 YRS	BS/BA	
<i>Database Administrator III</i>	5-7 YRS	BS/BA	
<i>Database Administrator IV</i>	7-9 YRS	BS/BA	
<i>Database Analyst/Programmer I</i>	0-2 YRS	BS/BA	Under general direction, designs, implements and maintains complex database with respect to JCL, access methods, access time, device allocation, validation checks, organization, protection and security, documentation and statistical methods. Includes maintenance of database dictionaries, overall monitoring of standards and procedures and integration of systems through database design. Competent to work at the highest level of all phases of database management.
<i>Database Analyst/Programmer II</i>	2-4 YRS	BS/BA	
<i>Database Analyst/Programmer III</i>	5-7 YRS	BS/BA	
<i>Database Analyst/Programmer IV</i>	7-9 YRS	BS/BA	

GSA Schedule 70
Price-List

<i>Database Manager</i>	10 + YRS	BS/BA	Responsible for all activities related to the administration of computerized databases. Assigns personnel to various projects and directs their activities. Reviews and evaluates work and prepares performance reports. Confers with and advises subordinates on administrative policies and procedures, technical problems, priorities, and methods. Consults with and advises users of various databases. Projects long- range requirements for database administration in conjunction with other managers in the information systems function as well as business function managers. Prepares activity and progress reports regarding the database management section.
<i>Documentation Specialist I</i>	0-2 YRS	BS/BA	Under general supervision, is responsible for preparing and/or maintaining systems, programming, and operations documentation, procedures, and methods including user manuals and reference manuals. Maintains a current internal documentation library. Provides or coordinates special documentation services as required. Competent to work at the highest level of all phases of documentation. At more experienced levels: May act as project leader for large positions.
<i>Documentation Specialist II</i>	2-4 YRS	BS/BA	
<i>Documentation Specialist III</i>	5-7 YRS	BS/BA	
<i>Documentation Specialist IV</i>	7-9 YRS	BS/BA	
<i>Engineering Subject Matter Specialist I</i>	0-2 YRS	BS/BA	Provides technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, and implementation advice on exceptionally complex problems that necessitate high-level knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, modeling, simulation, testing, integration, documentation and presentation phases.
<i>Engineering Subject Matter Specialist II</i>	2-4 YRS	BS/BA	
<i>Engineering Subject Matter Specialist III</i>	5-7 YRS	BS/BA	
<i>Engineering Subject Matter Specialist IV</i>	7-9 YRS	BS/BA	
<i>ERP Business Analyst I</i>	0-2 YRS	BS/BA	Under general direction, serves as senior subject matter expert associated with content,

GSA Schedule 70
Price-List

<i>ERP Business Analyst II</i>	2-4 YRS	BS/BA	processes, and procedures associated with ERP. Defines detailed requirements, analyzes business needs, and validates solutions with the client. Details requirements through product development and other functions to support the project team. Monitors other business analysts in software development methods and processes and implementation of those methods. Evaluates development projects and assists in tailoring the development process to meet the project needs.
<i>ERP Business Analyst III</i>	5-7 YRS	BS/BA	
<i>ERP Business Analyst IV</i>	7-9 YRS	BS/BA	
<i>ERP Business/Architectural Specialist</i>	12 + YRS	BS/BA	Adapts functional business requirements and processes to technical solutions based upon comprehensive enterprise application solution sets. Enterprise resource planning and management processes, including but not limited to: knowledge management, investment analysis, data warehousing, e-commerce, return on investment analysis, human resource analysis, material management and logistics, supply chain management, procurement, ordering, manufacturing, decision support, and information dissemination.
<i>ERP Programmer I</i>	0-2 YRS	BS/BA	Under general supervision, works primarily in ERP client/server enterprise application. Designs and develops all aspects of data conversion. Builds application tables, panels, and reports. Codes individual modules and complex functions. Develops application tables, panels, and reports for projects. Responsible for software integration and external interface development. Troubleshoots and resolves testing issues. Responsible for technical documentation.
<i>ERP Programmer II</i>	2-4 YRS	BS/BA	
<i>ERP Programmer III</i>	5-7 YRS	BS/BA	
<i>ERP Programmer IV</i>	7-9 YRS	BS/BA	
<i>Graphics Specialist I **</i>	0-2 YRS	Associates	Responsible for graphics design and use, operation, and setup of computer graphic systems for business communications. Executes graphic projects and assists in coordination of all graphic production scheduling. Coordinates production support with outside vendors, as needed. Ensures that graphic projects are completed on time, within budget, and to user's satisfaction.
<i>Graphics Specialist II **</i>	2-4 YRS	Associates	

GSA Schedule 70
Price-List

<i>Graphics Specialist III **</i>	5-7 YRS	Associates	Interfaces with users to determine scope of project and best graphic medium. Trains other personnel in proper use of computer graphic equipment. Troubleshoots computer equipment problems and performs minor preventive maintenance. Frequently reports to a department manager or information systems management.
<i>Help Desk Coordinator I **</i>	0-2 YRS	Associates	Under general supervision, responds to and diagnoses problems through discussions with users. Includes problem recognition, research, isolation, and resolution steps. Typically is able to resolve less complex problems immediately, while more complex problems are assigned to senior level support. May involve use of problem management database and help desk systems.
<i>Help Desk Coordinator II **</i>	2-4 YRS	Associates	
<i>Help Desk Coordinator III **</i>	5-7 YRS	Associates	
<i>Help Desk Manager</i>	9 YRS	BS/BA	Has overall responsibility for help desk operations associated with the identification, prioritization and resolution of reported problems. Ensures that all phases of help desk support are properly coordinated, monitored, logged, tracked and resolved appropriately. May maintain responsibility for development, maintenance and integrity of help desk software.
<i>Help Desk Support Services Specialist I **</i>	0-2 YRS	BS/BA	Under general direction, provides second-tier support to end users for either PC, server, or mainframe applications and hardware. Handles problems that the first-tier of help desk support is unable to resolve. May interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Maintains currency and highest level of technical skill in field of expertise.
<i>Help Desk Support Services Specialist II **</i>	2-4 YRS	BS/BA	
<i>Help Desk Support Services Specialist III **</i>	5-7 YRS	BS/BA	
<i>Information Assurance Development Engineer I</i>	0-2 YRS	BS/BA	Analyzes and defines security requirement for computer systems which may include

GSA Schedule 70
Price-List

<i>Information Assurance Development Engineer II</i>	2-4 YRS	BS/BA	mainframes, workstations, and personal computers. Designs, develops, engineers, and implements solutions that meet security requirements. Provides integration and implementation of the computer system security solution.
<i>Information Assurance Development Engineer III</i>	5-7 YRS	BS/BA	
<i>Information Assurance Development Engineer IV</i>	7-9 YRS	BS/BA	
<i>Information Assurance Engineer I</i>	0-2 YRS	BS/BA	Establishes and satisfies complex system-wide information security requirements based upon the analysis of user, policy, regulatory, and resource demands. Supports customers at the highest levels in the development and implementation of doctrine and policies. Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures.
<i>Information Assurance Engineer II</i>	2-4 YRS	BS/BA	
<i>Information Assurance Engineer III</i>	5-7 YRS	BS/BA	
<i>Information Assurance Engineer IV</i>	7-9 YRS	BS/BA	
<i>Information Systems Auditor I</i>	0-2 YRS	BS/BA	Under general direction, audits the most complex new and existing information systems applications to ensure that appropriate controls exist, that processing is efficient and accurate, and that information systems procedures are in compliance with corporate standards. Competent to work at the highest level of all phases of information systems auditing.
<i>Information Systems Auditor II</i>	2-4 YRS	BS/BA	
<i>Information Systems Auditor III</i>	5-7 YRS	BS/BA	
<i>Information Systems Training Specialist I</i>	0-2 YRS	BS/BA	Under general direction, organizes, prepares, and conducts complex training and educational programs for information systems or user personnel. May design and develop in-house programs. Maintains records of training activities, employee progress, and program effectiveness. Competent to work at the highest level of all phases of information systems training.
<i>Information Systems Training Specialist II</i>	2-4 YRS	BS/BA	
<i>Information Systems Training Specialist III</i>	5-7 YRS	BS/BA	
<i>Information Systems Training Specialist IV</i>	7-9 YRS	BS/BA	

GSA Schedule 70
Price-List

<i>IT Subject Matter Specialist</i>	12 + YRS	BS/BA	Provides extremely high-level subject matter proficiency for work described in the task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems that require doctorate level knowledge of the subject matter for effective implementation.
<i>LAN Administrator I</i>	0-2 YRS	BS/BA	Under general direction, responsible for administration and day-to-day operation of organization's local area network (LAN). Provides integrated team support and maintenance of LAN hardware and software. Maintains integrity of the LAN hardware and software. Installs LAN software upgrades, including planning and scheduling, testing and coordination. Studies vendor products to determine those which best meet organization needs; assists in presentation of information to management resulting in purchase, and installation of hardware, software, and telecommunications equipment. Performs LAN security procedures, including implementing login requests. Evaluates new products and technologies to determine impact on existing system configurations. Prepares proposals, cot/benefit analyses, and feasibility studies. Provides liaison support between the PC/LAN team, vendors and internal support group as needed.
<i>LAN Administrator II</i>	2-4 YRS	BS/BA	
<i>LAN Administrator III</i>	5-7 YRS	BS/BA	
<i>LAN Administrator IV</i>	7-9 YRS	BS/BA	
<i>LAN/WAN Administrator I</i>	0-2 YRS	BS/BA	
<i>LAN/WAN Administrator II</i>	2-4 YRS	BS/BA	Monitors LAN, WAN, and servers. Provides batch monitoring, tape back-up, and restoration. Administers mail system and implements new database architecture. Monitors and conducts performance evaluation of networks. Supports, installs, maintains, and troubleshoots all local area and wide area networking devices and related software for branch offices and internal and external networks.
<i>LAN/WAN Administrator III</i>	5-7 YRS	BS/BA	
<i>LAN/WAN Administrator IV</i>	7-9 YRS	BS/BA	
<i>LAN/WAN/MAN Administrator I</i>	0-2 YRS	BS/BA	

GSA Schedule 70

Price-List

<i>LAN/WAN/MAN Administrator II</i>	2-4 YRS	BS/BA	restoration. Supports, installs, maintains, and troubleshoots all local area and wide area networking devices and related software for branch offices and internal and external networks.
<i>LAN/WAN/MAN Administrator III</i>	5-7 YRS	BS/BA	
<i>LAN/WAN/MAN Administrator IV</i>	7-9 YRS	BS/BA	
<i>Network Engineer I</i>	0-2 YRS	BS/BA	Under general direction, manages the purchase, installation, and support of network communications, including LAN/WAN systems. Responsible for evaluating current systems. Works on complex problems where analysis of situation requires in-depth evaluation of various factors. Plans large-scale systems projects through vendor comparison and cost studies. Provides work leadership and training to lower level network engineers. Requires expert knowledge of LAN/WAN systems, networks, and applications. Typically requires at least five years of experience.
<i>Network Engineer II</i>	2-4 YRS	BS/BA	
<i>Network Engineer III</i>	5-7 YRS	BS/BA	
<i>Network Engineer IV</i>	7-9 YRS	BS/BA	
<i>Network Operations Supervisor</i>	10 YRS	BS/BA	Provides first level guidance/direction (either as a full-time supervisory position or on a project management basis) to network operation and maintenance analysts, technicians, and/or engineers. Performs technical analysis of complex software, hardware, and transmission facility using various diagnostic tools in support of efficient network operations. Provides guidance/direction for engineering efforts and test and evaluation programs. Performs on-site engineering when required. Typically requires five years of experience in operations, maintenance, and sustained engineering of LAN to WAN internetworking. Frequently reports to a Regional Manager or Operations Manager.
<i>Network Planning Analyst I</i>	0-2 YRS	BS/BA	Under general direction, plans and evaluates complex existing network systems and makes recommendations for resources required to maintain and/or expand service levels. Provides highly skilled technical assistance in network planning, engineering, and architecture. Develops technical standards
<i>Network Planning Analyst II</i>	2-4 YRS	BS/BA	

GSA Schedule 70

Price-List

<i>Network Planning Analyst III</i>	5-7 YRS	BS/BA	and interface applications, identifies and evaluates new products, and provides resolution for network problems. May interface with vendors to identify and purchase hardware and software. May function as lead position for other Network Planning Analysts. Frequently reports to a Telecommunications Department Director/Manager or a higher Network Planning position.
<i>Network Planning Analyst IV</i>	7-9 YRS	BS/BA	
<i>Network Systems Administrator I</i>	0-2 YRS	BS/BA	Provides system administration of Network, Web, and/or communication systems, including Local Area Network (LAN) and Wide Area Network (WAN) systems, involving network security. Prepares technical implementation plans that provide integrated solutions including actions, milestones, timelines and critical paths required for complete solutions.
<i>Network Systems Administrator II</i>	2-4 YRS	BS/BA	
<i>Network Systems Administrator III</i>	5-7 YRS	BS/BA	
<i>Network Systems Administrator IV</i>	7-9 YRS	BS/BA	
<i>Network Systems Manager</i>	10 + YRS	BS/BA	
<i>Network/Hardware Support Technician I</i>	0-2 YRS	Asociates	Monitors and responds to hardware, software, and network problems. Provides the routine testing and analysis of all elements of the network facilities (including power, software, communications machinery, lines, modems, and terminals). Monitors and controls the performance and status of the network resources.
<i>Network/Hardware Support Technician II</i>	2-4 YRS	Asociates	
<i>Network/Hardware Support Technician III</i>	5-7 YRS	Asociates	
<i>Network/Hardware Support Technician IV</i>	7-8 YRS	Asociates	

GSA Schedule 70

Price-List

<i>Operations Systems Manager</i>	10 + YRS	BS/BA	Provides assistance and oversight for all information systems operations activities, including computer and telecommunications/communications operations, data entry, data control, operations support, operating systems programming, system security policy procedures, and/or web strategy and operations. Provides input to policy level discussions regarding standards and budget constraints.
<i>Project Engineer I</i>	0-2 YRS	BS/BA	Manages long-term IT engineering projects. Performs engineering design evaluations and works to complete projects within budget and scheduling restraints. Develops, implements, and monitors information systems policies and controls to ensure data accuracy, security, and regulatory compliance. Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to determine and address problems.
<i>Project Engineer II</i>	2-4 YRS	BS/BA	
<i>Project Engineer III</i>	5-7 YRS	BS/BA	
<i>Project Engineer IV</i>	7-9 YRS	BS/BA	
<i>Project Manager I</i>	5-7 YRS	BS/BA	Responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solutions of problems.
<i>Project Manager II</i>	7-9 YRS	BS/BA	
<i>Project Manager III</i>	10 - 14 YRS	BS/BA	
<i>Quality Assurance Analyst I</i>	0-2 YRS	BS/BA	Under general direction, carries out procedures to ensure that all information systems, products and services meet

GSA Schedule 70
Price-List

<i>Quality Assurance Analyst II</i>	2-4 YRS	BS/BA	organization standards and end-user requirements. Performs and leads tests of software to ensure proper operation and freedom from defects. May create test data for applications. Documents and works to resolve all complex problems. Reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations. Acts as information resource about assigned areas to technical writers and other Quality Assurance Analysts. Performs complex workflow analysis and recommends quality improvements. Frequently reports to a Quality Assurance Manager.
<i>Quality Assurance Analyst III</i>	5-7 YRS	BS/BA	
<i>Quality Assurance Analyst IV</i>	7-9 YRS	BS/BA	
<i>Security Coordinator I</i>	0-2 YRS	BS/BA	Coordinates, develops, and evaluates security programs for an organization.
<i>Security Coordinator II</i>	2-4 YRS	BS/BA	
<i>Security Coordinator III</i>	5-7 YRS	BS/BA	
<i>Security Coordinator IV</i>	7-9 YRS	BS/BA	
<i>Site Manager</i>	10 + YRS	BS/BA	Provides applications systems analysis and programming activities for a Government site, facility or multiple locations. Prepares long and short-range plans for application selection, systems development, systems maintenance, and production activities and for necessary support resources.
<i>Software Architect</i>	10 + YRS	BS/BA	Works independently designing and developing new software products or major enhancements to existing software. May lead a large development team in the design of highly complex software systems. Acts as highest-level technical expert, addressing problems of systems integration, compatibility, and multiple platforms. Responsible for project completion. Performs feasibility analysis on potential future projects to management.
<i>Software Developer I</i>	0-2 YRS	BS/BA	Under general direction, participates as high-level technical expert in design development, coding, testing, and debugging new software

GSA Schedule 70
Price-List

<i>Software Developer II</i>	2-4 YRS	BS/BA	or significant enhancements to existing software. Works with technical staff to understand problems with software and develops specifications to resolve them. Resolves customer complaints and responds to suggestions for improvements and enhancements. Participates in the development of software user manuals. May act as team leader on less complex projects. Assists in training less experienced software development staff. Requires five years experience in the field.
<i>Software Developer III</i>	5-7 YRS	BS/BA	
<i>Software Developer IV</i>	7-9 YRS	BS/BA	
<i>Software Systems Engineer I</i>	0-2 YRS	BS/BA	Under general direction, formulates and defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Responsible for applications dealing with the overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Competent to work at this highest technical level on all phases of software systems programming applications. May have responsibility for the evaluation of new and existing software products. May assist other systems programmers to effectively utilize the system's technical software.
<i>Software Systems Engineer II</i>	2-4 YRS	BS/BA	
<i>Software Systems Engineer III</i>	5-7 YRS	BS/BA	
<i>Software Systems Engineer IV</i>	7-9 YRS	BS/BA	
<i>Systems Administrator I</i>	0-2 YRS	BS/BA	Under general supervision, responsible for installing, configuring, and maintaining operating system workstations and servers, including web servers, in support of business processing requirements. Performs software installations and upgrades to operating systems and layered software packages. Schedules installations and upgrades and maintains them in accordance with established IT policies and procedures. Monitors and tunes the system to achieve optimum performance levels. Ensures
<i>Systems Administrator II</i>	2-4 YRS	BS/BA	

GSA Schedule 70
Price-List

<i>Systems Administrator III</i>	5-7 YRS	BS/BA	workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions. Ensures data/media recoverability by implementing a schedule of system backups and database archive operations. Supports media management through internal methods and procedures or through offsite storage and retrieval services. Develops and promotes standard operating procedures. Conducts routine hardware and software audits of workstations and servers to ensure compliance with established standards, policies, and configuration guidelines. Develops and maintains a comprehensive operating system hardware and software configuration database/library of all supporting documentation.
<i>Systems Administrator IV</i>	7-9 YRS	BS/BA	
<i>Systems Engineer I</i>	0-2 YRS	BS/BA	Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment. Provides quality assurance review and the evaluation of new and existing software products
<i>Systems Engineer II</i>	2-4 YRS	BS/BA	
<i>Systems Engineer III</i>	5-7 YRS	BS/BA	
<i>Systems Engineer IV</i>	7-9 YRS	BS/BA	
<i>Technical Editor I</i>	0-2 YRS	BS/BA	Responsible for content of technical documentation. Checks author's document for spelling, grammar and content problems (e.g., missing instructions or sections; redundant or unnecessary sections). Accuracy of content may fall under this position or the programmer, depending on the expertise of the editor. Ensures that documents follow the style laid out in the organization's style guide. May also be responsible for maintaining the style guide. Suggests revisions to the style guide as appropriate. Editor is often a technical writer who has moved to this position. Note: This description is for a technical editor in a large software house or an editor in a technical lab, which produces papers for publication. Newsletter,
<i>Technical Editor II</i>	2-4 YRS	BS/BA	
<i>Technical Editor III</i>	5-7 YRS	BS/BA	
<i>Technical Editor IV</i>	7-9 YRS	BS/BA	

GSA Schedule 70
Price-List

			newspaper, or magazine editors should not be matched to this position.
<i>Technical Writer I</i>	<i>0-2 YRS</i>	<i>BS/BA</i>	Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. Coordinates the display of graphics and the production of the document
<i>Technical Writer II</i>	<i>2-4 YRS</i>	<i>BS/BA</i>	
<i>Technical Writer III</i>	<i>5-7 YRS</i>	<i>BS/BA</i>	
<i>Technical Writer IV</i>	<i>7-9 YRS</i>	<i>BS/BA</i>	
<i>Telecommunications Engineer/Analyst I</i>	<i>0-2 YRS</i>	<i>BS/BA</i>	Under general direction, responsible for complex engineering and/or analytical tasks and activities associated with one or more technical areas within the telecom function such as, but not limited to, network design, engineering, implementation, or operations/user support.
<i>Telecommunications Engineer/Analyst II</i>	<i>2-4 YRS</i>	<i>BS/BA</i>	
<i>Telecommunications Engineer/Analyst III</i>	<i>5-7 YRS</i>	<i>BS/BA</i>	
<i>Telecommunications Engineer/Analyst IV</i>	<i>7-9 YRS</i>	<i>BS/BA</i>	
<i>Telecommunications Manager</i>	<i>10 + YRS</i>	<i>BS/BA</i>	A multiple incumbent position with broad management responsibility for all areas of the telecommunications function. Position may be structured to address the needs of individual "customer" groups (e.g., organization divisions or business lines) or may reflect total management responsibilities (including planning, engineering, implementation, and operations) for either voice or data communications in a separated network environment. Manages/coordinates day-to-day planning, design, operations, maintenance, and resource allocation including client server support and strategic and tactical planning. Coordinates with customers, vendors, and corporate management. May be responsible for billing systems. Interfaces with Senior/Executive Management to coordinate telecommunications plans with overall business plan. Frequently reports to Telecommunications Management or information systems management.

GSA Schedule 70
Price-List

<i>Telecommunications Programmer/Systems Analyst I</i>	0-2 YRS	BS/BA	Under general direction, develops telecommunications software solutions to address user needs. Interfaces with users to define needs. Designs, develops, and tests complex communications software interface programs. Primary responsibilities usually include technical feasibility studies and design phases of project. Requires strong knowledge of communication protocols, hardware, and real time operating system programming. May serve as project leader for lower level programmers. Requires high level of proficiency in one or more programming languages such as Assembler, FORTRAN, or "C". Typically requires four to six years of experience in telecommunications programming.
<i>Telecommunications Programmer/Systems Analyst II</i>	2-4 YRS	BS/BA	
<i>Telecommunications Programmer/Systems Analyst III</i>	5-7 YRS	BS/BA	
<i>Telecommunications Programmer/Systems Analyst IV</i>	7-9 YRS	BS/BA	
<i>Telecommunications Technician I **</i>	0-2 YRS	Associates	Installs, troubleshoots, repairs and maintains telecommunications equipment. Provides reports, completes requests for new service, determines methodology for installing telephone service, determines appropriateness of moderate equipment changes or modifications, call switches, test trunks, test links and installs communication circuits.
<i>Telecommunications Technician II **</i>	2-4 YRS	Associates	
<i>Telecommunications Technician III **</i>	5-7 YRS	Associates	
<i>Telecommunications Technician IV **</i>	7-8 YRS	Associates	
<i>Telecommunications/Communications Integration Engineer I</i>	0-2 YRS	BS/BA	Provides technical direction and analysis for telecommunication activities, including planning, designing, integrating, installing and maintaining large-scale telecommunications/communications networks and services with computer systems. Applies telecommunications/communications engineering principles and theory to propose design and configuration alternatives. Analyzes network performance, usage and traffic flows, accesses and interfaces, transmission techniques, and protocols to interface with computer systems.
<i>Telecommunications/Communications Integration Engineer II</i>	2-4 YRS	BS/BA	
<i>Telecommunications/Communications Integration Engineer III</i>	5-7 YRS	BS/BA	
<i>Telecommunications/Communications Integration Engineer IV</i>	7-9 YRS	BS/BA	
<i>Test Engineer I</i>	0-2 YRS	BS/BA	Provides testing know-how in for the support of user requirements of complex to highly complex software/hardware applications.
<i>Test Engineer II</i>	2-4 YRS	BS/BA	

GSA Schedule 70
Price-List

<i>Test Engineer III</i>	5-7 YRS	BS/BA	Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.
<i>Test Engineer IV</i>	7-9 YRS	BS/BA	
<i>Web Designer I</i>	0-2 YRS	BS/BA	Under direct supervision, designs and builds web pages using a variety of graphics software applications, techniques, and tools. Designs and develops user interface features, site animation, and special effects elements. Contributes to the design group's efforts to enhance the appeal of the organization's online offerings. Designs the website to support the organization's strategies and goals relative to external communications. Typically requires one to three years of experience in the area of web design. Requires knowledge of web-based technologies including browsers ASP pages, HTML code, object-oriented technology, and graphics software.
<i>Web Designer II</i>	2-4 YRS	BS/BA	
<i>Web Designer III</i>	5-7 YRS	BS/BA	
<i>Web Designer IV</i>	7-9 YRS	BS/BA	
<i>Web Software Developer I</i>	0-2 YRS	BS/BA	Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and JavaScript) for a component of the website. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website. Responsible for interface implementation. Integrates web applications with backend databases. Deploys large web-based transaction systems using application servers. Researches, tests, builds, and coordinates the integration of new products per production and client requirements. Requires strong navigation and site-design instincts.
<i>Web Software Developer II</i>	2-4 YRS	BS/BA	
<i>Web Software Developer III</i>	5-7 YRS	BS/BA	
<i>Web Software Developer IV</i>	7-9 YRS	BS/BA	