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 for GSA Advantage! is: GSAAAdvantage.gov.

Schedule 70
General Purpose Commercial Information
Technology Equipment, Software and Services

Special Item No. 54151S Information Technology (IT) Services

Contract Number: 47QTCA19D00AW
Period Covered by Contract: April 30, 2019 through April 29, 2024

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

Contractor:
Falconwood
2231 Crystal Drive, Suite 801
Arlington, VA 22202
Phone: 571-485-2917
www.falconwood.biz

Contract administration source:
Laura Adams, Business Manager
ladams@falconwood.biz

Business size. Small
CUSTOMER INFORMATION:

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

**SIN: 54151S Information Technology (IT) 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. **N/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.  
See Attachment A for Labor Category Descriptions.

<table>
<thead>
<tr>
<th>LABOR CATEGORY - Contractor Site</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
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2. Maximum order. $500,000.00

3. Minimum order. $100.00

4. Geographic coverage (delivery area). 48 States, DC

5. Point(s) of production (city, county, and State or foreign country). N/A

6. Discount from list, prices or statement of net price. All pricing in table above are Net.

7. Quantity discounts. 2% on orders over $500,000.00

8. Prompt payment terms. NET 30 days

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. Government purchase cards are accepted at or below the micro-purchase threshold.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. Government purchase cards are not accepted above the micro-purchase threshold.

10. Foreign items (list items by country of origin) N/A

11a. Time of delivery. 30-days ARO

11b. Expedited Delivery. Contact the Contractor’s representative to affect a faster delivery.

11c. Overnight and 2-day delivery. Contact the Contractor’s representative to affect a faster delivery.

11d. Urgent Requirements. Contact the Contractor’s representative to affect a faster delivery.


13a. Ordering address(es). Falconwood, 2231 Crystal Drive, Suite 801, Arlington, VA 22202
13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample EPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment address(es) Falconwood, 2231 Crystal Drive, Suite 801, Arlington, VA 22202

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) N/A

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

19. Terms and conditions of installation (if applicable). N/A

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

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

21. List of service and distribution points (if applicable). N/A

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. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at www.Section508.gov/. N/A

25. Data Universal Number System (DUNS) number. 099669355

26. Notification regarding registration in System for Award Management database. Falconwood’s SAM registration is current.
Falconwood, Inc. offers the following Labor Category Descriptions to support the effort contemplated herein.

**IT Senior Cyber Security/Information Assurance Specialist**

Minimum Education: Bachelor’s Degree in Computer Science/Information Systems/Engineering

Certifications: Valid Cyber Security certification in accordance with DoD 8570 IAM III. Acceptable certifications for this position are at least one (1) of the following: CompTIA Advanced Security Practitioner (CASP), Global Information Assurance Certification (GIAC) – Security Leadership Certification (GSLC), Certified Information System Security Professional (CISSP), or Certified Information Security Manager (CISM).

Minimum Years of Experience: 10 years

Functional Responsibilities: Designs, develops, engineers, and implements solutions to MLS requirements. Performs complex risk analyses which also include risk assessment. Establish and satisfy information assurance and 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. Performs analysis, design, and development of security features for system architectures. Analyzes general information assurance-related technical problems and provides recommendations and technical support in solving these problems. Assesses and supports implementation of solutions that meet network security requirements. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle. Perform duties associated with development and review of DIACAP, BCR or RFM packages. This position is classified as a Cyber Security Work Force (CSWF) position at IAM Level II or IAM Level III as described in the DoD 8570.1-M. Acceptable certifications for this position are at least one (1) of the following: CompTIA Advanced Security Practitioner (CASP), Global Information Assurance Certification (GIAC) – Security Leadership Certification (GSLC), Certified Information System Security Professional (CISSP), or Certified Information Security Manager (CISM).

**IT Cyber Security/Information Assurance Specialist**

Minimum Education: Bachelor’s Degree in Computer Science/Information Systems/Engineering

Certifications: Valid Cyber Security certification in accordance with DoD 8570 IAM III. Acceptable certifications for this position are at least one (1) of the following: CompTIA Advanced Security Practitioner (CASP), Global Information Assurance Certification (GIAC) – Security Leadership Certification (GSLC), Certified Information System Security Professional (CISSP), or Certified Information Security Manager (CISM). Years of Experience: 5 years
Functional Responsibilities: Analyzes and defines security requirements for MLS issues. Design, develop, engineer, and implement solutions to MLS requirements. Guides effort to gather and organize technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses which also includes risk assessment. Develop security standards. Analyzes general information assurance-related technical problems and provides recommendations and technical support in solving these problems. Assesses and supports implementation of solutions that meet network security requirements. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle. Perform duties associated with development and review of DIACAP/Risk Management Framework(RMF) packages.

**IT Junior Cyber Security/Information Assurance Specialist**

Minimum Education: Bachelor’s Degree in Computer Science/Information Systems/Engineering, or a solid grasp of Computer Science/Information Systems

Certifications: Valid Cyber Security certification in accordance with DoD 8570 IAM III. Acceptable certifications for this position are at least one (1) of the following: CompTIA Advanced Security Practitioner (CASP), Global Information Assurance Certification (GIAC) – Security Leadership Certification (GSLC), Certified Information System Security Professional (CISSP), or Certified Information Security Manager (CISM).

Minimum Years of Experience: 2 years

Functional Responsibilities: Analyzes and defines security requirements for Multilevel Security (MLS) issues. Design, develop, engineer, and implement solutions to MLS requirements. Gather and organize technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Perform risk analyses which also includes risk assessment. This position is classified as a Cyber Security Work Force (CSWF) position at IAM Level I as described in the DoD 8570.1-M. Analyzes general information assurance-related technical problems and provides recommendations and technical support in solving these problems. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle. Perform duties associated with development and review of DIACAP/RMF packages.

**IT Program Manager**

Minimum Education: Bachelor's Degree

Certifications: Program Management Professional (PMP)

Minimum Years of Experience: 10 years

Functional Responsibilities: Servers as overall program manager of contract and specific project tasks. Knowledge of Federal Acquisition Regulation (FAR) and DoD procurement policies and procedures. Program Management experience, to include: Technology Assessments, Systems Design, Systems Analysis, Programmatic Support, Acquisition Planning, and Budget Planning. Technical experience in support of relevant technical fields.

**IT Systems Architect**

Minimum Education: Bachelor’s Degree Information Science; Master’s Degree in Data Science, Masters Certificate Courses in Enterprise Architecture

Certifications: ITILv3 Practitioner, TOGAFv9, CEA-DoDAF desired

Minimum Years of Experience: 10 years
Functional Responsibilities: Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the OSI and ISO reference models, and profiles of standards – such as IEEE OSE reference model – as they apply to the implementation and specification of information management solution of the application platform, across the API, and the external environment/software application. Ensures that the common operating environment is compliant with the Agency enterprise architecture and applicable reference models. Evaluates analytically and systematically problems of workflows, organization, and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.

**IT Strategic/Capital Planner**

Minimum Education: Bachelor’s Degree in Information Technology or Computer Science

Certifications: Microsoft Certified Professional (MCP) and Project Management Professional (PMP) required. Familiar with operating systems such as Routers, Switches and VPNs.

Minimum Years of Experience: 10 years

Functional Responsibilities: Provides strategic planning of large projects or a significant segment of a strategic planning portion of a large complex project. Provides the overall approach to clarify mission statements so they can be used as springboards in envisioning their desired future. Assists in developing mission and vision statements, subsequent goal delineation; provides guidance for building operational plans and specifying measurable outcomes to include capital outlay planning efforts in a consolidated strategic planning process and prioritizes those initiatives. Assists in preparing key strategic planning documentation, including OMB Form 300.

**Senior Systems Engineer**

Minimum Education: Bachelor’s Degree Computer Science or Systems Engineering

Certifications: ITIL, Information Technology Certifications (e.g. CCNA, CCNP, CCIE, CISSP, and MBSE desired).

Minimum Years of Experience: 10 years

Functional Responsibilities: 10+ years of TCP/IP networking experience, including information assurance, routing, switching, DNS, network architecture, network software and mail or 10+ years of Enterprise Level IT Support, including project management, network transition support, fielding of new solutions and development of new user capabilities. Supervises, coordinates the validation of proposed changes to network hardware and operating systems, and attached devices, including investigation, analysis, recommendation, configuration, installation, and testing of new network hardware and software. Provides oversight of day-to-day operations serving Subject Matter Expert (SME) on system utilization for the remediation of detected and correction of operational problems. Participates in planning design, technical review and implementation for new network infrastructure hardware and network operating systems for voice and data communication networks. Ensures network infrastructure standards compliance. Provides technical consultation, training and support to IT staff as designated by the Government. Diagnoses and resolves complex communication problems.

**IT Systems Engineer**

Minimum Education: Bachelor’s Degree Computer Science or Systems Engineering

Certifications: ITIL and VMWare preferred.

Minimum Years of Experience: 5 years of experience supporting large scale IT program.
Functional Responsibilities: Coordinates and validates proposed additions and changes to network hardware and operating systems, and attached devices; includes investigation, analysis, recommendation, configuration and participation in testing of new network hardware and software. Participates in troubleshooting at the physical level of the network, working with network measurement hardware and software, as well as physical checking and testing of hardware devices at the logical level working with communication protocols. Validates network infrastructure standards compliance including network communication protocols and performance metrics.

**IT Junior Systems Engineer**

Minimum Education: Bachelor’s Degree in Computer Science/Information Systems/Engineering, and 2 year relevant experience supporting large scale IT program.

Minimum Years of Experience: 2 years

Functional Responsibilities: Participates in the monitoring of changes to network and operating systems, and attached devices; includes investigation, analysis, recommendation and testing of new network hardware and software. Provides direct support in the oversight of day-to-day operations on network including the evaluation of system utilization, monitoring response time and primary support for detection and correction of operational problems.

**IT Senior Engineer/Scientist**

Minimum Education: Bachelor’s Degree in Computer Science/Information Systems with more than 10 years’ experience in network infrastructure and installation.

Minimum Years of Experience: 10 years

Functional Responsibilities: Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for complex to extremely complex systems in the subject matter area. Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; lifecycle management; software development methodologies; and modeling and simulation. Commensurate experience in IT and in new and related older technology that directly relates to the required area of expertise. Strong technical background, proficient in the development of management systems and databases, knowledge of technical issues and excellent communication skills are necessary requirements.

**IT Senior Logistics Analyst**

Minimum Education: Bachelor’s Degree Master’s degree or equivalent 10 or more years’ experience in Information Systems.

Certifications: PMP Certification and ITIL v3 Foundation certification preferred.

Minimum Years of Experience: 10 years

Functional Responsibilities: The Senior Logistian requires the ability to interact with systems engineering, acquisition logistics, ITIL, supply chain management and DoD/DON/USMC guidance for program success. Understanding ITIL Service Strategy and its interfacing with logistics life cycle is essential. The Logistian will draft, review and revise all acquisition documentation, including: Management Plans, Statements of Work, and Contract Data Requirements Lists; research governing policies and industry standards applying them to operational plans and requirements. The Senior Logistian develops and manages project schedules and integrated master schedules. Additional requirements include: Perform staffing actions with little guidance; develop PM level briefs; provide strategic Logistics and IT recommendations and guidance; create programmatic and logistics documentation for planning and execution; provide SME guidance to both peers, subordinates and
customers as necessary. Exhibits an understanding of Supply Chain Management; experience working in an Enterprise operational IT/Systems environment and experience supporting Transport services.

**IT Logistics Analyst**

Minimum Education: Bachelor’s Degree Master’s degree or equivalent 5 or more years’ experience in Information Systems.

Certifications: ITIL v3 Foundation certification preferred.

Minimum Years of Experience: 5 years

Functional Responsibilities: Analyzes supply chain processes to identify or recommend changes. Write or revise standard operating procedures for logistics processes. Identifies opportunities for inventory reductions. Monitors industry standards, trends, or practices to identify developments in logistics planning or execution.

**IT Junior Logistics Analyst**

Bachelor’s Degree Master’s degree or equivalent 2 or more years’ experience in Information Systems.

Certifications: ITIL v3 Foundation certification preferred.

Minimum Years of Experience: 2 years

Functional Responsibilities: Conducts analyses of supply chain processes to identify or recommend changes. Drafts or revises standard operating procedures for logistics processes. Identifies possible opportunities for inventory improvements. Monitors developments in logistics planning or execution. Enters logistics-related data into databases. Develops or maintains systems to ensure accuracy of vendor services.

**IT Senior Acquisition Logistics Analyst**

Bachelor’s Degree preferably in IT Systems or Business Administration with 10 years’ experience supporting large IT System Logistics Acquisition support.

Certifications: Program Management Professional (PMP) Certification Required.

Minimum Years of Experience: 10 years

Functional Responsibilities: Serves as the Subject Mater Expert (SME) for logistics expertise, acquisition, life cycle sustainment, and planning support for acquisition systems. Provides evaluation of system supportability requirements in accordance with DoD regulations and instructions, logistics engineering, systems engineering and ITIL best practices. Develops and/or reviews key logistics documents such as the LCSP, IUID Plan, PESHE & LRFS. Manages the Logistics document adjudication and staffing process. Facilitates ACAT requirements such as the Acquisition Strategy, Manpower Estimate, NTSP and ILA. Leads in support of Major Program Milestones and events such as GRR, SMIA, PDR & CDR from a Logistics perspective.

**IT Senior Business Process Analyst**

Bachelor’s Degree preferably in IT Systems or Business Administration with 10 years’ experience supporting large IT System process management.

Certifications: Program Management Professional (PMP) Certification Required.
Minimum Years of Experience: 10 years

Functional Responsibilities: Applies an enterprise-wide set of disciplines for the planning, analysis, design and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise-wide strategic systems planning, business information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as Integrated Computer-Aided Software Engineering tools. Applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. Provides technical guidance in software engineering techniques and automated support tools. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer. Key coordinator between customers and multiple project teams to ensure enterprise-wide integration of reengineering efforts and application of best practice including business practices. May provide daily supervision and direction to other Contractor business-reengineering specialists and web architects.

**IT Business Process Analyst**

Bachelor’s Degree preferably in IT Systems or Business Administration with 5 years’ experience supporting large IT System process management.

Certifications: Program Management Professional (PMP) Certification Required.

Minimum Years of Experience: 5 years

Functional Responsibilities: Applies business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems and data warehouses. Constructs sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, industry standards, cost savings, and open system architecture objectives. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer. May provide daily supervision and direction to other Contractor business reengineering specialists and web architects. Commensurate education and experience.

**IT Junior Business Process Analyst**

Bachelor’s Degree preferably in IT Systems or Business Administration with 2 years’ experience supporting large IT System process management.

Minimum Years of Experience: 2 years

Functional Responsibilities: Applies process improvement, reengineering methodologies, and internet related methodologies and principles to conduct process modernization projects. Assists senior staff with effective transitioning of existing organizations or project teams in accomplishing the organization’s goals or project activities and objectives through improved use of internet and other automated processes. Supports activity and data modeling, development of modern business methods, identification of best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer. Commensurate education and experience.
IT Senior Program Management Analyst

Bachelor’s Degree with a concentration in Information Technology or Engineering with 10 years supporting large-scale IT programs.

Certifications: Program Management Professional (PMP) Certification Required.

Minimum Years of Experience: 10 years

Functional Responsibilities: Oversees all aspects of the project, leading a team on large projects or a significant segment of large and complex projects. Analyzes new and complex project related problems and creates innovative solutions that normally involve the schedule, technology, methodology, tools, solution components, and financial management of the project. Provides applications systems analysis and long and short-range plans for application selection, systems development, systems maintenance, and production activities for necessary support resources.

IT Program Management Analyst

Bachelor’s Degree with a concentration in Information Technology or Engineering with 5 years supporting large-scale IT programs.

Certifications: ITIL and Program Management Professional (PMP) Certification desired.

Minimum Years of Experience: 5 years

Functional Responsibilities: Oversees all aspects of the project, leading a team on large projects or a significant segment of large and complex projects. Analyzes new and complex project related problems and create innovative solutions that normally involve the schedule, technology, methodology, tools, solution components, and financial management of the project. Provides applications systems analysis and long and short-range plans for application selection, systems development, systems maintenance, and production activities for necessary support resources. Commensurate experience and education for the specific level.

IT Junior Program Management Analyst

Bachelor’s Degree with a concentration in Information Technology or Engineering with 5 years supporting large-scale IT programs.

Minimum Years of Experience: 5 years

Functional Responsibilities: Provides support activities under the direction of the task/project lead. Meets the requirements for junior level labor category and who supports some level of one or two of the following areas: program analysis, strategic planning, integrated master scheduling, metrics, risk management, and support of executive review preparations. Commensurate experience and education for the specific level.

IT Knowledge Management Specialist

Bachelor’s Degree with More than 5 years demonstrated experience on collaborative Services and Process Improvement supporting a large scale IT program.


Minimum Years of Experience: 2 years

Functional Responsibilities: Assists in the design, development, and implementation of Knowledge
Management (KM) strategies. Applies expertise in KM tools and deploys information management and content management strategies and experience. Comprehends and recognizes key barriers to KM behavioral change and develops effective change management programs. Analyzes business processes, interviews stakeholders, and evaluates strategic and IT plans to develop KM programs. Develops KM governance structures and processes for implementing KM programs and systems and provides consulting thought leadership on current best practices in KM, portal design, and intellectual capital and content management.

**IT Senior Network Engineer**

Bachelor’s Degree or Master’s degree or equivalent 10 or more years’ experience in Information Systems or equivalent in Computer Science, Information Systems, Engineering, Business, or other related field, or 10 years related experience and/or training or equivalent combination of education and experience.

Certifications: CompTIA Security +, VMWare, or Cloud Computing preferred.

Minimum Years of Experience: 10 years

Functional Responsibilities: Working knowledge and understanding of network technologies to include BAN/LAN/WAN, VoIP, VTC, WAN Acceleration, VLAN, DMZ, Cisco IOS, WLAN, MPLS, QoS, NAT. Working knowledge of Joint Integrated Environments (JIE), JRSS & JMS (Cyber and Network Management tools). Working knowledge of Cloud Services (IaaS, SaaS, PaaS) and Office 365. Working knowledge of VMWare and virtualization technologies. Working knowledge and understanding of desktop/workstation technologies. Windows OS, MDM/MAS technology (e.g. Good Technology), software distribution. Working knowledge and understanding of enterprise service technologies Active Directory, Storage Area Networks (NetApp experience preferred), Exchange, Windows Server, server virtualization (vSphere, vCenter, ESXi). Technically proficient in subject matter area and acts as a Subject Matter Expert (SME) for the team on technical issues. Ensures effective operation, maintenance and development of the network. Provides recommendations for complex hardware and software upgrades to meet capacity requirements. Provides technical support to assist in the resolution of faults. Supports network investigation /performance initiatives to ensure network availability Liaison with 3rd parties, customers and Network providers to ensure completion of tasks. Performs support for to ensure network availability.

**IT Network Engineer**

Bachelor’s Degree or Master’s degree or equivalent 10 or more years’ experience in Information Systems or equivalent in Computer Science, Information Systems, Engineering, Business, or other related field, or 10 years related experience and/or training or equivalent combination of education and experience.

Certifications: CompTIA Security +, VMWare, or Cloud Computing preferred.

Minimum Years of Experience: 10 years

Functional Responsibilities: Working knowledge and understanding of network technologies to include BAN/LAN/WAN, VoIP, VTC, WAN Acceleration, VLAN, DMZ, Cisco IOS, WLAN, MPLS, QoS, NAT. Monitors and validates network performance by assisting with improving network configurations and connections; troubleshooting network problems. Establishes networking environment by validating designing system configuration; directing system installation; defining, documenting, and enforcing system standards. Secures validating network system operating policies; and collaborating with network architect and administrators. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. Reporting network operational status by gathering, prioritizing information; managing projects.
1. **SCOPE**
   a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Services apply exclusively to IT Services within the scope of this Information Technology category.
   b. The Contractor shall provide services at the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

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

3. **ORDER**
   a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made, and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
   b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. **PERFORMANCE OF SERVICES**
   a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
   b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
   c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
   d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.
5. **STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

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

6. **INSPECTION OF SERVICES**


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 Professional Services.

9. **INDEPENDENT CONTRACTOR**

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.
10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT 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) (DEVIAITION 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) (DEVIAITION 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 PROFESSIONAL SERVICES AND PRICING**
a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 54151S IT Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
b. Pricing for all IT Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.