



General Services Administration Federal Supply Service
Authorized Federal Supply Schedule Price List

Consolidated Schedule Contract

- Environmental Advisory Services
- Information Technology Products and Services
- Mission Oriented Business Integrated Services (MOBIS)
- Advertising & Integrated Marketing Solutions (AIMS)

Contract No. GS-00F-0049M
April 1, 2002 through August 23, 2009
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perotsystems®

Perot Systems Government Services, Inc.
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ISO 9001:2000 CMMI-3

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Customer Information

Perot Systems Government Services, Inc. is a large business.

Ordering Address:

Perot Systems Government Services, Inc.
Attn: Contracts Department
8270 Willow Oaks Corporate Drive, Suite 500
Fairfax, Virginia 22031-4516

Contract Administration Point of Contact:

Heather Watson
Senior Contracts Administrator
Phone: (703) 289-8172
Fax: (703) 289-8292
heather.watson@psgs.com

Payment Address/Lockbox Information:

Perot Systems Government Services, Inc.
c/o SunTrust Bank
Lockbox No. 102001
100 South Crest Drive
Stockbridge, GA 30281

Electronic Funds Transfer (EFT) Information:

Perot Systems Government Services, Inc.
c/o SunTrust Bank
Account Name: Perot Systems Master Account
Account No.: 10000081441557
Account Type: Checking
ABA Routing No.: 061000104

Data Universal Numbering System (DUNS) No.: 175344753

Taxpayer Identification No. (TIN): 54-1168756

CAGE Code: 4T952

Payment Terms: Net 30 days

Special Notice to Agencies: Small Business Participation

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

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.GSAAdvantage.gov). The catalogs/pricelists, GSA Advantage!™, and the Federal Supply 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 also should 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.

Special Item Number (SIN) Summary Information

1. Environmental Advisory Services SIN Information

Category of Items	SIN No.	Description
Environmental Planning Services and Documentation	C F999	Other Environmental Services, Studies, and Analytical Support
Environmental Compliance Services	C F999	Other Environmental Services, Studies, and Analytical Support
Environmental Occupational Training Services	C F999	Other Environmental Services, Studies, and Analytical Support
Waste Management Services and Software	C F999	Other Environmental Services, Studies, and Analytical Support
Reclamation, Recycling and Disposal Services	C F999	Other Environmental Services, Studies, and Analytical Support
Remote Advisory Services	C F999	Other Environmental Services, Studies, and Analytical Support

2. Information Technology Products and Services SIN Information

Category of Items	SIN No.	Description
Maintenance and Repair	C J070	Maintenance and Repair of IT Equipment (including firmware), supplies, and support equipment
Professional Services	C D301	IT Facility Operation and Maintenance Services
	C D302	IT Systems Development Services
	C D306	IT Systems Analysis Services
	C D307	IT System Design and Integration Services
	C D308	Programming Services
	C D310	IT Backup and Security Services
	C D311	IT Data Conversion Services
	C D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
	C D316	IT Network Management Services
	C D317	Automated News Services, Data Services or Other Information Services (buying data, the electronic equivalent of books, periodicals, newspapers, etc.)
	C D399	Other IT and Telecommunication Services (includes data storage on tapes, compact disks, etc.)

3. Mission Oriented Business Integrated Services SIN Information

Category of Items	SIN No.	Description
Consulting Services	C R499	Other Professional Services
Facilitation Services	C R499	Other Professional Services
Survey Services	C R499	Other Professional Services
Training Services	C R499	Other Professional Services
Privatization Support Services and Documentation	C R499	Other Professional Services
Program Integration and Program Management Services	C R499	Other Professional Services

4. Advertising & Integrated Marketing Solutions (AIMS)

Category of Items	SIN No.	Description
Integrated Marketing Services	C R422	Market Research and Public Opinion Services
Integrated Marketing Services	C R701	Advertising Services
Integrated Marketing Services	C R708	Public Relations Services

	Environmental	IT Products and Services	MOBIS	AIMS
5. Maximum Order	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00
6. Minimum Order	\$1000.00. Perot Systems is not obligated to honor orders under this amount.	\$1000.00. Perot Systems is not obligated to honor orders under this amount.	\$1000.00. Perot Systems is not obligated to honor orders under this amount.	\$1000.00. Perot Systems is not obligated to honor orders under this amount.
7. Geographic Coverage	The 48 contiguous states, District of Columbia, Alaska, Hawaii, and the Commonwealth of Puerto Rico.	The 48 contiguous states, District of Columbia, Alaska, Hawaii, and the Commonwealth of Puerto Rico.	The 48 contiguous states, District of Columbia, Alaska, Hawaii, and the Commonwealth of Puerto Rico.	The 48 contiguous states, District of Columbia, Alaska, Hawaii, and the Commonwealth of Puerto Rico.
8. Point of Production	Perot Systems Headquarters, Fairfax, Virginia			
9. Discount from List Price	All prices shown are net Government prices unless otherwise indicated.	All prices shown are net Government prices unless otherwise indicated.	All prices shown are net Government prices unless otherwise indicated.	All prices shown are net Government prices unless otherwise indicated.
10. Quality Discounts	None	None	None	None
11. Prompt Payment Terms	Net 30 days	Net 30 days	Net 30 days	Net 30 days
12. Government Purchase Cards	Perot Systems accepts the Government purchase card for orders at or below the micropurchase threshold.	Perot Systems accepts the Government purchase card for orders at or below the micropurchase threshold.	Perot Systems accepts the Government purchase card for orders at or below the micropurchase threshold.	Perot Systems accepts the Government purchase card for orders at or below the micropurchase threshold.
a. Micropurchase threshold				
b. Above the Micropurchase threshold	Perot Systems accepts the Government purchase card for orders at or above the micropurchase threshold.	Perot Systems accepts the Government purchase card for orders at or above the micropurchase threshold.	Perot Systems accepts the Government purchase card for orders at or above the micropurchase threshold.	Perot Systems accepts the Government purchase card for orders at or above the micropurchase threshold.
13. Foreign Items	None	None	None	None
14. Delivery Information	Specified in negotiated delivery/task orders			
a. Time of Delivery				
b. Expedited Delivery				
c. Overnight and second-day delivery				
d. Urgent Requirements				
15. F.O.B. point(s)	Specified in negotiated delivery/task orders			
16. Ordering Information	See Page 1	See Page 1, with additional information on pages 23-28	See Page 1, with additional information on pages 65-68	See Page 1
a. Ordering Address				
b. Ordering Procedures				
17. Payment Address	See Page 1	See Page 1	See Page 1	See Page 1
18. Warranty Provision	None	None	None	None
19. Export Charges, if applicable	Not applicable	Not applicable	Not applicable	Not applicable
20. Terms and Conditions for Government Purchase Card	Perot Systems accepts government commercial cards in accordance with government commercial credit card program guidelines	Perot Systems accepts government commercial cards in accordance with government commercial credit card program guidelines	Perot Systems accepts government commercial cards in accordance with government commercial credit card program guidelines	Perot Systems accepts government commercial cards in accordance with government commercial credit card program guidelines
21. Terms and Conditions for Rental, Maintenance, Repair, and Installation	Not applicable	See Page 29	Not applicable	Not applicable
22. Terms and Conditions for Any Other Services	Not applicable	Not applicable	Not applicable	Not applicable
23. List of Services	See Pages 8-20	See Pages 22-57	See Pages 59-76	See Pages 78-91
24. List of Participating Dealers	Not applicable	Not Applicable	Not applicable	Not Applicable

Introduction to Perot Systems Government Services, Inc.

Perot Systems Government Services, Inc. (Perot Systems) was established in July 2002 through the acquisition of ADI Technology, Inc. Perot Systems subsequently acquired Soza & Company, Ltd. in February 2003. We have successfully performed thousands of engagements for hundreds of government and private-industry clients worldwide. Our overall performance, evaluated independently by Dun & Bradstreet, has consistently been rated very good or outstanding in all categories, which accounts for a high rate of follow-on and repeat business.

Perot Systems is highly regarded as a professional services firm that consistently delivers service excellence. Perot Systems has helped its clients achieve success by streamlining their operations, implementing productivity enhancements, and introducing viable automated technologies that help clients accomplish more with less.

ISO 9002 Certification

Perot Systems Government Services is dedicated to quality through continuous improvement. Our commitment to quality has earned Perot Systems the ISO 9002 quality certification. Perot Systems is among an elite group of organizations in the world registered as compliant with ISO standards. ISO 9002 is the portion of the ISO 9000 family of standards that establishes quality assurance for production and service activities. The rigorous process of acquiring this certification demonstrates Perot Systems' commitment to providing its customers with the highest quality products and services, with results validated by the ISO 9002 accredited registrar.

CMMI Maturity Level 3 Rating

Perot Systems' Homeland Protection Division (HPD) and its Civilian Federal Services Division (CFSD) have been independently rated at Maturity Level 3 of the Software Engineering Institute (SEI) Capability Maturity Model-Integrated (CMMI). Perot Systems is one of only a few organizations rated at this level. The assessment was conducted using the SEI's Standard CMMI Appraisal Method for Process Improvement (SCAMPI) Class A Framework, Version 1.02. The lead assessor evaluated the processes of these Perot Systems divisions and concluded that they have a repeatable, concise, and documented approach to managing systems engineering projects.

Perot Systems is a worldwide total solutions provider specializing in productivity improvement. Our object-oriented consulting methodology facilitates measurable, enterprise-wide change—change that is operational, structural, systematic, financial, and behavioral. We work closely with our clients to deliver tailored, effective business solutions. Perot Systems partners with clients to facilitate change, promote efficiency, and improve performance.

Environmental Advisory Services

1. Environmental Planning Services and Documentation

Perot Systems Services and Labor Rates

Perot Systems Government Services (Perot Systems) and its subcontractors have extensive experience and expertise providing environmental planning services and documentation to our customers at the national, regional, and local levels throughout the United States. These services are typically provided in close coordination with and tailored to the needs of our clients, based on specific project(s) undertaken. While these services are routinely provided through our headquarters and satellite offices located throughout the country, we also provide services directly at the client site.

Our general pattern of support for environmental documentation services involves the full spectrum of activities to include:

- ▶ **Data Identification**—Distinguishing clients' real needs by thoroughly researching their organizational goals and objectives, conducting in-person interviews, facilitating team meetings to elicit client perspective, and providing monthly progress reports to ensure continued proper focus.
- ▶ **Data Collections**—Conducted through literature searches; field studies, including sampling, where appropriate; and interaction with stakeholders and affected populations.
- ▶ **Data Development and Interpretation**—Collating, refining, and analyzing data validity and relevance to the issues at hand.
- ▶ **Sampling and Analysis**—Both physical sampling of the environment and sociological sampling of the knowledge, perceptions, conceptions, and misconceptions of potentially affected populations.
- ▶ **Risk Assessment**—Preparation of human health and environmental risk assessment evaluations and reports based on data collection, interpretation, and analysis.
- ▶ **Supporting Testimony**—Preparing expert testimony in support of evaluations and reports.

Meetings and Hearings—Preparing materials for and attending public meetings and hearings, whether in support of data identification and collection, disseminating information regarding evaluations and reports, or performing outreach in disseminating relevant information in a clear, concise fashion easily understood by the general public.

Whether engaged in drafting an environmental impact statement, reviewing a wetlands management plan, conducting an archeological resource survey, or performing an economic analysis or ecological risk assessment, Perot Systems tailors its strategy to each client's unique requirements. Our client-based focus allows us to examine a problem within the context of the client's business, regardless of where in the business cycle assistance is requested. Perot Systems maintains an in-house staff of environmental professionals with an array of environmental policy, management, and scientific proficiencies for both project oversight and project execution. Perot Systems also works closely with a diverse group of small businesses with specialized capabilities in various environmental issue areas, such as archeological surveying or worker health and safety training.

**Environmental Planning Services and Documentation
Government Hourly Rate Schedule**

CLIN No.	Description	8/24/04 – 8/23/05	8/24/05 – 8/23/06	8/24/06 – 8/23/07	8/24/07 – 8/23/08	8/24/08 – 8/23/09
PL-4	Program Manager	\$144.58	\$149.35	\$154.27	\$159.37	\$164.62
PL-3	Project Director	\$130.87	\$135.19	\$139.65	\$144.26	\$149.02
PL-4	Environmental Consultant	\$144.58	\$149.35	\$154.27	\$159.37	\$164.62
PL-3	Environmental Scientist/Spec	\$130.87	\$135.19	\$139.65	\$144.26	\$149.02
PL-2	Environmental Scientist/Spec	\$111.67	\$115.36	\$119.17	\$123.10	\$127.16
PL-1	Environmental Scientist/Spec	\$95.55	\$98.70	\$101.96	\$105.32	\$108.80
PL-3	Analyst/Planner/Economist	\$113.22	\$116.96	\$120.82	\$124.80	\$128.92
PL-2	Analyst/Planner/Economist	\$95.55	\$98.70	\$101.96	\$105.32	\$108.80
PL-1	Analyst/Planner/Economist	\$78.00	\$80.58	\$83.23	\$85.98	\$88.82
T-3	Technical Writer/Editor	\$73.32	\$75.74	\$78.24	\$80.83	\$83.49
T-2	Technical Writer/Editor	\$62.05	\$64.10	\$66.21	\$68.40	\$70.65
T-3	Graphic Specialist	\$54.52	\$56.31	\$58.17	\$60.09	\$62.08
T-2	Graphic Specialist	\$51.46	\$53.15	\$54.91	\$56.72	\$58.59
T-3	Technician	\$65.12	\$67.27	\$69.49	\$71.78	\$74.15
T-2	Technician	\$49.13	\$50.75	\$52.42	\$54.15	\$55.94
T-1	Technician	\$40.60	\$41.94	\$43.32	\$44.75	\$46.23
T-2	Clerical	\$52.11	\$53.83	\$55.60	\$57.44	\$59.33
T-1	Clerical	\$36.82	\$38.04	\$39.30	\$40.59	\$41.93

2. Environmental Compliance Services

Perot Systems Services and Labor Rates

Perot Systems is well positioned to provide compliance audit services for our customers. Environmental compliance requires more than a simple understanding of the laws and regulations that dictate compliance standards; effective compliance requires an understanding of the genesis of those requirements, and the fundamental social and scientific principals creating the need for them.

Perot Systems and its personnel have years of experience providing support to Federal agencies for environmental regulatory development, including developing pollution prevention compliance standards. This experience includes not only drafting regulations but also conducting economic and environmental assessments of regulatory impact, surveying and interpreting challenges faced by the regulated community in complying with regulations, and developing plans to help facilitate compliance.

Compliance audits must be performed in close consultation with the client. Cooperation in determining compliance levels, and a full understanding of those levels, are fundamental to ensuring customer success and satisfaction. By working with the customer, we ensure an awareness of and a familiarity with all compliance issues. That understanding helps the client retain focus and commitment to maintaining compliance.

Planning is an iterative process, and the planning document is a record of that process. A contractor cannot develop compliance management plans in a vacuum. While the contractor can write the words, determining the content must involve a progressive process of contractor research, followed by validation and verification by the client. This is necessary not only to ensure contractor understanding of client goals and objectives, but more importantly to ensure client understanding of and commitment to executing all elements of the plan.

Pollution prevention surveys are a critical component of any compliance program. To frame pollution prevention compliance, one must have an understanding of the risks and must plan effectively to counter those risks, which involves maintaining a full inventory of potentially hazardous materials and the process stream for handling them; examining alternatives to the standard process stream; and identifying additional protective measures to ensure safe operation of the existing stream.

**Environmental Compliance Services
Government Hourly Rate Schedule**

CLIN No.	Description	8/24/04 – 8/23/05	8/24/05 – 8/23/06	8/24/06 – 8/23/07	8/24/07 – 8/23/08	8/24/08 – 8/23/09
PL-4	Program Manager	\$144.58	\$149.35	\$154.27	\$159.37	\$164.62
PL-3	Project Director	\$130.87	\$135.19	\$139.65	\$144.26	\$149.02
PL-4	Environmental Consultant	\$144.58	\$149.35	\$154.27	\$159.37	\$164.62
PL-3	Environmental Scientist/Spec	\$130.87	\$135.19	\$139.65	\$144.26	\$149.02
PL-2	Environmental Scientist/Spec	\$111.67	\$115.36	\$119.17	\$123.10	\$127.16
PL-1	Environmental Scientist/Spec	\$95.55	\$98.70	\$101.96	\$105.32	\$108.80
PL-3	Institution Analyst	\$90.02	\$92.99	\$96.06	\$99.23	\$102.50
PL-2	Institution Analyst	\$78.90	\$81.50	\$84.19	\$86.97	\$89.84
PL-1	Institution Analyst	\$64.97	\$67.11	\$69.33	\$71.61	\$73.98
PL-3	Legal Analyst/Advisor	\$112.28	\$115.99	\$119.82	\$123.77	\$127.86
PL-2	Legal Analyst/Advisor	\$104.88	\$108.34	\$111.92	\$115.61	\$119.43
PL-1	Legal Analyst/Advisor	\$90.71	\$93.70	\$96.80	\$99.99	\$103.29
T-3	Technician	\$65.12	\$67.27	\$69.49	\$71.78	\$74.15
T-2	Technician	\$49.13	\$50.75	\$52.42	\$54.15	\$55.94
T-1	Technician	\$40.60	\$41.94	\$43.32	\$44.75	\$46.23
T-2	Clerical	\$52.11	\$53.83	\$55.60	\$57.44	\$59.33
T-1	Clerical	\$36.82	\$38.04	\$39.30	\$40.59	\$41.93

3. Environmental Occupational Training Services

Perot Systems Services and Labor Rates

Perot Systems offers conventional training course packages in various areas related to environmental compliance, especially in the areas of ecological and environmental risk assessment, worker health and safety, and spill incident management training and exercises. These packaged courses are available for client preview and are typically modified and tailored to meet specific customer needs. Perot Systems is proficient in the following areas:

- ▶ Customized course development to meet specific customer needs
- ▶ Computer-based interactive course development.

Our approach to assisting in course development begins with a front-end analysis outlining specific functions to be performed to meet customer mission objectives. These functions are analyzed in close coordination with the customer to determine whether training is necessary and, if so, whether that training will be best delivered through classroom training, on-the-job training, or through the development of a job aid. After these decisions are made, Perot Systems proceeds with instructional material development. Classroom materials are developed in consultation with customer program managers. We encourage customer participation in job-aid development by using the "Harliss method," a nationally recognized job-aid development process that ensures job aid consistency across a spectrum of functional areas. Perot Systems also maintains a computer-based interactive training center, with trained operators/facilitators.

**Environmental Occupational Training Services
Government Hourly Rate Schedule**

CLIN No.	Description	8/24/04 – 8/23/05	8/24/05 – 8/23/06	8/24/06 – 8/23/07	8/24/07 – 8/23/08	8/24/08 – 8/23/09
PL-4	Program Manager	\$144.58	\$149.35	\$154.27	\$159.37	\$164.62
PL-3	Project Director	\$130.87	\$135.19	\$139.65	\$144.26	\$149.02
PL-4	Environmental Consultant	\$144.58	\$149.35	\$154.27	\$159.37	\$164.62
PL-3	Environmental Scientist/Spec	\$130.87	\$135.19	\$139.65	\$144.26	\$149.02
PL-2	Environmental Scientist/Spec	\$111.67	\$115.36	\$119.17	\$123.10	\$127.16
PL-1	Environmental Scientist/Spec	\$95.55	\$98.70	\$101.96	\$105.32	\$108.80
PL-3	Trainer	\$88.95	\$91.89	\$94.92	\$98.05	\$101.29
PL-2	Trainer	\$72.18	\$74.56	\$77.02	\$79.56	\$82.18
PL-1	Trainer	\$59.06	\$61.01	\$63.02	\$65.10	\$67.25
T-3	Technical Writer/Editor	\$73.32	\$75.74	\$78.24	\$80.83	\$83.49
T-2	Technical Writer/Editor	\$62.05	\$64.10	\$66.21	\$68.40	\$70.65
T-3	Graphic Specialist	\$54.52	\$56.31	\$58.17	\$60.09	\$62.08
T-2	Graphic Specialist	\$51.46	\$53.15	\$54.91	\$56.72	\$58.59
T-3	Technician	\$65.12	\$67.27	\$69.49	\$71.78	\$74.15
T-2	Technician	\$49.13	\$50.75	\$52.42	\$54.15	\$55.94
T-1	Technician	\$40.60	\$41.94	\$43.32	\$44.75	\$46.23
T-2	Clerical	\$52.11	\$53.83	\$55.60	\$57.44	\$59.33
T-1	Clerical	\$36.82	\$38.04	\$39.30	\$40.59	\$41.93

4. Waste Management Services

Perot Systems Services and Labor Rates

The U.S. waste management industry has undergone dramatic structural changes over the last decade. These changes have included a major consolidation of the waste service industry; a sharply reduced number of disposal outlets; a shift in the waste stream character; many new regulations and policies; an emphasis on waste reduction, recycling, and "front-of-the-pipe" waste management; a shift away from waste-to-energy as the management option of choice; and increased reliance on public-private partnerships. Programs, such as full-cost accounting, deconstruction, managed competition, pay-as-you-throw, and buy recycled that were trends only a few years ago are now pervasive and established elements of integrated waste management and recycling programs throughout the nation.

Perot Systems and its subcontractors have prepared more than 200 feasibility reports, plans, and characterization studies; numerous regulatory and risk analyses; economic evaluations; and strategic plans for effective integrated waste management. Perot Systems has provided expert opinion for the financing of several waste and recyclables management facilities. Also, Perot Systems has been retained by major banks, bond insurers, and casualty insurers to independently evaluate proposed or existing facilities and render an opinion on the project's technical and management soundness, economic forecast, and credit worthiness.

Much of Perot Systems and its subcontractors' recent work has focused on emerging issues and trends, such as economic flow control, landfill mining and reclamation, special waste-stream management, construction and demolition (C&D) waste recycling and deconstruction, adding non-traditional materials to existing recycling programs, materials recovery facility (MRF), and long-haul transfer planning and procurement. Finally, Perot Systems and its subcontractors have exceptional experience evaluating, planning, and procuring combustion systems with energy recovery that utilize various waste fuel forms.

Perot Systems can provide a full spectrum of waste management services, to include data collection, development, and interpretation; comments analyses; regulatory and economic analyses; feasibility evaluations; hazard and exposure assessments; risk analyses; waste sort and characterization studies with computer-assisted statistical analyses; collection, processing, and/or disposal options evaluations; waste reduction, reuse, and recycling assessments; evaluations of alternative energy recovery options using various waste materials as the fuel source; and other related studies and investigations needed to reach a reasonable strategy for effective waste and recyclables management.

**Waste Management Services
Government Hourly Rate Schedule**

CLIN No.	Description	8/24/04 – 8/23/05	8/24/05 – 8/23/06	8/24/06 – 8/23/07	8/24/07 – 8/23/08	8/24/08 – 8/23/09
PL-4	Program Manager	\$144.58	\$149.35	\$154.27	\$159.37	\$164.62
PL-3	Project Director	\$130.87	\$135.19	\$139.65	\$144.26	\$149.02
PL-4	Environmental Consultant	\$144.58	\$149.35	\$154.27	\$159.37	\$164.62
PL-3	Environmental Scientist/Spec	\$130.87	\$135.19	\$139.65	\$144.26	\$149.02
PL-2	Environmental Scientist/Spec	\$111.67	\$115.36	\$119.17	\$123.10	\$127.16
PL-1	Environmental Scientist/Spec	\$95.55	\$98.70	\$101.96	\$105.32	\$108.80
PL-3	Analyst/Planner/Economist	\$113.22	\$116.96	\$120.82	\$124.80	\$128.92
PL-2	Analyst/Planner/Economist	\$95.55	\$98.70	\$101.96	\$105.32	\$108.80
PL-1	Analyst/Planner/Economist	\$78.00	\$80.58	\$83.23	\$85.98	\$88.82
T-3	Technical Writer/Editor	\$73.32	\$75.74	\$78.24	\$80.83	\$83.49
T-2	Technical Writer/Editor	\$62.05	\$64.10	\$66.21	\$68.40	\$70.65
T-3	Graphic Specialist	\$54.52	\$56.31	\$58.17	\$60.09	\$62.08
T-2	Graphic Specialist	\$51.46	\$53.15	\$54.91	\$56.72	\$58.59
T-3	Technician	\$65.12	\$67.27	\$69.49	\$71.78	\$74.15
T-2	Technician	\$49.13	\$50.75	\$52.42	\$54.15	\$55.94
T-1	Technician	\$40.60	\$41.94	\$43.32	\$44.75	\$46.23
T-2	Clerical	\$52.11	\$53.83	\$55.60	\$57.44	\$59.33
T-1	Clerical	\$36.82	\$38.04	\$39.30	\$40.59	\$41.93

5. Reclamation, Recycling and Disposal Services

Perot Systems Services and Labor Rates

Perot Systems has extensive experience providing hazardous materials and in crisis management advisory services, as demonstrated through our efforts supporting the Vessel Response Plan (VRP) program for the U.S. Coast Guard's Office of Response, and initiating and coordinating responses for the National Response Center (NRC).

For the VRP program, Perot Systems personnel reviewed and processed nearly 5,500 response plans of vessel holders around the world. The purpose of a response plan is to ensure domestic and international vessels have valid oil spill response plans and are in compliance with U.S. regulations. To this end, VRP staff members maintained an advisory service that provided current information to U.S. Coast Guard Marine Safety Offices, indicating whether vessels have operating authority to enter specific ports.

VRP program staff provided response plan holders with up-to-date information on compliance requirements and the status of specific plans meeting regulatory deadlines through their advisory service. Upon request, Perot Systems staff members responded to the status of specific plans in meeting regulatory deadlines.

Perot Systems also staffed the phone lines at the NRC, the central clearinghouse for reporting all oil and hazardous material spill emergencies throughout the United States. Perot Systems personnel initiated and coordinated responses for all types of hazardous materials spills; ensured responsive and accurate information to mitigate major damage; entered the information into an environmental database; and coordinated the flow of incident information to the appropriate Federal On-Scene Coordinator and other Federal and state environmental agencies. For hazardous materials spills, advice was provided on evacuation procedures, emergency medical treatments, and spill clean-up.

Perot Systems can provide hazardous materials management advisory services to ensure dissemination of responsive, accurate information. We can manage a clearinghouse for Material Safety Data Sheets and other hazardous materials tracking, compliance, and reporting software, ensuring customers have the most up-to-date tools available for monitoring human health, safety, and environmental concerns related to:

- ▶ Toxicity
- ▶ Corrosiveness
- ▶ Explosiveness
- ▶ Flammability
- ▶ Air and water monitoring
- ▶ Personal protective equipment
- ▶ Health hazards.

Services will typically be available via telephone, facsimile, and e-mail. Information will be provided through the most effective medium (i.e., CD-ROM, Internet, or facsimile transmission). Perot Systems also can maintain a library of hazardous materials information, ensuring only the most current information is disseminated.

**Reclamation, Recycling and Disposal Services
Government Hourly Rate Schedule**

CLIN No.	Description	8/24/04 – 8/23/05	8/24/05 – 8/23/06	8/24/06 – 8/23/07	8/24/07 – 8/23/08	8/24/08 – 8/23/09
PL-4	Program Manager	\$144.58	\$149.35	\$154.27	\$159.37	\$164.62
PL-3	Project Director	\$130.87	\$135.19	\$139.65	\$144.26	\$149.02
PL-4	Environmental Consultant	\$144.58	\$149.35	\$154.27	\$159.37	\$164.62
PL-3	Environmental Scientist/Spec	\$130.87	\$135.19	\$139.65	\$144.26	\$149.02
PL-2	Environmental Scientist/Spec	\$111.67	\$115.36	\$119.17	\$123.10	\$127.16
PL-1	Environmental Scientist/Spec	\$95.55	\$98.70	\$101.96	\$105.32	\$108.80
PL-3	Analyst/Planner/Economist	\$113.22	\$116.96	\$120.82	\$124.80	\$128.92
PL-2	Analyst/Planner/Economist	\$95.55	\$98.70	\$101.96	\$105.32	\$108.80
PL-1	Analyst/Planner/Economist	\$78.00	\$80.58	\$83.23	\$85.98	\$88.82
PL-3	Computer Systems Analyst	\$109.43	\$113.04	\$116.77	\$120.62	\$124.60
PL-2	Computer Systems Analyst	\$93.00	\$96.07	\$99.24	\$102.51	\$105.89
PL-1	Computer Systems Analyst	\$75.02	\$77.50	\$80.06	\$82.70	\$85.43
PL-3	Programmer	\$87.91	\$90.82	\$93.81	\$96.91	\$100.11
PL-2	Programmer	\$72.98	\$75.39	\$77.87	\$80.44	\$83.10
PL-1	Programmer	\$61.34	\$63.36	\$65.45	\$67.61	\$69.84
T-3	Technician	\$65.12	\$67.27	\$69.49	\$71.78	\$74.15
T-2	Technician	\$49.13	\$50.75	\$52.42	\$54.15	\$55.94
T-1	Technician	\$40.56	\$41.89	\$43.28	\$44.71	\$46.18
T-2	Clerical	\$52.06	\$53.77	\$55.55	\$57.38	\$59.27
T-1	Clerical	\$36.78	\$38.00	\$39.25	\$40.55	\$41.89

6. Remote Advisory Services

Perot Systems Services and Labor Rates

Perot Systems has the capabilities and experience to provide a full range of telephone advisory assistance with hazardous materials spills, poisons, Material Safety Data Sheets, and other related services. In support of the U.S. Coast Guard's National Response Center (NRC), Perot Systems coordinated responses to an average of 500 environmental incidents each week around the country.

For the NRC, Perot Systems watchstanders coordinated with the Federal On-Scene Coordinators to ensure rapid response to a wide range of environmental incidents. Perot Systems coordinated responses to nearly 25,000 cases, including incidents such as release of hydrogen bromide, a pipeline failure that released anhydrous ammonia, cyanide release into a major river, and major gasoline and oil spills.

Perot Systems can provide telephone advisory services capable of answering both routine and emergency inquiries related to hazardous materials compliance, training, health and safety, and emergency response issues. Routine advisory services will be provided by telephone operators or via callback from Perot Systems subject-matter experts. Emergency advisory services will primarily consist of rendering advice on notification responsibilities and providing contact numbers for specific emergency service information. If deemed necessary and desirable by the client, Perot Systems telephone services could include making necessary notifications regarding a hazardous substance incident and accessing additional emergency information systems.

Perot Systems understands the necessity of providing prompt, accurate telephone advisory services in response to hazardous materials spills, and we will apply the same sense of urgency and caution to GSA tasks. We understand that misinformation can lead to serious injury, even fatalities, and we are prepared to provide expert telephone advisory service for any type of hazardous materials spill.

**Remote Advisory Services
Government Hourly Rate Schedule**

CLIN No.	Description	8/24/04 – 8/23/05	8/24/05 – 8/23/06	8/24/06 – 8/23/07	8/24/07 – 8/23/08	8/24/08 – 8/23/09
PL-4	Program Manager	\$144.58	\$149.35	\$154.27	\$159.37	\$164.62
PL-3	Project Director	\$130.87	\$135.19	\$139.65	\$144.26	\$149.02
PL-4	Environmental Consultant	\$144.58	\$149.35	\$154.27	\$159.37	\$164.62
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PL-2	Environmental Scientist/Spec	\$111.67	\$115.36	\$119.17	\$123.10	\$127.16
PL-1	Environmental Scientist/Spec	\$95.55	\$98.70	\$101.96	\$105.32	\$108.80
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PL-2	Analyst/Planner/Economist	\$95.55	\$98.70	\$101.96	\$105.32	\$108.80
PL-1	Analyst/Planner/Economist	\$78.00	\$80.58	\$83.23	\$85.98	\$88.82
T-3	Technician	\$65.12	\$67.27	\$69.49	\$71.78	\$74.15
T-2	Technician	\$49.13	\$50.75	\$52.42	\$54.15	\$55.94
T-1	Technician	\$40.56	\$41.89	\$43.28	\$44.71	\$46.18
T-2	Clerical	\$52.06	\$53.77	\$55.55	\$57.38	\$59.27
T-1	Clerical	\$36.78	\$38.00	\$39.25	\$40.55	\$41.89

7. Labor Category Descriptions

Perot Systems has identified labor categories based on the skill sets necessary to perform various tasks under this contract. Our labor categories have an alphanumeric designation that indicates whether the position is professional (PL) or technical (T) and the specific education/experience required for an individual to qualify for a particular position. Since the combination of education and experience for each labor category is flexible, we provide a functional distinction.

PL-4 (Program Manager, Environmental Consultant)

These staff members have final authority for task performance and full responsibility for the work performed. They possess subject-matter expertise with more than 20 years of experience in a specific highly specialized subject.

PL-3 (Project Director, Environmental Scientist/Specialist, Analyst/Planner/Economist, Institutional Analyst, Legal Analyst/Advisor, Trainer, Computer Systems Analyst, Programmer)

These staff members are responsible for complex tasks and may oversee two or more tasks simultaneously in a managerial capacity. They have demonstrated ability to assume full responsibility for directing tasks and special projects; review working papers, deliverables, and reports; and conduct discussions with clients about the results of work performed. They review and approve work plans and programs; ensure assignments are carried out within the budgeted time and delivery commitments; and follow project progress to help resolve problems as they arise.

PL-2 (Environmental Scientist/Specialist, Analyst/Planner/Economist, Institutional Analyst, Legal Analyst/Advisor, Trainer, Computer Systems Analyst, Programmer)

These staff members perform most tasks with minimal supervision. They instruct junior staff, review completed work, and direct revisions if necessary. They also make decisions on most matters except in unusual cases.

PL-1 (Environmental Scientist/Specialist, Analyst/Planner/Economist, Institutional Analyst, Legal Analyst/Advisor, Trainer, Computer Systems Analyst, Programmer)

These staff members perform specific task activities under the guidance and supervision of senior staff.

T-3 (Technical Writer/Editor, Graphic Specialist, Technician, Clerical)

These staff members possess excellent skills in a specific technical area and support professional staff under the supervision of project managers.

T-2 (Technical Writer/Editor, Graphic Specialist, Technician, Clerical)

These staff members are proficient in a specific technical area and support professional staff under the supervision of project managers.

T-1 (Technical Writer/Editor, Graphic Specialist, Technician, Clerical)

These staff members possess basic skills and provide general support to professional staff under the supervision of project managers.

Information Technology Products and Services

1. Additional Customer Information

1. 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.

2. Statistical Data for Government Ordering Office Completion of SF 279

Block 9: G. Order/Modification Under Federal Schedule No. GS-00F-0049M

Block 16: Data Universal Numbering System (DUNS) Number: 175344753

Block 30: Type of Contractor: C. Large Business

Block 31: Woman-Owned Small Business: No

Block 36: Contractor's Taxpayer Identification Number (TIN): 54-1168756

CAGE Code: 4T952

Contractor has registered with the Central Contractor Registration Database.

3. Use of Federal Supply Service Information Technology Schedule Contracts in accordance with FAR 8.404.

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

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

- c. Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering activity to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering activities shall--

Review additional Schedule Contractors'

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

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

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

4. 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.

4.1 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.

4.2 Federal Telecommunication Standards (FED-STDS):

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, and 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.

5. Security Requirements

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual ordering activity policy; however, the burden of administering the security requirements shall be with the ordering activity. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is less.

6. 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 C.1.)

7. 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/>.

8. Purchase of Open Market Items

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

For administrative convenience, an ordering 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.

9. 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:

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.

10. Blanket Purchase Agreements (BPAs)

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

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

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally,

Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

11. Contractor Team Arrangements

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

12. 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.

13. Section 508 Compliance

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: www.Section508.gov/.

14. 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.

2. Terms and Conditions Applicable to Maintenance, Repair Service and Repair Parts/Spare Parts for Government-Owned General Purpose Commercial Information Technology Equipment (After Expiration of Guarantee/Warranty Provisions and/or When Required Service is Not Covered by Guarantee/Warranty Provisions) and for Leased Equipment

1. Service Areas

- a. The maintenance and repair service rates listed herein are applicable to any ordering activity location within a 50 (fifty) mile radius of the Contractor's service points. If any additional charge is to apply because of the greater distance from the Contractor's service locations, the mileage rate or other distance factor shall be stated in paragraphs 7.d and 8.d of this Special Item Number 132-12.
- b. When repair services cannot be performed at the ordering activity installation site, the repair services will be performed at the Contractor's facility at 8550 Arlington Boulevard, Fairfax, Virginia 22031

2. Maintenance Order

- a. Agencies may use written orders, EDI orders, credit card orders, or BPAs, for ordering maintenance under this contract. The Contractor shall confirm orders within fifteen (15) calendar days from the date of receipt, except that confirmation of orders shall be considered automatic for renewals for maintenance (Special Item Number 132-12). Automatic acceptance of order renewals for maintenance service shall apply for machines, which may have been discontinued from use for temporary periods of time not longer than 120 calendar days. If the order is not confirmed by the Contractor as prescribed by this paragraph, the order shall be considered to be confirmed by the Contractor.
- b. The Contractor shall honor orders for maintenance for the duration of the contract period or a lesser period of time, for the equipment shown in the pricelist. Maintenance service shall commence on a mutually agreed upon date, which will be written into the maintenance order. Maintenance orders shall not be made effective before the expiration of any applicable maintenance and parts guarantee/warranty period associated with the purchase of equipment. Orders for maintenance service shall not extend beyond the end of the contract period.
- c. Maintenance may be discontinued by the ordering activity on thirty (30) calendar days written notice, or shorter notice when agreed to by the Contractor; such notice to become effective thirty (30) calendar days from the date on the notification. However, the ordering activity may extend the original discontinuance date upon written notice to the Contractor, provided that such notice is furnished at least ten (10) calendar days prior to the original discontinuance date.
- d. Annual Funding. When annually appropriated funds are cited on a maintenance order, the period of maintenance shall automatically expire on September 30th of the contract period, or at the end of the contract period, whichever occurs first. Renewal of a maintenance order citing the new appropriation shall be required, if maintenance is to continue during any remainder of the contract period.
- e. Cross-year Funding Within Contract Period. Where an ordering activity's specific appropriation authority provides for funds in excess of a 12 month, fiscal year period, the ordering activity may place an order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.
- f. Ordering activities should notify the Contractor in writing thirty (30) calendar days prior to the expiration of maintenance service, if maintenance is to be terminated at that time. Orders for

continued maintenance will be required if maintenance is to be continued during the subsequent period.

3. Repair Service and Repair Parts/Spare Parts Orders

- a. Agencies may use written orders, EDI orders, credit card orders, blanket purchase agreements (BPAs), or small order procedures for ordering repair service and/or repair parts/spare parts under this contract. Orders for repair service shall not extend beyond the end of the contract period.
- b. When repair service is ordered, only one chargeable repairman shall be dispatched to perform repair service, unless the ordering activity agrees, in advance, that additional repair personnel are required to effect repairs.

4. Loss or Damage

When the Contractor removes equipment to his establishment for repairs, the Contractor shall be responsible for any damage or loss, from the time the equipment is removed from the ordering activity installation, until the equipment is returned to such installation.

5. Scope

- a. The Contractor shall provide maintenance for all equipment listed herein, as requested by the ordering activity during the contract term. Repair service and repair parts/spare parts shall apply exclusively to the equipment types/models within the scope of this Information Technology Schedule.
- b. Equipment placed under maintenance service shall be in good operating condition.
 - (1) In order to determine that the equipment is in good operating condition, the equipment shall be subject to inspection by the Contractor, without charge to the ordering activity.
 - (2) Costs of any repairs performed for the purpose of placing the equipment in good operating condition shall be borne by the Contractor, if the equipment was under the Contractor's guarantee/warranty or maintenance responsibility prior to the effective date of the maintenance order.
 - (3) If the equipment was not under the Contractor's responsibility, the costs necessary to place the equipment in proper operating condition are to be borne by the ordering activity, in accordance with the provisions of this Special Item Number (or outside the scope of this contract).

6. Responsibilities of the Ordering Activity

- a. Ordering activity personnel shall not perform maintenance or attempt repairs to equipment while such equipment is under the purview of a maintenance order, unless agreed to by the Contractor.
- b. Subject to security regulations, the ordering activity shall permit access to the equipment, which is to be maintained or repaired.

7. Responsibilities of the Contractor

For equipment not covered by a maintenance contract or warranty, the Contractor's repair service personnel shall complete repairs as soon as possible after notification by the ordering activity that service is required. Within the service areas, this repair service should normally be done within 4 hours after notification.

8. Maintenance Rate Provisions

- a. The Contractor shall bear all costs of maintenance, including labor, parts, and such other expenses as are necessary to keep the equipment in good operating condition, provided that the required repairs are not occasioned by fault or negligence of the ordering activity.

b. REGULAR HOURS

The basic monthly rate for each make and model of equipment shall entitle the ordering activity to maintenance service during a mutually agreed upon nine (9) hour principal period of maintenance, Monday through Friday, exclusive of holidays observed at the ordering activity location.

c. AFTER HOURS

Should the ordering activity require that maintenance be performed outside of Regular Hours, charges for such maintenance, if any, will be specified in the pricelist. Periods of less than one hour will be prorated to the nearest quarter hour.

d. TRAVEL AND TRANSPORTATION

If any charge is to apply, over and above the regular maintenance rates, because of the distance between the ordering activity location and the Contractor's service area, the charge will be negotiated on a case by case basis.

e. QUANTITY DISCOUNTS

Quantity discounts from listed maintenance service rates for multiple equipment owned and/or leased by a ordering activity are indicated below: N/A.

9. Repair Service Rate Provisions

a. CHARGES. Charges for repair service will include the labor charge, computed at the rates set forth below, for the time during which repairmen are actually engaged in work, and, when applicable, the charge for travel or transportation.

b. MULTIPLE MACHINES. When repairs are ordered by a ordering activity on two or more machines located in one or more buildings within walking distance of each other, the charges will be computed from the time the repairman commences work on the first machine, until the work is completed on the last machine. The time required to go from one machine to another, or from one building to another, will be considered actual work performance, and chargeable to the ordering activity, provided the time consumed in going between machines (or buildings) is reasonable.

c. TRAVEL OR TRANSPORTATION

(1) AT THE CONTRACTOR'S SHOP

(a) When equipment is returned to the Contractor's shop for adjustments or repairs which are not covered by the guarantee/warranty provision, the cost of transportation, packing, etc., from the ordering activity location to the Contractor's plant, and return to the ordering activity location, shall be borne by the ordering activity.

(b) The ordering activity should not return defective equipment to the Contractor for adjustments and repairs or replacement without his prior consultation and instruction.

(2) AT THE ORDERING ACTIVITY LOCATION (Within Established Service Areas)

When equipment is repaired at the ordering activity location, and repair service rates are established for service areas or zones, the listed rates are applicable to any ordering activity location within such service areas or zones. No extra charge, time, or expense will be allowed for travel or transportation of repairmen or machines to or from the ordering activity office; such overhead is included in the repair service rates listed.

(3) AT THE ORDERING ACTIVITY LOCATION (Outside Established Service Areas)

(a) The repair service rates listed for subparagraph (2) above apply, except that a travel charge of _____ per mile for repairmen will apply to the round-trip distance between the geographic limits of the applicable service area and the ordering activity location. Such

charge will apply as an additional charge, but it will be limited to one round trip for each request that is made by the ordering activity for repair service, regardless of whether repairs are performed at the ordering activity location or at the Contractor's shop.

- (b) When the overall travel charge computed at the above mileage rate is unreasonable (considering the time required for travel, actual and necessary transportation costs, and the allowable ordering activity per diem rate for each night the repairman is required to remain overnight at the ordering activity location), the ordering activity shall have the option of reimbursing the Contractor for actual costs, provided that the actual costs are reasonable and allowable. The Contractor shall furnish the ordering activity with a report of travel performed and related expenses incurred. The report shall include departure and arrival dates, times, and the applicable mode of travel.

d. LABOR RATES

(1) REGULAR HOURS

The Regular Hours repair service rates listed herein shall entitle the ordering activity to repair service during the period 8:00 a.m. to 5:00 p.m., Monday through Friday, exclusive of holidays observed at the ordering activity location. There shall be no additional charge for repair service, which was requested during Regular Hours, but performed outside the Regular Hours defined above, at the convenience of the Contractor.

(2) AFTER HOURS

When the ordering activity requires that repair service be performed outside the Regular Hours defined above, except Sundays and Holidays observed at the ordering activity location, the After Hours repair service rates listed herein shall apply. The Regular Hours rates defined above shall apply when repair service is requested during Regular Hours, but performed After Hours at the convenience of the Contractor.

(3) SUNDAYS AND HOLIDAYS

When the ordering activity requires that repair service be performed on Sundays and Holidays observed at the ordering activity location, the Sundays and Holidays repair service rates listed herein shall apply. When repair service is requested to be performed during Regular Hours and/or After Hours, but is performed at the convenience of the Contractor on Sundays or Holidays observed at the ordering activity location, the Regular Hours and/or After Hours repair service rates, as applicable, shall apply.

Repair Service Rates

Location	Minimum Charge*	Regular Hours per Hour**	After Hours per Hour**	Sundays and Holidays per Hour
Perot Systems Government Services, Inc., Fairfax, Virginia	\$78.10	\$78.10	\$114.56	\$151.00
Government Location (within 50-mile radius of Perot Systems' Service Point)	\$229.11	\$114.58	\$171.83	\$223.90
Government Location (outside 50-mile radius of Perot Systems' Service Point)	\$249.93	\$218.70	\$312.42	\$374.90

* Minimum charges include 1 full hour on the job at Perot Systems' facility.
 Minimum charges include 2 full hours at Government location.

** Fractional hours, at the end of the job, will be prorated to the nearest quarter hour.

T&E = Travel & Expenses. Travel expenses will be charged in accordance with the rates established in the Government Joint Travel regulations.

Installation and Integration Rates

CLIN	Price	Service
IN001	\$36.45	Integration—External device at Perot Systems
IN002	\$67.69	Integration—CPU at Perot Systems
IN003	\$41.66	Installation—Software per package during integration
IN004	\$197.87	Onsite Installation Services—First CPU installed (within a 50-mile radius of Perot Systems' Service Point)
IN005	\$98.93	Onsite Installation Services—Each additional CPU (within a 50-mile radius of Perot Systems' Service Point)

10. Repair Parts/Spare Parts Rate Provisions

All parts, furnished as spares or as repair parts in connection with the repair of equipment, unless otherwise indicated in this pricelist, shall be new, standard parts manufactured by the equipment manufacturer.

11. Guarantee/Warranty—Repair Service and Repair Parts/Spare Parts

a. REPAIR SERVICE

All repair work will be guaranteed/warranted for a period to be agreed to on an order-by-order basis.

b. REPAIR PARTS/SPARE PARTS

All parts, furnished either as spares or repairs parts will be guaranteed/warranted for a period consistent with the applicable commercial warranty of the parts manufacturer.

12. Invoices and Payments

a. MAINTENANCE SERVICE

(1) Invoices for maintenance service shall be submitted by the Contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

(2) Payment for maintenance service of less than one month's duration shall be prorated at 1/30th of the monthly rate for each calendar day.

b. REPAIR SERVICE AND REPAIR PARTS/SPARE PARTS

Invoices for repair service and parts shall be submitted by the Contractor as soon as possible after completion of work. Payment under blanket purchase agreements will be made quarterly or monthly, except where cash payment procedures are used. Invoices shall be submitted separately to each ordering activity office ordering services under the contract. The cost of repair parts shall be shown as a separate item on the invoice, and shall be priced in accordance with paragraph #10, above. PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

3. Terms and Conditions Applicable to Information Technology (IT) Professional Services

1. Scope

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

2. Performance Incentives (I-FCI-60) (May 2003)

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual 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. Ordering Procedures for Services (Requiring A Statement of Work) (G-FCI-920)

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

When ordering services over \$100,000, Department of Defense (DOD) ordering offices and non-DOD agencies placing orders on behalf of DOD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 – Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence.

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

- (a) When ordering services, ordering activities shall—
 - (1) Prepare a Request (Request for Quote or other communication tool):
 - (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
 - (ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering activity makes a determination that it is not possible at the time of placing the order to estimate accurately

the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the prices in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

- (iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.
- (iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses.

(2) Transmit the Request to Contractors:

Based upon an initial evaluation of catalogs and price lists, the ordering activity should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate) and transmit the request as follows:

- (i) The request shall be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.
- (ii) For proposed orders exceeding the maximum order threshold, the request should be provided to an appropriate number of additional contractors that offer services that will meet the ordering activity's needs.
- (iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.
- (iv) Ordering activities should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

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

- (b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering activity the opportunity to secure volume discounts. When establishing BPAs, ordering activities shall—

- (1) Inform contractors in the request (based on the ordering activity's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.
 - (i) SINGLE BPA: Generally, a single BPA should be established when the ordering activity can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place

the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

- (ii) MULTIPLE BPAs: When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing multiple BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the BPA holder that represents the best value.
- (2) Review BPAs Periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)
- (c) The ordering activity should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
- (d) When the ordering activity's requirement involves both products as well as executive, administrative and/or professional, services, the ordering activity should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)
- (e) The ordering activity, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For ordering activity requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

4. Order

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

5. Performance of Services

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering 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/EC Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

6. Inspection of Services

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

7. Responsibilities of the Contractor

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

8. Responsibilities of the Ordering Activity

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

9. Independent Contractor

All IT/EC 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/EC 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 (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 2002) (Alternate II (FEB 2002)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

13. Resumes

Resumes shall be provided to the GSA Contracting Officer or the user 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/EC Services And Pricing – See following sections.

4. Labor Rates

Perot Systems labor rates are divided into two lists—one for Government site rates and one for Perot Systems site rates. As a result, CLIN numbers are not necessarily consecutive throughout each list.

Government Site

CLIN No.	Description	8/24/04 – 8/23/05	8/24/05 – 8/23/06	8/24/06 – 8/23/07	8/24/07 – 8/23/08	8/24/08 – 8/23/09
SV001	ADP Hardware Specialist	\$47.78	\$49.88	\$52.08	\$54.37	\$56.76
SV002	Associate Application Programmer	\$40.42	\$42.20	\$44.05	\$45.99	\$48.02
SV003	Senior Application Programmer	\$52.68	\$55.00	\$57.42	\$59.94	\$62.58
SV004	Principal Application Programmer	\$67.38	\$70.35	\$73.44	\$76.67	\$80.05
SV005	Associate Business Manager	\$82.07	\$85.69	\$89.46	\$93.39	\$97.50
SV006	Senior Business Manager	\$93.11	\$97.20	\$101.48	\$105.95	\$110.61
SV007	Principal Business Manager	\$122.50	\$127.89	\$133.52	\$139.40	\$145.53
SV008	Senior Communication Hardware Specialist	\$37.97	\$39.65	\$41.39	\$43.21	\$45.11
SV009	Principal Communication Hardware Specialist	\$62.47	\$65.22	\$68.09	\$71.09	\$74.22
SV010	Senior Communication Network Specialist	\$37.97	\$39.65	\$41.39	\$43.21	\$45.11
SV011	Principal Communication Network Specialist	\$53.89	\$56.27	\$58.74	\$61.33	\$64.03
SV012	Senior Communication Software Specialist	\$40.42	\$42.20	\$44.05	\$45.99	\$48.02
SV013	Principal Communication Software Specialist	\$50.22	\$52.43	\$54.74	\$57.15	\$59.66
SV014	Associate Computer Systems Analyst	\$40.42	\$42.20	\$44.05	\$45.99	\$48.02
SV015	Senior Computer Systems Analyst	\$52.68	\$55.00	\$57.42	\$59.94	\$62.58
SV016	Principal Computer Systems Analyst	\$67.38	\$70.35	\$73.44	\$76.67	\$80.05
SV017	Computer/Telecom Security Systems Specialist	\$67.38	\$70.35	\$73.44	\$76.67	\$80.05
SV018	Database Analyst	\$71.04	\$74.17	\$77.43	\$80.84	\$84.40
SV019	Functional (Subject Matter) Expert	\$100.46	\$104.88	\$109.49	\$114.31	\$119.34
SV020	Imaging Specialist	\$60.03	\$62.67	\$65.43	\$68.31	\$71.31

CLIN No.	Description	8/24/04 – 8/23/05	8/24/05 – 8/23/06	8/24/06 – 8/23/07	8/24/07 – 8/23/08	8/24/08 – 8/23/09
SV021	Associate Information Systems Engineer	\$68.61	\$71.63	\$74.78	\$78.07	\$81.50
SV022	Senior Information Systems Engineer	\$86.97	\$90.80	\$94.79	\$98.96	\$103.32
SV023	Principal Information Systems Engineer	\$101.68	\$106.15	\$110.82	\$115.70	\$120.79
SV024	IRM Analyst	\$68.61	\$71.63	\$74.78	\$78.07	\$81.50
SV025	Operations Manager	\$53.89	\$56.27	\$58.74	\$61.33	\$64.03
SV026	Procurement Products Specialist	\$47.78	\$49.88	\$52.08	\$54.37	\$56.76
SV027	Associate Program Manager	\$82.07	\$85.69	\$89.46	\$93.39	\$97.50
SV028	Senior Program Manager	\$93.11	\$97.20	\$101.48	\$105.95	\$110.61
SV029	Principal Program Manager	\$121.29	\$126.62	\$132.19	\$138.01	\$144.08
SV030	Quality Assurance Specialist	\$56.35	\$58.83	\$61.42	\$64.12	\$66.94
SV031	Associate Software Engineer	\$45.33	\$47.32	\$49.40	\$51.58	\$53.85
SV032	Senior Software Engineer	\$69.83	\$72.90	\$76.10	\$79.45	\$82.95
SV033	Principal Software Engineer	\$93.11	\$97.20	\$101.48	\$105.95	\$110.61
SV034	Software Systems Specialist	\$63.71	\$66.51	\$69.44	\$72.50	\$75.69
SV035	Subcontracting/Resource Manager	\$74.72	\$78.01	\$81.44	\$85.03	\$88.77
SV036	System Administrator/Operator	\$52.68	\$55.00	\$57.42	\$59.94	\$62.58
SV037	Associate System Engineer	\$56.35	\$58.83	\$61.42	\$64.12	\$66.94
SV038	Senior System Engineer	\$86.97	\$90.80	\$94.79	\$98.96	\$103.32
SV039	Principal System Engineer	\$101.68	\$106.15	\$110.82	\$115.70	\$120.79
SV040	Associate System Programmer	\$41.65	\$43.48	\$45.39	\$47.39	\$49.47
SV041	Senior System Programmer	\$52.68	\$55.00	\$57.42	\$59.94	\$62.58
SV042	Principal System Programmer	\$68.61	\$71.63	\$74.78	\$78.07	\$81.50
SV043	Senior Technical Writer	\$42.88	\$44.77	\$46.74	\$48.80	\$50.94
SV044	Principal Technical Writer	\$56.35	\$58.83	\$61.42	\$64.12	\$66.94
SV045	Associate Task Order Project Manager	\$82.07	\$85.69	\$89.46	\$93.39	\$97.50
SV046	Senior Task Order Project Manager	\$93.11	\$97.20	\$101.48	\$105.95	\$110.61

CLIN No.	Description	8/24/04 – 8/23/05	8/24/05 – 8/23/06	8/24/06 – 8/23/07	8/24/07 – 8/23/08	8/24/08 – 8/23/09
SV047	Principal Task Order Project Manager	\$122.50	\$127.89	\$133.52	\$139.40	\$145.53
SV048	Senior Training Specialist	\$52.68	\$55.00	\$57.42	\$59.94	\$62.58
SV049	Principal Training Specialist	\$62.47	\$65.22	\$68.09	\$71.09	\$74.22
SV126	Database Administrator	\$92.50	\$96.57	\$100.82	\$105.25	\$109.88
SV127	Associate Network Engineer	\$50.99	\$53.24	\$55.58	\$58.02	\$60.58
SV128	Senior Network Engineer	\$64.04	\$66.86	\$69.80	\$72.87	\$76.08
SV129	Principal Network Engineer	\$80.64	\$84.19	\$87.89	\$91.76	\$95.79
SV130	Associate Programmer Analyst	\$46.25	\$48.29	\$50.41	\$52.63	\$54.95
SV131	Senior Programmer Analyst	\$56.93	\$59.43	\$62.05	\$64.78	\$67.63
SV132	Principal Programmer Analyst	\$66.41	\$69.34	\$72.39	\$75.57	\$78.90
SV133	Senior Quality Assurance Specialist	\$68.78	\$71.80	\$74.96	\$78.26	\$81.71
SV134	Principal Quality Assurance Specialist	\$86.57	\$90.38	\$94.36	\$98.51	\$102.85
SV135	Associate Network Technician	\$40.32	\$42.09	\$43.95	\$45.88	\$47.90
SV136	Senior Network Technician	\$46.25	\$48.29	\$50.41	\$52.63	\$54.95
SV137	Principal Network Technician	\$56.93	\$59.43	\$62.05	\$64.78	\$67.63
SV138	Associate Network Administrator	\$46.25	\$48.29	\$50.41	\$52.63	\$54.95
SV139	Senior Network Administrator	\$56.93	\$59.43	\$62.05	\$64.78	\$67.63
SV140	Principal Network Administrator	\$71.15	\$74.28	\$77.55	\$80.96	\$84.53
SV141	Associate Reengineering Specialist	\$120.96	\$126.28	\$131.84	\$137.64	\$143.69
SV142	Senior Reengineering Specialist	\$134.00	\$139.90	\$146.06	\$152.48	\$159.19
SV143	Principal Reengineering Specialist	\$149.43	\$156.00	\$162.86	\$170.03	\$177.51
SV144	Associate Information Architecture Specialist	\$105.55	\$110.19	\$115.04	\$120.10	\$125.38
SV145	Senior Information Architecture Specialist	\$115.03	\$120.09	\$125.38	\$130.89	\$136.65
SV146	Principal Information Architecture Specialist	\$129.27	\$134.95	\$140.89	\$147.09	\$153.56

CLIN No.	Description	8/24/04 – 8/23/05	8/24/05 – 8/23/06	8/24/06 – 8/23/07	8/24/07 – 8/23/08	8/24/08 – 8/23/09
SV147	MVS Programmer Analyst	\$101.98	\$106.47	\$111.16	\$116.05	\$121.15
SV148	Associate Computer Systems Security Engineer	\$50.99	\$53.24	\$55.58	\$58.02	\$60.58
SV149	Senior Computer Systems Security Engineer	\$61.67	\$64.38	\$67.21	\$70.17	\$73.26
SV150	Principal Computer Systems Security Engineer	\$101.98	\$106.47	\$111.16	\$116.05	\$121.15
SV151	Senior (Functional) Subject Matter Expert	\$128.08	\$133.71	\$139.60	\$145.74	\$152.15
SV152	Principal (Functional) Subject Matter Expert	\$152.98	\$159.71	\$166.73	\$174.07	\$181.73

Perot Systems Site

CLIN No.	Description	8/24/04 – 8/23/05	8/24/05 – 8/23/06	8/24/06 – 8/23/07	8/24/07 – 8/23/08	8/24/08 – 8/23/09
SV050	ADP Hardware Specialist	\$52.68	\$55.00	\$57.42	\$59.94	\$62.58
SV051	Associate Application Programmer	\$42.88	\$44.77	\$46.74	\$48.80	\$50.94
SV052	Senior Application Programmer	\$64.93	\$67.78	\$70.77	\$73.88	\$77.13
SV053	Principal Application Programmer	\$84.53	\$88.25	\$92.13	\$96.18	\$100.42
SV054	Associate Business Manager	\$81.56	\$85.14	\$88.89	\$92.80	\$96.88
SV055	Senior Business Manager	\$115.15	\$120.22	\$125.51	\$131.03	\$136.80
SV056	Principal Business Manager	\$151.90	\$158.58	\$165.56	\$172.85	\$180.45
SV057	Senior Communication Hardware Specialist	\$47.78	\$49.88	\$52.08	\$54.37	\$56.76
SV058	Principal Communication Hardware Specialist	\$77.17	\$80.56	\$84.11	\$87.81	\$91.67
SV059	Senior Communication Network Specialist	\$42.83	\$44.72	\$46.68	\$48.74	\$50.88
SV060	Principal Communication Network Specialist	\$67.38	\$70.35	\$73.44	\$76.67	\$80.05
SV061	Senior Communication Software Specialist	\$47.78	\$49.88	\$52.08	\$54.37	\$56.76
SV062	Principal Communication Software Specialist	\$62.47	\$65.22	\$68.09	\$71.09	\$74.22
SV063	Associate Computer Systems Analyst	\$47.78	\$49.88	\$52.08	\$54.37	\$56.76
SV064	Senior Computer Systems Analyst	\$60.03	\$62.67	\$65.43	\$68.31	\$71.31
SV065	Principal Computer Systems Analyst	\$77.18	\$80.57	\$84.12	\$87.82	\$91.68
SV066	Computer/Telecom Security Systems Specialist	\$84.53	\$88.25	\$92.13	\$96.18	\$100.42
SV067	Database Analyst	\$88.21	\$92.09	\$96.14	\$100.37	\$104.79
SV068	Functional (Subject Matter) Expert	\$111.47	\$116.38	\$121.50	\$126.84	\$132.42
SV069	Imaging Specialist	\$68.61	\$71.63	\$74.78	\$78.07	\$81.50
SV070	Associate Information Systems Engineer	\$85.76	\$89.53	\$93.47	\$97.58	\$101.87
SV071	Senior Information Systems Engineer	\$109.03	\$113.82	\$118.83	\$124.06	\$129.52
SV072	Principal Information Systems Engineer	\$126.18	\$131.74	\$137.53	\$143.58	\$149.90
SV073	IRM Analyst	\$80.86	\$84.42	\$88.13	\$92.01	\$96.06
SV074	Operations Manager	\$67.38	\$70.35	\$73.44	\$76.67	\$80.05

CLIN No.	Description	8/24/04 – 8/23/05	8/24/05 – 8/23/06	8/24/06 – 8/23/07	8/24/07 – 8/23/08	8/24/08 – 8/23/09
SV075	Procurement Products Specialist	\$50.22	\$52.43	\$54.74	\$57.15	\$59.66
SV076	Associate Program Manager	\$102.90	\$107.43	\$112.16	\$117.09	\$122.24
SV077	Senior Program Manager	\$115.15	\$120.22	\$125.51	\$131.03	\$136.80
SV078	Principal Program Manager	\$150.67	\$157.30	\$164.22	\$171.45	\$178.99
SV079	Quality Assurance Specialist	\$67.38	\$70.35	\$73.44	\$76.67	\$80.05
SV080	Associate Software Engineer	\$56.35	\$58.83	\$61.42	\$64.12	\$66.94
SV081	Senior Software Engineer	\$86.97	\$90.80	\$94.79	\$98.96	\$103.32
SV082	Principal Software Engineer	\$115.15	\$120.22	\$125.51	\$131.03	\$136.80
SV083	Software Systems Specialist	\$74.72	\$78.01	\$81.44	\$85.03	\$88.77
SV084	Subcontracting/Resource Manager	\$88.21	\$92.09	\$96.14	\$100.37	\$104.79
SV085	System Administrator/Operator	\$64.93	\$67.78	\$70.77	\$73.88	\$77.13
SV086	Associate System Engineer	\$52.68	\$55.00	\$57.42	\$59.94	\$62.58
SV087	Senior System Engineer	\$101.68	\$106.15	\$110.82	\$115.70	\$120.79
SV088	Principal System Engineer	\$126.18	\$131.74	\$137.53	\$143.58	\$149.90
SV089	Associate System Programmer	\$49.00	\$51.15	\$53.40	\$55.75	\$58.21
SV090	Senior System Programmer	\$64.93	\$67.78	\$70.77	\$73.88	\$77.13
SV091	Principal System Programmer	\$85.76	\$89.53	\$93.47	\$97.58	\$101.87
SV092	Senior Technical Writer	\$46.54	\$48.59	\$50.73	\$52.96	\$55.29
SV093	Principal Technical Writer	\$69.75	\$72.81	\$76.02	\$79.36	\$82.85
SV094	Associate Task Order Project Manager	\$102.90	\$107.43	\$112.16	\$117.09	\$122.24
SV095	Senior Task Order Project Manager	\$115.15	\$120.22	\$125.51	\$131.03	\$136.80
SV096	Principal Task Order Project Manager	\$151.90	\$158.58	\$165.56	\$172.85	\$180.45
SV097	Senior Training Specialist	\$57.62	\$60.15	\$62.80	\$65.56	\$68.45
SV098	Principal Training Specialist	\$71.04	\$74.17	\$77.43	\$80.84	\$84.40
SV099	Database Administrator	\$110.28	\$115.14	\$120.20	\$125.49	\$131.01
SV1 00	Associate Network Engineer	\$61.67	\$64.38	\$67.21	\$70.17	\$73.26
SV101	Senior Network Engineer	\$77.09	\$80.48	\$84.02	\$87.72	\$91.58
SV102	Principal Network Engineer	\$96.06	\$100.29	\$104.70	\$109.31	\$114.11
SV103	Associate Programmer Analyst	\$55.74	\$58.19	\$60.75	\$63.43	\$66.22
SV104	Senior Programmer Analyst	\$67.60	\$70.58	\$73.68	\$76.92	\$80.31
SV105	Principal Programmer Analyst	\$79.45	\$82.95	\$86.60	\$90.41	\$94.38
SV106	Senior Quality Assurance Specialist	\$83.01	\$86.66	\$90.48	\$94.46	\$98.61

CLIN No.	Description	8/24/04 – 8/23/05	8/24/05 – 8/23/06	8/24/06 – 8/23/07	8/24/07 – 8/23/08	8/24/08 – 8/23/09
SV107	Principal Quality Assurance Specialist	\$104.36	\$108.95	\$113.74	\$118.75	\$123.97
SV108	Associate Network Technician	\$49.81	\$52.00	\$54.28	\$56.67	\$59.17
SV109	Senior Network Technician	\$55.74	\$58.19	\$60.75	\$63.43	\$66.22
SV110	Principal Network Technician	\$67.60	\$70.58	\$73.68	\$76.92	\$80.31
SV111	Associate Network Administrator	\$55.74	\$58.19	\$60.75	\$63.43	\$66.22
SV112	Senior Network Administrator	\$67.60	\$70.58	\$73.68	\$76.92	\$80.31
SV113	Principal Network Administrator	\$86.57	\$90.38	\$94.36	\$98.51	\$102.85
SV114	Associate Reengineering Specialist	\$145.86	\$152.28	\$158.98	\$165.98	\$173.28
SV115	Senior Reengineering Specialist	\$161.29	\$168.38	\$175.79	\$183.53	\$191.60
SV116	Principal Reengineering Specialist	\$179.07	\$186.95	\$195.18	\$203.76	\$212.73
SV117	Associate Information Architecture Specialist	\$126.89	\$132.48	\$138.30	\$144.39	\$150.74
SV118	Senior Information Architecture Specialist	\$137.57	\$143.62	\$149.94	\$156.53	\$163.42
SV119	Principal Information Architecture Specialist	\$155.35	\$162.19	\$169.32	\$176.77	\$184.55
SV120	MVS Programmer Analyst	\$122.14	\$127.52	\$133.13	\$138.99	\$145.10
SV121	Associate Computer Systems Security Engineer	\$61.67	\$64.38	\$67.21	\$70.17	\$73.26
SV122	Senior Computer Systems Security Engineer	\$73.53	\$76.76	\$80.14	\$83.66	\$87.35
SV123	Principal Computer Systems Security Engineer	\$122.14	\$127.52	\$133.13	\$138.99	\$145.10
SV124	Senior (Functional) Subject Matter Expert	\$152.98	\$159.71	\$166.73	\$174.07	\$181.73
SV125	Principal (Functional) Subject Matter Expert	\$183.81	\$191.90	\$200.34	\$209.16	\$218.36

5. Labor Category Descriptions

ADP Hardware Specialist—CLIN Nos. SV001 and SV050

Minimum/General Experience: Reviews computer systems in terms of machine capabilities and man-machine interfaces.

Functional Responsibility: Prepares reports and studies concerning hardware. Prepares functional requirements and specifications.

Minimum Education: Associate's Degree or equivalent experience.

Application Programmer—CLIN Nos. SV002–SV004 and SV051–SV053

Minimum/General Experience: Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers as required to ensure program deadlines are met.

Functional Responsibility: Analyzes functional business applications and design specifications for functional areas such as payroll, logistics, and contracts.

Minimum Education: Bachelor's Degree in Computer Science or equivalent experience.

Business Manager—CLIN Nos. SV005–SV007 and SV054–SV056

Minimum/General Experience: Manages substantial contract support operations involving multiple projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates the planning and execution of all contract support activities. Has demonstrated communications skills with all levels of management. Establishes and alters (as necessary) management structure to effectively direct contract support activities. Meets and confers with Government management officials regarding the status of specific procurement activities as well as problems, issues, or conflicts requiring resolution. Is capable of negotiating and making binding decisions for the company.

Functional Responsibility: Serves as the Contractor counterpart for the Government Contracting Officer.

Minimum Education: Bachelor's Degree in Computer Science or equivalent experience.

Communication Hardware Specialist—CLIN Nos. SV008–SV009 and SV057–SV058

Minimum/General Experience: Analyzes network and computer communications hardware characteristics and recommends equipment procurement, removal, and modification. Adds, deletes, and modifies, as required, host, terminal, and network devices. Assists and coordinates with communications network specialists in the area of communications software.

Functional Responsibility: Analyzes and implements communications standards and protocols according to site requirements.

Minimum Education: Associate's Degree or equivalent experience.

Communication Network Specialist—CLIN Nos. SV010–SV011 and SV059–SV060

Minimum/General Experience: Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removal, and modification of network components. Designs and optimizes network components and capabilities. Ensures system maintenance and coordinates requirements with users and suppliers.

Functional Responsibility: Provides support for all phases of analysis, design, testing, and implementation of networks and the telecommunications infrastructure to support electronic commerce/electronic data interchange (EC/EDI) functions.

Minimum Education: Associate's Degree or equivalent experience.

Communication Software Specialist—CLIN Nos. SV012–SV013 and SV061–SV062

Minimum/General Experience: Analyzes network and computer communications software characteristics and recommends software procurement, removal, and modification. Adds, deletes, and modifies, as required, host, terminal, and network devices in light of discerned software needs/problems.

Functional Responsibility: Assists and coordinates with communications network specialists in the area of communication software.

Minimum Education: Associate's Degree or equivalent experience.

Computer Systems Analyst—CLIN Nos. SV014–SV016 and SV063–SV065

Minimum/General Experience: Develops and/or oversees plans for automated data processing systems from project inception to conclusion. Analyzes information to be processed. Defines and analyzes problems and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions. Provides support for the installation, testing, implementation, and ongoing maintenance of the hardware/software to support EC/EDI functions and provides expertise in the area of EC/EDI translation software and systems.

Functional Responsibility: Analyzes, develops, and/or reviews computer software processes for a wide range of capabilities, including numerous engineering, business, and records management functions.

Minimum Education: Bachelor's Degree in Computer Science or equivalent experience.

Computer/Telecommunications Security Systems Specialist— CLIN Nos. SV017 and SV066

Minimum/General Experience: Analyzes and defines security requirements for Multi-level Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Gathers and organizes technical information about an organization's mission, goals, and needs; existing security products; and ongoing programs in the MLS arena.

Functional Responsibility: Performs risk analyses, including risk assessment. Develops, analyzes, and implements security architectures, as appropriate.

Minimum Education: Associate's Degree or equivalent experience.

Database Analyst—CLIN Nos. SV018 and SV067

Minimum/General Experience: Evaluates and recommends available Database Management System (DBMS) products and services to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

Functional Responsibility: Manages and/or develops database projects. Provides highly technical expertise in the use of DBMS concepts.

Minimum Education: Bachelor's Degree in Computer Science or equivalent experience.

Functional (Subject Matter) Expert—CLIN Nos. SV019 and SV068

Minimum/General Experience: Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Possesses requisite knowledge and expertise so recognized in the professional community that the Government is able to qualify the individual as an expert, in the field for an actual Task Order. Demonstrates exceptional oral and written communications skills.

Functional Responsibility: Analyzes user needs to determine functional requirement.

Minimum Education: Bachelor's Degree in Computer Science or equivalent experience.

Imaging Specialist—CLIN Nos. SV020 and SV069

Minimum/General Experience: Processes documents, brochures, logos, cover designs, multimedia designs, training, and presentations. Understands the functionality of a scanner. Has operational knowledge of optical character recognition (OCR) software.

Functional Responsibility: Creates various documents and graphs for presentations, proposals, and deliverables. Experienced with graphics software (e.g., Illustrator, CorelDraw, Freehand, Photoshop, PowerPoint, and Freelance Graphics). Experienced with scanner software (e.g., OmniPage, Graytouch, and Catchword).

Minimum Education: Associate's Degree or equivalent experience.

Information Systems Engineer—CLIN Nos. SV021–SV023 and SV070–SV072

Minimum/General Experience: Applies business process improvement practices to reengineer 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. Constructs sound, logical business improvement opportunities consistent with configuration information management guiding principles, cost savings, and open architecture objectives.

Functional Responsibility: Analyzes information requirements. Evaluates workflow, organization, and planning problems analytically and systematically. Develops appropriate corrective action.

Minimum Education: Bachelor's Degree in Computer Science or equivalent experience.

IRM Analyst—CLIN Nos. SV024 and SV073

Minimum/General Experience: Ensures problem resolution and customer satisfaction for individual Task Orders. Performs technical and administrative efforts for tasks, including reviewing work products for correctness; and ensuring compliance with industry-accepted standards, Federal Government legislative and regulatory requirements, and user standards specified in Task Orders.

Functional Responsibility: Develops requirements for IT products/services (including specifications, feasibility studies, requirements analyses, etc.) from inception to conclusion, for simple to complex projects.

Minimum Education: Associate's Degree or equivalent experience.

Operations Manager—CLIN Nos. SV025 and SV074

Minimum/General Experience: Provides users with computer output. Oversees all operations to ensure downtime is minimized, necessary supplies are restocked in a timely manner, customer requests/complaints are readily resolved, etc.

Functional Responsibility: Manages computer operations, including those occurring at Government facilities. Schedules machine time and directs data entry efforts.

Minimum Education: Associate's Degree or equivalent experience.

Procurement Products Specialist—CLIN Nos. SV026 and SV075

Minimum/General Experience: Reviews RFQs. Select suppliers and formulates quotations to the Government. Maintains a database of RFQs, and monitors activity of terms and conditions with suppliers.

Functional Responsibility: Procures, executes, and negotiates subcontracts. Tracks products.

Minimum Education: Associate's Degree or equivalent experience.

Program Manager—CLIN Nos. SV027–SV029 and SV076–SV078

Minimum/General Experience: Manages substantial program/technical support operations involving multiple projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates the planning and execution of all program/technical support activities. Has demonstrated information technology expertise and communications skills to be able to interface with all levels of management. Simultaneously plans and manages the transition of several highly technical projects. Establishes and alters (as necessary) management structure to effectively direct program/technical support activities. Meets and confers with Government management officials regarding the status of specific program/technical activities as well as problems, issues, or conflicts requiring resolution.

Functional Responsibility: Serves as the Contractor counterpart for the Government's program/technical managers.

Minimum Education: Master's Degree in Computer Science or equivalent experience.

Quality Assurance Specialist—CLIN Nos. SV030 and SV079

Minimum/General Experience: Develops and defines major and minor characteristics of quality, including quality metrics and scoring parameters, and determines requisite quality control resources for an actual Task Order. Establishes and maintains a process for evaluating hardware, software, and associated documentation and/or assists in the evaluation. Conducts and/or participates in formal and informal reviews at pre-determined points throughout the development lifecycle.

Functional Responsibility: Develops and implements quality control methodologies to ensure compliance with quality assurance standards, guidelines, and procedures in a large, computer-based organization.

Minimum Education: Bachelor's Degree in Computer Science or equivalent experience.

Software Engineer—CLIN Nos. SV031–SV033 and SV080–SV082

Minimum/General Experience: Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques, and Computer Aided Software Engineering (CASE) tools. Interprets software requirements and designs specifications code, and integrates and tests software components. Estimates software development costs and schedule. Reviews existing programs and assists in implementing refinements, reducing operating time and improving current techniques. Supervises software configuration management.

Functional Responsibility: Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses, and manages their implementation.

Minimum Education: Bachelor's Degree in Computer Science or equivalent experience.

Software Systems Specialist—CLIN Nos. SV034 and SV083

Minimum/General Experience: Performs moderately complex analysis, design, development, testing, and implementation of computer software in support of a range of functional and technical environments.

Functional Responsibility: Develops solutions to problems involving telecommunications, network design analysis, database design, etc.

Minimum Education: Bachelor's Degree in Computer Science or equivalent experience.

Subcontracting/Resource Manager—CLIN Nos. SV035 and SV084

Minimum/General Experience: May perform complex evaluations of existing procedures, processes, and financial reporting. May perform complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues that would require a report recommending solutions. Prepares charts, tables, graphs, and diagrams to assist in analyzing problems.

Functional Responsibility: Directs all financial management and administrative activities, such as budgeting, manpower, subcontract arrangements, resource planning, and financial reporting.

Minimum Education: Bachelor's Degree in Computer Science or equivalent experience.

System Administrator/Operator—CLIN Nos. SV036 and SV085

Minimum/General Experience: Optimizes system operations and resource utilization. Performs system capacity analysis and planning. Provides assistance to users in accessing and using business/computer systems. Monitors and supports computer processing. Coordinates input, output, and file media. Distributes output and controls computer operation.

Functional Responsibility: Supervises and manages daily configuration activities and the operation of business/computer systems.

Minimum Education: Bachelor's Degree in Computer Science or equivalent experience.

System Engineer—CLIN Nos. SV037–SV039 and SV086–SV088

Minimum/General Experience: Ensures systems and applications are compliant with standards for open systems architectures, reference models, and profiles of standards, such as the IEEE Open Systems Environment reference model, as they apply to the implementation and specification of information management solutions on the application platform, across the application program interface, and the external environment/software application. Evaluates and recommends COTS applications and methodologies that can be acquired to provide interoperable, portable, and scaleable information technology solutions. Performs the analysis and validation of reusable software/hardware components to ensure the integration of these components into interoperable information management design.

Functional Responsibility: Applies software, hardware, and standard information technology skills in the analysis, specification, development, integration, and acquisition of systems for information management applications.

Minimum Education: Bachelor's Degree in Computer Science or equivalent experience.

System Programmer—CLIN Nos. SV040–SV042 and SV089–SV091

Minimum/General Experience: Modifies existing software as well as creates special-purpose software to ensure efficiency and integrity between systems and applications.

Functional Responsibility: Creates and/or maintains operating systems, communications software, database packages, compilers, assemblers, and utility programs.

Minimum Education: Bachelor's Degree in Computer Science or equivalent experience.

Technical Writer—CLIN Nos. SV043–SV044 and SV092–SV093

Minimum/General Experience: Gathers, analyzes, and composes technical information required for the preparation of user manuals, training materials, installation guides, proposals, reports, etc. Edits functional descriptions, system specifications, user manuals, special reports, or any other client deliverables/documents.

Functional Responsibility: Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents for use by technical and non-technical personnel.

Minimum Education: Associate's Degree or equivalent experience.

Task Order Project Manager—CLIN Nos. SV045–SV047 and SV094–SV096

Minimum/General Experience: Directs the completion of tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Enforces work standards and reviews. Resolves work discrepancies to ensure compliance with contract requirements. Interfaces with the Contractor's Program Manager as well as Government management personnel including, but not limited to, the Contracting Officer and the Contracting Officer's Technical Representative. Prepares written and oral reports for contractor management and Government representatives.

Functional Responsibility: Provides competent leadership and responsible program direction through successful performance of a variety of detailed, diverse project transitioning elements.

Minimum Education: Bachelor's Degree in Computer Science or equivalent experience.

Training Specialist—CLIN Nos. SV048–SV049 and SV097–SV098

Minimum/General Experience: Develops and delivers training for the classroom, small groups, and computer application labs. Possesses experience in Instructional Systems Development (ISD) and appropriate software.

Functional Responsibility: Provides classroom instruction, labs, and educational materials.

Minimum Education: Associate's Degree or equivalent experience.

Database Administrator—CLIN Nos. SV126 and SV099

Minimum/General Experience: Manages and maintains database and database schemas. Plans and budgets staff and database resources. Defines file organization, indexing methods, and security procedures for specific user application. When necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on database management systems (DBMS) concepts. Provides daily supervision and direction to support staff. Possesses a minimum of 2 years related data processing experience.

Functional Responsibility: Applies skills in data dictionary analysis and design. Maintains central data repository. Supports application system development lifecycle. Responsible for database backup and recovery. Responsible for definition of standards for data dictionaries. Programs dictionary analysis and maintenance software.

Minimum Education: Bachelor's Degree in Computer Science, Computer Information Systems, Electronic Engineering, Mathematics, or equivalent technical studies.

Network Engineer—CLIN Nos. SV127–SV129 and SV100–SV102

Minimum/General Experience: Supervises installation technicians; analyzes, designs, and installs local and wide area networks; and analyzes and installs communication systems. Familiar with engineering documentation network configurations, topologies, X.25, TCP/IP, Frame Relay, Bridges, and Routers. General experience includes increasing responsibilities in technical management. Nine years experience, with at least five years of specialized experience.

Functional Responsibility: Organizes and directs network installations on site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Directs and leads preparation of engineering plans and site installation Technical Design Packages. Develops installation schedules. Mobilizes network installation team. Directs and leads preparation of drawings documenting configuration changes at each site. Prepares site installation and test reports. Coordinates post-installation operations and maintenance support.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, or a related discipline, or equivalent experience.

Programmer Analyst—CLIN Nos. SV130–SV132 and SV103–SV105

Minimum/General Experience: Formulates/defines system scope and objectives for assigned projects. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitation, operating time, and form of desired results. Prepares detailed specifications from which programs will be written. Seven years of progressive experience in programming and systems analysis.

Functional Responsibility: Responsible for program design, coding, testing, debugging, and documentation. Has full technical knowledge of all phases of applications systems analysis and programming. Has good understanding of the business or function for which applications are designed. Duties include giving instructions and directing and checking the work of other systems analysts and programming personnel. Responsible for quality assurance review. Responsible for directing and monitoring the work of team members. May be responsible for project completion and user satisfaction.

Minimum Education: Master's Degree preferred, Bachelor's Degree in Computer Science or a related field.

Quality Assurance Specialist—CLIN Nos. SV133–SV134 and SV106–SV107

Minimum/General Experience: Analysis and design of business applications on complex systems for large-scale computers, database management, use of programming languages such as ADA, COBOL, 4GL, and/or DBMS. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging computer programs. General experience includes increasing responsibilities in assignments of a technical nature. Proven understanding and application of government documentation standards. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required. Six years experience, with at least three years of specialized experience.

Functional Responsibility: Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept, and adherence to user standards. Reviews program documentation to assure compliance with government standards/requirements and to assess progress in accordance with schedules. Coordinates with the Program Manager and/or Quality Assurance Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end-user representatives.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline, or equivalent experience in a technical or business discipline.

Network Technician—CLIN Nos. SV135–SV137 and SV108–SV110

Minimum/General Experience: Responsible for overall network operation. Ensures that all components and interfaces function as required by the specifications and as anticipated by the client. Principal interface with client for problem resolution, system enhancement, maintenance, and operational supervision. Minimum of two years experience.

Functional Responsibility: Provides direction and supervision to support staff performing a variety of network engineering tasks that are broad in nature. Concerned with the design and implementation of an integrated network.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, or a related field.

Network Administrator—CLIN Nos. SV138–SV140 and SV111–SV113

Minimum/General Experience: Under minimum supervision, maintains and/or modifies complex facility hardware and/or software as required to ensure system availability and functionality. Ensures system backups are scheduled and accomplished for major systems in accordance with the schedule. Minimum of 6 to 8 years of related experience or an equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Functional Responsibility: Responsible for directing the daily operational availability of the hardware and software systems required to support facility operations. Directs and oversees scheduled testing and review of hardware and software to ensure potential problems are identified at the earliest point possible. Ensures programming adjustments and/or repairs of hardware problems are implemented and accomplished as the need is detected. Recommends appropriate corrective action for complex problems. Ensures documentation is prepared for all hardware and/or software adjustments and/or modifications. Directs the preparation of reports and analysis of operations as required. Performs other related duties as assigned.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, or a related field.

Reengineering Specialist—CLIN Nos. SV141–SV143 and SV114–SV116

Minimum/General Experience: Senior consultant who analyzes, plans, directs, and coordinates activities of designated projects to ensure that project goals and objectives are accomplished within the prescribed timeframe and funding parameters. Requires 15–20 years of experience as an expert performing and managing highly complex technical projects.

Functional Responsibility: Provides management, organizational, and business improvement services to include visioning, business strategy planning, information strategy planning, total quality management, organizational design/efficiency, cost-benefit analysis, change management, and business process reengineering solutions.

Minimum Education: Master's Degree is preferred, Bachelor's Degree in a related field.

Information Architecture Specialist—CLIN Nos. SV144–SV146 and SV117–SV119

Minimum/General Experience: Designs, codes, tests, develops, and documents application programs for complex computer systems; performs needs analysis, functional, technical and logical analysis, feasibility studies, cost-benefit studies, lifecycle analysis, briefings and presentations, report writing and post-implementation evaluations for information management projects. Minimum of 9-10 years of experience.

Functional Responsibility: Works with users to define system scope and objectives. Performs modifications to and maintenance of highly complex operational programs and procedures. Creates computer, subroutine, and procedural forms and documentation.

Minimum Education: Bachelor's Degree required.

MVS Programmer Analyst—CLIN Nos. SV147 and SV120

Minimum/General Experience: Senior-level experience with applications in a mainframe environment. Knowledge of mainframe database environments (DB2, IMS, IDMS) essential. Functionally literate in Win95 desktop applications. Must be self-directed and capable of assuming a leadership role within a team environment. A desire to learn new technologies a strong plus. Strong written and verbal communications skills. Ability to work in a team environment where priorities change often. Minimum of 5-10 years of experience with mainframe FOCUS and 5-10 years of MVS and JES2 experience.

Functional Responsibility: Programming knowledge required. Experience in COBOL/COBOLII with exposure to client/server environments involving application migration from the mainframe. Knowledge of mainframe database environments (DB2, IMS, IDMS) essential. Programs and supports mainframe systems using COBOL/COBOLII and FOCUS in an MVS and OS/390 environment.

Minimum Education: Bachelor's Degree in Computer science or an associated discipline.

Computer Systems Security Engineer—CLIN Nos. SV148–SV150 and SV121–SV123

Minimum/General Experience: Defines computer security requirements for high-level applications, evaluates approved security product capabilities, and develops solutions to Multi-level Security (MLS) problems. Minimum of 10 years experience, with at least 8 years of specialized experience.

Functional Responsibility: Analyzes and defines security requirements for MLS issues. Designs, develops, engineers, and implements solutions to MLS requirements. Responsible for the implementation and development of the MLS. Gathers and organizes technical information about an organization's mission, goals, and needs; existing security products; and ongoing programs in the MLS arena. Performs risk analyses, including risk assessments.

Minimum Education: Bachelor's Degree in Electrical Engineering, Information Science, Computer Science, Physics, Math, or other related discipline.

(Functional) Subject Matter Expert—CLIN Nos. SV151–SV152 and SV124–SV125

Minimum/General Experience: Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Possesses requisite knowledge and expertise so recognized in the professional community that the Government is able to qualify the individual as an expert in the field for an actual Task Order. Demonstrates exceptional oral and written communications skills.

Functional Responsibility: Analyzes user needs to determine functional requirements. Provides expert guidance in the analysis and design of information technology architectures, technology analyses, systems architecture, and strategic planning.

Minimum Education: Bachelor's Degree in Computer Science or equivalent experience.

6. USA Commitment to Promote Small Business Participation Procurement Programs

Preamble

Perot Systems provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

Commitment

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact.

Director, Small Business Programs
Perot Systems Government Services, Inc.
8270 Willow Oaks Corporate Drive, Suite 500
Fairfax, VA 22031-4516
Phone: (703) 289-8222
Fax: (703) 289-8292

7. Blanket Purchase Agreements (BPA)

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

Ordering Activity

Date

Contractor

Date

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.
- (4) This BPA does not obligate any funds.
- (5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.
- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.
- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
 - (a) Name of Contractor;
 - (b) Contract Number;
 - (c) BPA Number;
 - (d) Model Number or National Stock Number (NSN);
 - (e) Purchase Order Number;
 - (f) Date of Purchase;
 - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

- (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

END SUGGESTED BPA FORMAT

BASIC GUIDELINES FOR USING
" CONTRACTOR TEAM ARRANGEMENTS "

Federal Supply Schedule Contractors may use " Contractor Team Arrangements " (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.

- Federal Supply Schedule Contractors may individually meet the customers needs, or –

- Federal Supply Schedule Contractors may individually submit a Schedules " Team Solution " to meet the customer's requirement.

Customers make a best value selection.

Mission Oriented Business Integrated Services (MOBIS)

1. Information for Ordering Offices

1. Contract Type

Firm Fixed Price—However, the ordering agency's Contracting Officer may allow a Labor Hour Task Order if that contract type is determined to be appropriate for the effort in accordance with FAR 16.601.

2. Maximum Order

Ordering activities may seek a price reduction for orders placed over the maximum order amount. A delivery order that exceeds the maximum order may be placed with Perot Systems Government Services in accordance with FAR 8.404.

3. Acceptance Of Government Commercial Credit Card

- (a) At the option of the Government and if agreeable to Perot Systems, payments of \$25,000 or less for oral or written delivery orders may be made using the Government commercial credit card.
- (b) Perot Systems will not process a transaction for payment through the credit card clearinghouse until the purchased supplies have been shipped or services performed. Unless the cardholder requests correction or replacement of a defective or faulty item in accordance with other contract requirements, Perot Systems will immediately credit a cardholder's account for items returned as defective or faulty.

4. Discount For Payment By Government Commercial Credit Card

None.

5. F.O.B. Point(s)

All support products, training materials, etc. will be properly packed and packaged so as to avoid damage in transit. All pricing for deliveries is based on the terms of F.O.B. destination applicable to delivery within the continental United States (CONUS). The contract only covers routine shipping (normally UPS ground shipment), and any agency requiring expedited shipment is responsible for the difference between normal UPS and expedited shipping rates. Payment for shipment of deliveries outside of CONUS will be at the expense of the ordering agency.

6. Funding Fee

Perot Systems will comply with the requirement to pay the GSA Industrial Funding Fee of three-quarters of one percent (.75%).

7. Terms And Conditions

- (a) Inspection/Acceptance. Perot Systems will only tender for acceptance those items that conform to the requirements of this contract. The government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The government will require repair or replacement of nonconforming supplies or reperformance of nonconforming services at no increase in contract price. The government will exercise its post acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.
- (b) Assignment. Perot Systems or its assignee's right to be paid amounts due as a result of performance of this contract may be assigned to a bank, trust company, or other financing institution, including any federal lending agency in accordance with the Assignment of Claims Act (31 U.S.C. 3727).
- (c) Changes. Changes in the terms and conditions of this contract may be made only by written agreement of the parties.

- (d) Disputes. This contract is subject to the Contract Disputes Act of 1978, as amended (41 U.S.C. 601-613). Failure of the parties to this contract to reach agreement on any request for equitable adjustment, claim, appeal, or action arising under or relating to this contract shall be a dispute to be resolved in accordance with FAR 52.233-1, Disputes, which is incorporated herein by reference. Perot Systems will proceed diligently with performance of this contract, pending final resolution of any dispute arising under the contract.
- (e) Definitions. FAR 52.202-1, Definitions, is incorporated in the Addendum to this clause.
- (f) Excusable Delays. Perot Systems will be liable for default unless nonperformance is caused by an occurrence beyond Perot Systems reasonable control and without its fault or negligence such as acts of God or the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. Perot Systems will notify the Contracting Officer in writing as soon as reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence. Perot Systems also will notify the Contracting Officer of the ordering activity agency in writing as set forth above when service is expected to be delayed.
- (g) Invoice Requirements. The number of invoices required is an original and three copies (or electronic invoice, if authorized) to the address designated in the contract to receive invoices.
Invoices must be handled in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) Circular A-125, Prompt Payment.
- (h) Patent Indemnity. Perot Systems will indemnify the government and its officers, employees, and agents against liability, including costs, for actual or alleged direct or contributory infringement of, or inducement to infringe, any U.S. or foreign patent, trademark, or copyright arising out of the performance of this contract, provided Perot Systems is reasonably notified of such claims and proceedings.
- (i) Payment. Payment will be made for items accepted by the government that have been delivered to the delivery destinations set forth in this contract. The government will make payment in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) Circular A-125, Prompt Payment. Unless otherwise provided by an addendum to this contract, the government will make payment in accordance with FAR 52.232-33, Mandatory Information for Electronic Funds Transfer Payment, which is incorporated herein by reference. In connection with any discount offered for early payment, time will be computed from the date of the invoice. For the purpose of computing the discount earned, payment is considered to have been made on the date that appears on the payment check or the specified payment date if an electronic funds transfer payment is made.
- (j) Risk of Loss. Unless the contract specifically provides otherwise, risk of loss or damage to the supplies provided under this contract will remain with Perot Systems until, and will pass to the Government upon:
 - (1) Delivery of the supplies to a carrier, if transportation is F.O.B. origin; or
 - (2) Delivery of the supplies to the Government at the destination specified in the contract, if transportation is F.O.B. destination.
- (k) Taxes. The contract price includes all applicable Federal, state, and local taxes and duties.
- (l) Warranty. Perot Systems warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

8. Electronic Data Interchange (EDI) Ordering.

Orders may be placed through Electronic Data Interchange (EDI) or mailed in paper form. EDI orders will be placed using the American National Standards Institute (ANSI) X12 Standard for EDI format.

2. Description of Services

Perot Systems provides all services for Special Item Number C R499 in accordance with the requirements of this contract.

Consulting Services

Perot Systems provides expert advice, assistance, guidance, or counseling in support of agencies' management, organizational, and business improvement efforts. This also may include studies, analyses, and reports documenting any proposed developmental, consultative, or implementation efforts. Examples of consultation include but are not limited to: strategic, business, and action planning; systems alignment; cycle time analysis; high performance work; leadership systems; performance measures and indicators; process and productivity improvement; organizational assessments; knowledge systems assessments; and program audits and evaluations.

Survey Services

Perot Systems utilizes its broad depth of experience in the planning, development, execution, and analysis of statistically sound surveys in support of agencies' management, organizational, and business improvement efforts. Perot Systems survey methodology adheres to standard research principles and methods, and our survey approach consists of the following five sequential phases: (1) determine the survey outcomes, scope, and audience; (2) develop the draft question, methodology, and media; (3) construct the survey instrument, analysis framework, and supporting web or technical structures; (4) pilot test the survey instrument in a representative environment; and (5) conduct the survey, analyze the response, and report the conclusions.

Training Services

Existing Commercial Courses

Perot Systems training specialists collaborate with clients to identify training needs. Our specialists assist in the selection of a course or combination of courses from our offerings, suggesting those that best support the established business management needs. All courses, half-day and full-day, can incorporate agency-specific information to enhance subject-matter appropriateness and improve the transfer of knowledge and experience to participants.

Customized Training Development and Delivery

Perot Systems provides highly skilled instructional technologists to assess current training needs and develop the appropriate training curriculum. Delivery methods and materials are applicable to the client's business processes and provide an integrated learning environment, using one or more methods of instruction. Techniques may include instructor-led, self-paced, and/or distance learning. Perot Systems ensures that courses developed create a supportive, adult learning environment, where all participants are motivated and comfortable.

Privatization Support Services and Documentation

Perot Systems conducts competitive sourcing fairly and provides opportunities to maximize cost savings and increase efficiencies. We develop and deliver clear and concise documents, such as the performance work statement (PWS), quality assurance surveillance plan (QASP), management plan, and transition plan.

Program Integration and Program Management Services

Perot Systems provides program management services, including the creation and management of an overall modernization program and the associated coordination of supporting projects among all entities involved in

the program. We provide critical oversight and control for the entire organization and its components. Major program management objectives include:

- ▶ Ensuring projects are aligned with priorities as defined by strategic goals
- ▶ Ensuring projects are correctly scoped, properly planned, and possess adequate resources
- ▶ Managing projects to achieve the objectives set in a quality manner with the time and resource goals set by management
- ▶ Governing dependencies between projects and project tasks
- ▶ Coordinating plans and schedules of inter-dependent projects
- ▶ Resolving conflicts that develop between projects
- ▶ Maintaining a metrics database containing project management and productivity experience information
- ▶ Maintaining proper communication throughout the organization.

Perot Systems' effective program management methodology consists of these major functions:

- ▶ Project management
- ▶ Inter-project coordination
- ▶ Metrics
- ▶ Management liaison.

3. Training Courses and Costs

Business Ethics

The half-day Business Ethics workshop highlights the importance of acting ethically in your professional—as well as your personal—life. Key components of the training include:

- ▶ Understanding values and ethics
- ▶ Code of Business Ethics (customized to client organization)
- ▶ Examination of an ethical dilemma (customized to client organization)
- ▶ Process to report unethical situations (customized to client organization)
- ▶ Federal Acquisition Regulations and customer interactions
- ▶ Importance of maintaining open communications
- ▶ Proprietary information treatment
- ▶ Corporate and personal responsibilities.

Class Size	Commercial Price Per Class	Government Price Per Class	Cost per Student in Excess of Minimum
Minimum–12	\$2,278.90	\$1,932.19	\$138.79
Maximum–25			

Change Management

This one-day training is beneficial to organizations undergoing any type of change. Change is a recurring reality that causes definite problems for both individuals and organizations. This interactive class facilitates participants’ understanding of change within an organization. Trainees learn techniques to view change positively, identifying benefits and opportunities associated with change and techniques to cope with change. Major components of this training include:

- ▶ Identifying reasons employees resist change
- ▶ Communicating change effectively
- ▶ Managing uncertainty caused by change and addressing negative reactions to change.

Addressing negative reactions to change. Class Size	Commercial Price Per Class	Government Price Per Class	Cost per Student in Excess of Minimum
Minimum–12	\$2,973.97	\$2,521.51	\$179.25
Maximum–25			

Conflict Management/Resolution

Perot Systems conducts a one-day training class to facilitate participants’ understanding of conflict that arises in a work situation. Some people thrive on conflict, while others shrink away from it. This training helps participants understand that regardless of how they react, it is important to understand the dynamics involved and to learn to manage conflict positively. This course provides trainees with tools and techniques that enable them to improve the outcome of conflict in their organization. Key components include:

- ▶ Identifying sources of conflict
- ▶ Creating a win/win outcome using a collaborative style of dealing with conflict
- ▶ Exploring smoothing, avoiding, bargaining, problem-solving, and forcing conflict-handling styles
- ▶ Developing greater conflict-handling style flexibility.

Class Size	Commercial Price Per Class	Government Price Per Class	Cost per Student in Excess of Minimum
Minimum-12	\$3,282.57	\$2,783.16	\$235.40
Maximum-25			

Customer Service Skills

Perot Systems conducts a one-day training class that emphasizes the important role all employees have as service providers, helping existing and potential customers obtain information and solve problems everyday. Key points of the workshop include:

- ▶ Developing quality service skills: professionalism, consideration, listening, and positive thinking
- ▶ Understanding the three dimensions of service: task, human, and hidden
- ▶ Mastering the four concepts/skills of any customer care situation: beginning the interaction, effectively employing task skills, using people skills, and concluding the interaction.

Class Size	Commercial Price Per Class	Government Price Per Class	Cost per Student in Excess of Minimum
Minimum-12	\$2,732.30	\$2,316.61	\$165.18
Maximum-25			

Diversity Awareness

This one-day course highlights the importance of honoring differences and emphasizes working with diversity, not managing it. Diversity awareness is becoming increasingly beneficial as more businesses become involved in global marketing, which requires a better understanding and appreciation of others. The course uses lecture, class interaction, and case studies. Key benefits of the training include:

- ▶ Enhancing employee willingness and ability to contribute to the organization’s success
- ▶ Reducing stereotyping, prejudice, and cross-cultural misunderstanding
- ▶ Enhancing adaptability, which leads to a “culture of inclusiveness,” requiring institutional openness to diverse styles, ideas, and perspectives.

Class Size	Commercial Price Per Class	Government Price Per Class	Cost per Student in Excess of Minimum
Minimum-12	\$2,973.97	\$2,521.51	\$179.25
Maximum-25			

Facilitation for Electronic Meetings

This facilitation training provides participants with basic facilitation and electronic meeting skills for improving the quality of a group’s work using computer technology and support. By the end of the course, participants are able to:

- ▶ Select and use appropriate electronic meeting applications
- ▶ Conduct interviews with clients to determine meeting outcomes
- ▶ Plan for an electronic meeting workshop
- ▶ Supervise setup operations for electronic meeting tools
- ▶ Execute facilitation techniques and principles
- ▶ Execute an electronic meeting workshop.

Class Size	Commercial Price Per Class	Government Price Per Class	Cost per Student in Excess of Minimum
Minimum–12	\$6,480.46	\$5,494.50	\$458.68
Maximum–25			

Co-Facilitation for Electronic Meetings

Co-facilitation training provides participants with fundamental skills in operating electronic meetings and familiarity with basic facilitation skills to improve a group’s quality of work using computer technology and support. By the end of the course, participants are able to:

- ▶ Understand and effectively use electronic meeting tools and applications
- ▶ Assist the facilitator in planning an electronic meeting workshop
- ▶ Perform setup operations for electronic meeting tools
- ▶ Explain the use of electronic meeting tools to participants
- ▶ Execute an electronic meeting workshop
- ▶ Provide documentation and save files for an electronic meeting workshop
- ▶ Apply general facilitation principles.

Class Size	Commercial Price Per Class	Government Price Per Class	Cost per Student in Excess of Minimum
Minimum–12	\$6,480.46	\$5,494.50	\$458.68
Maximum–25			

Harassment-Free Workplace

This half-day workshop provides employees with the tools necessary to deal effectively with harassment incidents. The course reviews landmark court cases affecting harassment laws and regulations, EEOC guidelines, and the Civil Rights Act of 1964, as amended. We incorporate your internal organization policies regarding harassment, emphasizing manager responsibility and actions. In addition to extending participant awareness of laws and regulations and your organization’s policies governing harassment, this training promotes a harassment-free environment. Key points covered include:

- ▶ Defining harassment
- ▶ Exploring laws and regulations regarding workplace harassment
- ▶ Defining individual rights in the workplace, both the targeted and the accused
- ▶ Exploring harassment effects on the individual and the organization and identifying causes of harassment
- ▶ Clarifying organizational policy and procedures for handling harassment complaints
- ▶ Delineating managerial responsibility to ensure policies and procedures are implemented effectively and responsively
- ▶ Identifying proactive strategies for individuals who believe they have been harassed and for managers attempting to prevent harassment, and promoting open communication among participants.

Class Size	Commercial Price Per Class	Government Price Per Class	Cost per Student in Excess of Minimum
Minimum–12	\$2,732.30	\$2,316.61	\$165.18
Maximum–25			

Human Performance Improvement

Perot Systems instructor-led training for performance improvement utilizes a business partnering relationship with Human Performance Technologies (HPT) of Annapolis, Maryland. HPT has certified Perot Systems to provide a comprehensive program that prepares clients to perform a structured analysis of human performance potential. Based on the research and processes developed by Joe Harless, PhD, and Thomas Gilbert, PhD, two leaders in performance improvement, the Peak Performance System (PPS) is HPT's specific evaluative system. PPS integrates all facets affecting human performance within a work environment. This system provides tools for:

- ▶ Analysis of workplace performance, where performance is defined as what people do and the results they produce
- ▶ Design and development of performance-based selection models
- ▶ Design and development of instruction and job aids when the need for skill, knowledge, and information is clearly indicated
- ▶ Design and coordination of motivation and incentive systems
- ▶ Design of performance-based feedback systems
- ▶ Coordination and implementation of interventions addressing organization and job design, process design, and ergonomic design.

Prospective GSA clients may attend these courses at HPT public workshops, or Perot Systems can conduct onsite workshops/training. Perot Systems also is available as a consultant in human performance improvement.

The specific courses Perot Systems offers include:

Front-End Analysis—A four-day course that details the process for analyzing and optimizing human performance in the workplace.

Onsite Workshops/Training			
Class Size	Commercial Price Per Class	Government Price Per Class	Cost per Student in Excess of Minimum
Minimum-12	\$14,904.00	\$13,317.86	\$402.64
Maximum-25			
Publicly Offered Courses			
Class Size	Commercial Price Per Class	Government Price Per Class	Cost per Student in Excess of Minimum
N/A	\$1,500.75	\$1,347.27	N/A

Training Design—A four-day course that focuses on designing training to address what employees need to perform their jobs. The tools presented enable participants to maximize the effect of training on their organizational goals while minimizing cost.

Onsite Workshops/Training			
Class Size	Commercial Price Per Class	Government Price Per Class	Cost per Student in Excess of Minimum
Minimum-12	\$12,337.20	\$10,994.98	\$356.18
Maximum-25			
Publicly Offered Courses			
Class Size	Commercial Price Per Class	Government Price Per Class	Cost per Student in Excess of Minimum
N/A	\$1,500.75	\$1,347.27	N/A

Training Development—A four-day training that focuses on job aids development, instructional materials, tests, practice exercises, and instructor guides. Participants also practice assessing, adapting, and maintaining training material to ensure exemplary job performance.

Onsite Workshops/Training			
Class Size	Commercial Price Per Class	Government Price Per Class	Cost per Student in Excess of Minimum
Minimum-12	\$12,337.20	\$10,994.98	\$356.18
Maximum-25			
Publicly Offered Courses			
Class Size	Commercial Price Per Class	Government Price Per Class	Cost per Student in Excess of Minimum
N/A	\$1,500.75	\$1,347.27	N/A

Job Aids—A two-day training that teaches participants a quick and inexpensive approach to improving job performance. Upon completion of this training, participants are able to develop job aids using multiple formats. (Course is not required for certification; it is a stand-alone training.)

Onsite Workshops/Training			
Class Size	Commercial Price Per Class	Government Price Per Class	Cost per Student in Excess of Minimum
Minimum-12	\$8,994.15	\$8,052.66	\$247.78
Maximum-25			
Publicly Offered Courses			
Class Size	Commercial Price Per Class	Government Price Per Class	Cost per Student in Excess of Minimum
N/A	\$915.98	\$822.81	N/A

Team Building

Perot Systems team building course is a one-day training designed to develop essential team interaction skills and build better work relationships. Whether groups are new or already established, they need to learn to communicate effectively and be empowered with a shared sense of purpose. In this course, participants learn how to create, implement, and assess teams, and identify critical characteristics of effective teamwork. They also learn to recognize forces that motivate a group and unify the team. Participants learn the phases in developing high-performing teams and the importance of adapting their behavior to the different phases. The keys to effective teamwork—cooperation, collaboration, and communication—are explained in this course. Key points of the training include:

- ▶ Improving communication among all team members
- ▶ Developing essential team interaction skills, such as listening, information sharing, planning, problem solving, decision making, reasoning, cooperation, collaboration, and creativity
- ▶ Developing a team attitude at all levels
- ▶ Empowering the team with a shared sense of purpose
- ▶ Keeping staff focused and united
- ▶ Building trust.

Class Size	Commercial Price Per Class	Government Price Per Class	Cost per Student in Excess of Minimum
Minimum-12	\$3,282.57	\$2,783.16	\$235.40
Maximum-25			

Train-the-Trainer

Perot Systems train-the-trainer course is designed to provide trainers, both new and experienced, with essential skills to plan and deliver training effectively. More managers and supervisors now are being asked to train their employees, but many do not have the skills or foundation with which to deliver the training successfully. Perot Systems course covers all aspects of training delivery, from assessing audience needs before the course, to evaluating training effectiveness following session completion. Most important, our interactive course focuses on learning and practicing effective presentation techniques. Our train-the-trainer course covers the following components:

- ▶ Motivating participants to learn
- ▶ Analyzing training requirements

- ▶ Selecting training techniques and aids
- ▶ Employing effective presentations and training skills
- ▶ Practical training delivery
- ▶ Evaluating training.

The train-the-trainer course is designed as a two-day training. The first day introduces participants to the fundamentals of preparing for training and delivering training effectively. The second day allows participants the opportunity to apply this knowledge and to practice the skills learned the first day. In addition to practicing delivery and presentation skills, participants receive immediate feedback on their delivery, reinforcing the material covered and providing guidance as they transfer their newly acquired skills to their jobs as trainers.

Perot Systems can customize this course to be a one-day training session if a client’s requirements are better suited to a shorter course. However, the vital element of practical application cannot be included in a one-day course.

Class Size	Commercial Price Per Class	Government Price Per Class	Cost per Student in Excess of Minimum
Minimum–12	\$4,217.83	\$3,576.12	\$300.70
Maximum–25			

4. Labor Rates

Description	8/24/04 – 8/23/05	8/24/05 – 8/23/06	8/24/06 – 8/23/07	8/24/07 – 8/23/08	8/24/08 – 8/23/09
Subject Matter Expert	\$202.65	\$209.74	\$217.09	\$224.68	\$232.55
Partner/Key Principal	\$189.22	\$195.84	\$202.69	\$209.79	\$217.13
Principal	\$159.32	\$164.90	\$170.67	\$176.64	\$182.82
Program Manager	\$148.28	\$153.47	\$158.84	\$164.40	\$170.15
Principal BPR Specialist	\$137.40	\$142.20	\$147.18	\$152.33	\$157.66
Instructional Technology—Manager	\$134.92	\$139.64	\$144.53	\$149.59	\$154.83
Multimedia Systems Engineer	\$130.50	\$135.07	\$139.80	\$144.69	\$149.76
Senior BPR Specialist	\$126.35	\$130.78	\$135.35	\$140.09	\$144.99
Lead OD Specialist	\$126.35	\$130.78	\$135.35	\$140.09	\$144.99
Senior Managing Consultant	\$124.85	\$129.22	\$133.74	\$138.42	\$143.26
Project Manager	\$112.81	\$116.76	\$120.84	\$125.07	\$129.45
Senior Facilitator	\$112.53	\$116.47	\$120.54	\$124.76	\$129.13
Senior Graphics Specialist	\$106.17	\$109.89	\$113.74	\$117.72	\$121.84
Instructional Multimedia Producer/Director	\$106.17	\$109.89	\$113.74	\$117.72	\$121.84
Instructional Technologist/Trainer— Principal	\$103.96	\$107.60	\$111.36	\$115.26	\$119.30
Audio-Visual Producer/Director	\$103.96	\$107.60	\$111.36	\$115.26	\$119.30
Managing Consultant	\$104.14	\$107.78	\$111.56	\$115.46	\$119.50
Senior Programmer	\$102.85	\$106.45	\$110.18	\$114.03	\$118.03
Senior Analyst	\$101.73	\$105.29	\$108.97	\$112.78	\$116.73
Mid-Level Facilitator	\$94.26	\$97.56	\$100.98	\$104.51	\$108.17
Instructional Technologist/Trainer— Senior	\$88.48	\$91.57	\$94.78	\$98.10	\$101.53
Consultant	\$86.96	\$90.01	\$93.16	\$96.42	\$99.79
Senior Staff	\$83.54	\$86.46	\$89.49	\$92.62	\$95.86
Intermediate Programmer	\$77.42	\$80.13	\$82.93	\$85.83	\$88.84
Instructional Technologist/Trainer— Intermediate	\$75.20	\$77.83	\$80.56	\$83.38	\$86.30
Junior Facilitator	\$74.89	\$77.51	\$80.23	\$83.03	\$85.94
Research Assistant	\$71.29	\$73.79	\$76.37	\$79.04	\$81.81
Instructional Technologist/Trainer— Junior	\$61.93	\$64.10	\$66.35	\$68.67	\$71.07

Description	8/24/04 – 8/23/05	8/24/05 – 8/23/06	8/24/06 – 8/23/07	8/24/07 – 8/23/08	8/24/08 – 8/23/09
Graphics Specialist	\$61.93	\$64.10	\$66.35	\$68.67	\$71.07
Junior Programmer	\$60.83	\$62.96	\$65.16	\$67.44	\$69.80
Junior Staff	\$53.10	\$54.96	\$56.88	\$58.87	\$60.93
Administrative Staff	\$43.73	\$45.26	\$46.85	\$48.48	\$50.18
Co-Facilitator	\$43.39	\$44.91	\$46.48	\$48.11	\$49.79
Administrative Support	\$40.15	\$41.55	\$43.01	\$44.51	\$46.07

5. Labor Category Descriptions

Subject Matter Expert

Performs as a consultant in a highly specialized functional or technical area. Provides specific technical and/or functional guidance, reflecting detailed, expert knowledge of a specific area or function. Develops benchmarks. Performs elaborate analyses and studies. Develops reports and makes presentations to management personnel and client representatives.

Partner/Key Principal

Senior corporate manager responsible for overall direction, coordination, and evaluation of major business units. Provides high-level expert guidance and expertise in support of single or multiple projects. Serves as Senior Change Management Consultant. Manages complex organizations and teams by integrating skills into client-focused, object-oriented consulting solutions. Integrates technical solutions into business process reengineering requirements, and translates concepts into operational improvements and systems.

Principal

Senior consultant who analyzes, plans, directs, and coordinates the activities of designated projects to ensure that project goals and objectives are accomplished within prescribed timeframes and funding parameters. Provides management, organizational, and business improvement services to include visioning, business and information strategy planning, total quality management, organizational design/efficiency, cost-benefit analysis, change management, and business process reengineering solutions.

Program Manager

Manages multiple projects at diverse locations. Organizes, directs, and coordinates planning and production of all contract support activities. Manages cost, schedule, and quality of multiple projects. Meets with management personnel and Federal client agency representatives. Formulates and reviews strategic plans and deliverable items, determines contract costs, and ensures conformance with standards. Assigns, schedules, and reviews work of subordinates. Explains policies, purpose, and goals of the organization to subordinates.

Principal BPR Specialist

Manages large reengineering projects. Conducts enterprise assessment; defines gaps; and recommends methodology, tools, and resources to develop solutions. Conducts senior-level focus groups and interviews. Develops strategic plans. Frames issues for decision-making and briefs senior management on recommendations.

Instructional Technology—Manager

Responsible for all activities associated with education programs for personnel. May oversee contract fulfillment and service levels of an outsourced training function. Assigns personnel to the various training tasks and directs their activities, reviews and evaluates their work, and prepares performance reports. Confers with and advises subordinates on administrative policies and procedures and technical problems, priorities, and methods. Prepares activity and progress reports regarding instructional technology.

Multimedia Systems Engineer

Top-level technical expert in one or more highly specialized areas of multimedia analysis and programming. Acts independently under general direction. Provides technical leadership on complex projects. Formulates/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. Responsible for program design,

coding, testing, debugging, and documentation. Has full technical knowledge of all phases of application and multimedia systems analysis and programming. May be responsible for multiple phases of a project. May have duties instructing, directing, and checking the work of other applications and multimedia analysis and programming personnel. May have quality assurance review responsibilities.

Senior BPR Specialist

Plans and conducts business reengineering engagements. Manages cost, schedule, and quality of reengineering tasks. Defines information needs, and develops business and data architectures. Provides input for technical architectures in the form of business requirements. Conducts interviews, groupware work sessions, and focus groups. Develops recommended solutions.

Lead OD Specialist

Assesses an organization's ability to accomplish the missions and objectives stated in its strategic plan. Identifies gaps and recommends organizational design alternatives. Develops mission, function, and organizational design recommendations. Defines change management issues related to redesign.

Senior Managing Consultant

Directs activities to implement and manage projects. Possesses expertise to define problems, collect data, establish facts, and draw valid conclusions. Provides leadership and technical expertise in the areas of delivering process and productivity improvement solutions, facilitating large and small groups, developing business and strategic plans, providing performance measurement and business process reengineering training, and conducting financial and cycle-time analysis.

Project Manager

Responsible for the completion of assigned projects within budgetary and scheduling guidelines. Leads project team assigned for the duration of a project or may function as ongoing lead within a group associated with one or more technical areas. Does not have formal supervisory responsibilities, although may provide input for team member performance appraisals. Would usually have a minimum of six to eight years of experience.

Senior Facilitator

Conducts client interviews, preplans, develops agendas, and facilitates meetings. Provides expertise in all session types and facilitates groups through complex detail-oriented processes to help a client define the problem, map an approach, and achieve meeting objectives. Provides group management skills and expertise in all facets of the meeting to include its content, processes, and technical subject matter. Possesses extensive consulting experience.

Senior Graphics Specialist

Organizes, manages, and instructs subordinates in the advanced aspects of design and use, operation, and setup of computer graphic systems. Performs project management tasks such as budgeting and scheduling. Executes graphic projects and coordination of all graphic production scheduling. Ensures that graphic projects are completed on time, within budget, and to user's satisfaction. Advises and consults users to determine scope of project and best graphic medium. Oversees the training of other personnel in proper use of computer graphic equipment.

Instructional Multimedia Producer/Director

Organizes, directs, manages, and instructs subordinates in the advanced aspects of designing and producing digital video, audio, and graphic elements for instructionally based multimedia courses and presentations. Responsible for creating computer- or web-based multimedia courses and presentations. Also responsible for creating computer- or web-based instructional courses and developing instructional curriculums. Familiar with current multimedia authoring software such as Toolbook II or Macromedia Authorware. Also familiar with non-linear editing procedures and systems such as AVID Mediacomposer and Media 100. Advises and consults with instructional scriptwriters, videographers, graphic artists, and multimedia developers/programmers through all phases of design, development, testing, and implementation of multimedia products. Performs project management tasks such as budgeting and scheduling of individual production resources. May also establish and maintain multimedia libraries and perform other multimedia or instructional resource management functions.

Instructional Technologist/Trainer—Principal

Top-level technical expert in Instructional Technology. Acts independently under general direction. Provides technical leadership on complex projects. Plans, develops, and organizes programs to train and develop personnel. Analyzes training needs and prepares special courses and related manuals. Normally conducts training and development classes and assists in developing criteria to measure effectiveness of classes. Reviews and recommends new and evolving research, methods, and techniques related to training and developing personnel to meet job requirements.

Audio-Visual Producer/Director

Organizes, directs, manages, and instructs subordinates in the advanced aspects of designing and producing film, video, audio, and graphic elements for live broadcast or recorded media presentations. Responsible for creating films, videotapes, multimedia programs and kiosks, public service announcements, and documentaries. Familiar with current non-linear editing procedures and systems such as AVID Mediacomposer and Media 100 digital editing systems. Advises and consults with scriptwriters, video editors, graphic artists, and camera operators through all phases of production and post-production to develop complete productions. Performs project management tasks such as budgeting and scheduling of individual production resources. May also establish and maintain tape libraries and perform other audio-visual resource management functions.

Managing Consultant

Consults with clients to define needs or problems. Conducts analyses of current operational policies, procedures, and processes. Provides expertise in the design, development, and installation of total quality systems for client organizations, as well as business process reengineering, performance measurement, benchmarking, and complex analysis.

Senior Programmer

Under general direction, formulates/defines systems 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 application and multimedia systems analysis and programming activities. May be responsible for completion of a project phase. Regularly provides guidance and training to less experienced analysts/programmers.

Senior Analyst

Performs needs, functional, logical, lifecycle, and technical analyses; feasibility studies; cost-benefit studies; briefings and presentations; report writing; and post-implementation evaluations for information management projects. Acts as a functional expert for information resource management. Conducts facilitated workshops to gather information and define solutions.

Mid-Level Facilitator

Conducts client interviews, preplans, develops agendas, facilitates meetings, and documents meeting results. Provides high-level knowledge of multiple session methodologies, facilitates groups through various processes, serves as client/participant liaison for the session, and performs post-meeting follow-up with the client.

Instructional Technologist/Trainer—Senior

Plans, develops, and organizes programs to train and develop personnel. Analyzes training needs and prepares special courses and related manuals. Normally conducts training and development classes and assists in developing criteria to measure the effectiveness of classes. Reviews and recommends new and evolving research, methods, and techniques related to training and developing personnel to meet job requirements.

Consultant

Supports requirements definition, business process improvement, and business design activities. Provides insight and experiences from related projects. Develops surveys, conducts interviews, and frames problems for analysis and decision-making. Develops feasibility and cost-benefit studies, lifecycle analyses, briefings and presentations, report writing, and post-implementation evaluations for information management projects. Acts as a functional expert for information resource management.

Senior Staff

Senior-level analyst responsible for task requirements, assessing needs, developing information, and considering available solutions and alternative methods. Provides diversified financial management experience, including economic analysis, business case development, activity-based costing, business process reengineering, information engineering, financial systems analysis, and management standards and policy development.

Intermediate Programmer

Under general supervision, formulates and defines system scope and objectives through research and fact finding to develop or modify moderately complex information systems. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, documents, and maintains those programs. Competent to work on most phases of application and multimedia systems analysis and programming activities, but requires instruction and guidance in other phases.

Instructional Technologist/Trainer—Intermediate

With general direction, can analyze training population and training needs, develop training lessons, and deliver training in the classroom. May evaluate trainee and instructor performance and prepare trainee progress reports for managers.

Junior Facilitator

Preplans for meetings at a high level, develops fundamental agendas, facilitates basic meetings, and documents meeting results. Provides ongoing coordination with the client throughout the meeting to ensure results meet requirements, and distributes meeting reports to clients and participants.

Research Assistant

Performs needs, functional, logical, and technical analyses; feasibility studies; cost-benefit studies; lifecycle analyses; briefings and presentations; report writing; and post-implementation evaluations. Conducts risk assessments and helps compile data and resources needed for project completion. Develops benchmarks. Coordinates with the Project Manager and client representative to ensure requirements are satisfied.

Instructional Technologist/Trainer—Junior

Under supervision, can analyze training population and training needs and develop training lessons. May deliver parts of a training course in the classroom. May contribute to evaluations of trainee and instructor performance and draft trainee progress reports for managers.

Graphics Specialist

Responsible for graphics design and use, operation, and setup of computer graphic systems. Executes graphic projects and assists in coordination of all graphic production scheduling. Ensures that graphic projects are completed on time, within budget, and to user's satisfaction. Interfaces with users to determine scope of project and best graphic medium.

Junior Programmer

Under immediate supervision, assists in research and fact finding to develop or modify information systems or multimedia programs. Assists in preparing detailed specifications from which programs will be written. Designs, codes, tests, debugs, documents, and maintains those programs.

Junior Staff

Analyst responsible for examining business and financial requirements to assess needs, collect information, and identify alternative methods and solutions. Provides research and analytical support for strategic planning, training development, problem solving, quality management, financial analysis, and business process reengineering.

Administrative Staff

Performs administrative management tasks such as word processing, spreadsheet development, administrative typing, and filing. Helps produce and prepare deliverables. Maintains schedules, schedules meetings, records minutes, and prepares meeting notes. Provides administrative support to staff, including research and analytical support.

Co-Facilitator

Develops a basic agenda, facilitates meetings, documents session results, and operates software programs. Provides group guidance needed to use various tools and software, and coordinates with other facilitators.

Administrative Support

Performs clerical and administrative tasks such as word processing, data entry, typing, and filing. Assists in the production and preparation of deliverables. Maintains schedules, schedules meetings, records minutes, and prepares meeting notes.

Advertising & Integrated Marketing Solutions (AIMS)

1. Services Offered

Perot Systems Government Services offers a proven capability to deliver advertising and integrated marketing solutions encompassing all phases of the public communications lifecycle:

- ▶ Public education and outdoor marketing and media
- ▶ Radio, television, and public service announcements
- ▶ Introduction of new products or services
- ▶ Direct mail
- ▶ Commercial photography
- ▶ Commercial art and graphics design
- ▶ Market research, media analysis, and related services
- ▶ Web site design and maintenance
- ▶ Trade shows/exhibits and conference and event planning
- ▶ Press and public relations
- ▶ Videotape and film production.

A major Perot Systems strength is its ability to staff projects quickly with fully qualified personnel who communicate effectively with project stakeholders at all levels. Our public relations team offers more than 100 years of collective experience and creative talent; and best-in-class tools for research, development, and outreach. Perot Systems engages in comprehensive outreach efforts to positively impact public opinion. Our approach—characterized by a long-term commitment to superior service and a close partnership with you—is to customize our services and products to meet and exceed your needs.

Key features of a Perot Systems-developed public relations campaign:

- ▶ Strategic planning, which includes evaluating public opinion toward you, gauging the effectiveness of your policies and activities for public opinion issues, and making recommendations to officials and senior community leaders for public communications policies and actions.
- ▶ Practical application, product development, and infrastructure support, which includes integrating ongoing actions with new initiatives, as well as responding to mail, electronic, and telephonic inquiries. Product development includes the design of visual communications tools—public service announcements, brochures, pamphlets, multimedia presentations, news releases, outdoor advertising, and newsletters—developing interactive communications capabilities via the Internet; conducting market research; performing clearinghouse operations; and expanding outreach efforts.
- ▶ Organizational communications development, which includes conducting media relations operations; developing media relations training for subject matter experts; and coordinating public interfaces via meetings, editorial boards, public appearances, and participation in media activities.
- ▶ Campaign evaluation, which includes an analysis of the strategic plan and program implementation as it relates to public opinion and individual attitudes.
- ▶ To implement a public relations campaign, Perot Systems first analyzes your requirements. Then, we assist in the development and execution of marketing plans, applying the principles of crisis and risk communications as necessary. If you prefer, Perot Systems will develop the marketing plan autonomously and submit it for your review and approval. Next, we evaluate the effectiveness of your policies and activities, and help develop follow-up strategies. Throughout a cycle of planning and evaluation, we refine communications strategies, develop measures of effectiveness, conduct formal and informal in-progress reviews, and help retrain personnel as needed to integrate these functions into your infrastructure.

When we develop a public relations campaign, we start with one basic question: What is the need? We conduct an objective examination of your policies, procedures, and history as an initial step in the identification of your needs. We identify any points of conflict and/or gaps in knowledge with respect to your public relations campaign objectives. The results of this analysis form the basis of an action plan to best organize and synthesize your resources with those of Perot Systems.

To aid this process, Perot Systems offers in-house training tools that have proven extremely popular with our clients. Perot Systems Center For Performance Improvement (CPI) in Fairfax, Virginia, is a full-service meeting center designed to conduct group planning, training, and consensus-building in an interactive electronic environment. The CPI workstations feature decision support software systems, as well as video and audio recording capabilities.

What is the desired outcome? Perot Systems does not merely develop products—we develop solutions. Using integrated analysis and decision support tools, we will identify campaign goals, then develop a coordinated strategy, objectives, milestones, and measurable evaluation criteria.

Perot Systems approach is simple and straightforward: we build strategic relationships with our clients; we deliver tailored, right-sized solutions; and we provide value-added business results.

2. Description of Services

Public Education and Outdoor Marketing and Media Services

Painted and/or electronic displays, posters, billboards, banners, bulletins, tear cards, balloons, skywriting, bumper stickers, novelty items such as key chains, and other miscellaneous business services.

Radio, Television, and Public Service Announcement Services

Developing radio or television announcements, creating draft scripts and storyboards, TV monitoring, paid advertising, media buying, instantaneous satellite, news clippings, and ad tracking services.



Direct Mail Services

Address list compilation, addressing, warehousing/clearinghouse services, and mail advertising services including direct mail and postage.

Commercial Photography Services



Aerial photography, still photographs/field and studio photography, and related services such as photo editing and high-resolution scanning.

Commercial Art and Graphics Design Services

Developing conceptual designs and layouts, sketches, drawings, publications designs, typographic layouts, and artwork including electronic artwork.

Market Research, Media Analysis, and Related Services

Market trends and analyses, conducting focus groups, telemarketing, individual interviews, preparing/distributing surveys, and analyzing results.



Web Site Design and Maintenance Services

Creating, developing, administering, and/or enhancing existing web site designs, including the design and maintenance of any graphics/documents associated with the web site.

Trade Shows/Exhibits and Conference and Event Planning Services

Pre-conference planning to include topic identification, speaker and site selection, reservations for conference

facilities, onsite meeting support and registration services, editorial services, automation and telecommunications support, production design and editing, audio visual equipment and operations, mailing and other communications with attendees, including pre/post meeting mailings, travel support, and computer support and database design and maintenance.



Press and Public Relations Services

Developing media messages and strategies; recommending media sources for placement of campaigns; preparing media materials, including but not limited to, background materials, press releases, media alerts, speeches and presentations, and press kits; and executing media programs that may include, but are not limited to, press conferences, distribution of press materials, scheduling broadcast and/or print interviews, and media buying services such as instantaneous satellite services.

Videotape and Film Production Services

Writing, directing, shooting, arranging for talent, narration, music and sound effects, duplication, distribution, video scoring, and editing.



3. Labor Rates

	Government Hourly Rates				
	8/24/04 – 8/23/05	8/24/05 – 8/23/06	8/24/06 – 8/23/07	8/24/07 – 8/23/08	8/24/08 – 8/23/09
Program Manager	\$138.41	\$142.70	\$147.12	\$151.68	\$156.38
Project Manager/ Marketing Director	\$118.66	\$122.34	\$126.13	\$130.04	\$134.07
Principal Marketing Specialist	\$103.68	\$106.90	\$110.21	\$113.63	\$117.15
Sr. Marketing Specialist	\$82.39	\$84.95	\$87.58	\$90.30	\$93.10
Marketing Specialist	\$60.03	\$61.89	\$63.81	\$65.79	\$67.83
Media Buyer/Manager	\$98.88	\$101.95	\$105.11	\$108.36	\$111.72
Media Specialist	\$71.16	\$73.37	\$75.64	\$77.99	\$80.41
Sr. Market Research Consultant	\$90.30	\$93.10	\$95.99	\$98.97	\$102.03
Market Research Analyst	\$76.45	\$78.81	\$81.26	\$83.78	\$86.37
Market Research Assistant	\$55.34	\$57.06	\$58.83	\$60.65	\$62.53
Broadcast Journalist	\$50.39	\$51.95	\$53.56	\$55.22	\$56.93
Sr. Audio-Visual Production Specialist	\$81.74	\$84.27	\$86.88	\$89.58	\$92.36
Audio-Visual Production Specialist	\$68.21	\$70.32	\$72.50	\$74.75	\$77.07
Camera Operator	\$50.39	\$51.95	\$53.56	\$55.22	\$56.93
Photographer	\$71.16	\$73.37	\$75.64	\$77.99	\$80.41
Photographer's Assistant	\$50.39	\$51.95	\$53.56	\$55.22	\$56.93

	Government Hourly Rates				
	8/24/04 – 8/23/05	8/24/05 – 8/23/06	8/24/06 – 8/23/07	8/24/07 – 8/23/08	8/24/08 – 8/23/09
Sr. Copy Writer/Editor	\$71.16	\$73.37	\$75.64	\$77.99	\$80.41
Copy Writer/Editor	\$54.72	\$56.41	\$58.16	\$59.97	\$61.83
Webmaster/Multimedia Designer	\$103.68	\$106.90	\$110.21	\$113.63	\$117.15
Sr. Graphic Specialist	\$82.39	\$84.95	\$87.58	\$90.30	\$93.10
Graphic Specialist	\$55.34	\$57.06	\$58.83	\$60.65	\$62.53
Sr. Desktop Publisher/Typographer	\$64.60	\$66.60	\$68.66	\$70.79	\$72.99
Desktop Publisher/Typographer	\$52.76	\$54.39	\$56.08	\$57.82	\$59.61
Sr. Technical Writer/Editor	\$82.39	\$84.95	\$87.58	\$90.30	\$93.10
Technical Writer/Editor	\$66.64	\$68.70	\$70.83	\$73.03	\$75.29
Data Entry Technician	\$46.39	\$47.83	\$49.31	\$50.84	\$52.41
Production/Operations Manager	\$105.48	\$108.75	\$112.12	\$115.59	\$119.18
Sr. Production/ Operations Specialist	\$86.99	\$89.69	\$92.47	\$95.33	\$98.29
Production/Operations Specialist	\$55.34	\$57.06	\$58.83	\$60.65	\$62.53
Risk Communications Specialist	\$103.68	\$106.90	\$110.21	\$113.63	\$117.15
Administrative Support Technician	\$50.15	\$51.71	\$53.31	\$54.96	\$56.67
General Clerk	\$39.54	\$40.76	\$42.02	\$43.33	\$44.67

4. Other Direct Costs

- ▶ **Radio**—60-Second Spot: Negotiable
- ▶ **Television**—30-Second Spot: Negotiable
- ▶ **Video**—7-Minute: Negotiable

Radio—60 Second	TV—30 Second	Video—7 Minute
Concept Development	Concept Development	Concept Development
Professional Voice Talent	Scriptwriting	Scriptwriting
Direction of Voice Talent	Professional Voice Talent	Professional Voice Talent
Studio	Location Shoot (1 to 5)	Locations (1 to 5)
Stock Music	Film	Producer/Director
Original Music	Crew	Researcher/Stock Footage
Dubbing	Photo Director	Stock Footage Licensing Fee
Pre-Production	Copies	Set Designer/Decorator
	Studio	Scripting
	Equipment Rental	Casting Session
	Graphics	Betacam SX Camera
	Tape Stock	Grip Package
	Make-Up Specialist	Set Design
	Stock Photography	Construction and Disposal
	Editing, Dubbing	Teleprompter
	Shipping	Videographer
	Overtime	Sound Recordist with Gear
	Prime-Time/Off-Hour Airing	Key Grip
	Coverage Area	Grip
	Off-Season vs. Peak Season	Production Assistant
	Repetitions	Make-Up/Wardrobe Stylist
	Scripting	Set Assistant #1
	Video Stream	Wardrobe and Costumes
	Animation	Catering Service
	Music	SAG on Camera Host #1
	Text Effects	SAG on Camera Host #2
	Voiceovers	BCSP-30s
	Photographs	Post-Production Coordinator
	Platform of Originations	AVID Edit
	Format	Computer Graphics
		Music Licensing Fee
		VHS Approval Copies
		Closed Captioning
		Miscellaneous Expenses

Defense Travel Re-Engineering (Video)—Negotiable

Executive Producer	Betacam SX Camera Package	Set Assistant
Producer	Grip Package	Wardrobes and Costumes
Director	Studio	Catering Service
Production Coordination	Set Design, Construction, and Disposal	SAG on Camera Host
Researcher	Teleprompter	Tape Stock and Peripherals
Stock Footage Acquisition	Videographer	BCSP-30s
Stock Footage Licensing Fee Set Designer/Decorator	Sound Recordist with Gear	Post-Production Coordinator
Scripting	Key Grip	AVID Edit
Casting Session	Grip	Computer Graphics
FedEx	Script Supervisor	Music Licensing Fees
UPS	Production Assistant	VHS Approval Copies
Miscellaneous Expenses	Make-Up/Wardrobe Stylist	Closed Captioning
	Couriers	

Satellite Broadcasts and Training Materials—Negotiable

Pre-Production	Post Broadcast	Discovery
Pre-Broadcast	Completion of Studio	Media Placement
Video Treatment	Post-Shoot Editing	Audio Production
Script	Location	Evaluation Report
Announcement on Internet	Training Materials on Internet	Scriptwriting
Mailing	Completed Videos	Duplication of Training Materials
2,000 Dubs of Broadcast Videotape	Broadcast Production Support	Duplication of Master with Closed Captioning

Awarded non-labor hour costs (i.e., a focus group or media relations campaign) are comprised of the components described here and are directly applicable to the services described. Agency orders for these services may alter the type and quality of each component and thus result in a lower price for specific requirements. Perot Systems may elect to use Clause 552.238-76, Price Reduction, to provide a proposed fixed price to the agency to more accurately reflect the actual work required. Orders may not exceed the awarded non-labor hour costs as specified here without a modification to this contract.

5. Labor Category Descriptions

Program Manager

Simultaneously plans and manages highly visible program operations, including technical support, involving multiple projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates planning and execution of all program activities. Must be able to effectively interface with all levels of management. Establishes and alters management structure, as necessary, to effectively direct program activities. Meets and confers with Government management officials regarding status of specific activities, as well as problems, issues, or conflicts requiring resolution.

Project Manager

Directs activities to implement and manage specific projects. Possesses expertise, particularly in marketing and communications, to define problems, collect data, establish facts, and draw valid conclusions. Develops, directs, and manages strategic plans, and provides tailored services and leadership in support of marketing, media, and public information services projects. Also advises client in these areas as necessary.

Marketing Director

Develops, directs, and manages strategic plans, and provides tailored services in support of corporate communications. Defines target markets and develops marketing and media plans, launch strategies, product positioning, messaging, and creative tactical ideas supporting client objectives. Communicates products to electronic, print, and Internet media. Provides day-to-day media monitoring and trends analysis. Identifies, negotiates, and manages advertising media purchases. Conducts staff media training. Develops evaluation tools, monitors and evaluates public response, and when necessary, directs corrective action to ensure consistency and accuracy of message. Advises client on communications matters. Creates, monitors, and evaluates effectiveness of a speaker's bureau. Develops products, opportunities, and strategies for client participation in public events, conferences, and meetings. Develops informational materials for use in response to public inquiries. Develops contingency plans for potential emergencies and surge operations. Creates, manages, and monitors web operations and other information technology support operations. Develops and distributes information products. Directs and manages information distribution.

Principal Marketing Specialist

Develops, directs, and manages corporate communications program involving advertising and collateral materials. Defines target markets and creates long-term marketing plans. Develops launch strategies, product positioning, messaging, and creative tactical ideas in support of client objectives. Outlines overall corporate situation analysis. Provides tailored services, develops evaluation tools, and monitors public response. Produces annual marketing proposals defining advertising for all media, public service announcements, and public relations. Manages budget schedules and timelines. Develops media strategies, provides counsel, and serves as spokesperson, as required.

Senior Marketing Specialist

Develops, directs, and manages corporate communications program involving advertising and collateral materials. Defines target markets and creates long-term marketing plans. Outlines overall corporate situation analysis. Provides tailored services, develops evaluation tools, and monitors public response. Produces annual marketing proposals, defining advertising for all media, public service announcements, and public relations. Manages budget schedules and timelines. Develops media strategies, provides counsel, and serves as spokesperson, as required.

Marketing Specialist

Manages corporate communications program involving advertising and collateral materials. Creates long-term marketing plans and outlines overall corporate situation analysis. Provides tailored services, develops evaluation tools, and monitors public response. Produces annual marketing proposals defining advertising for all media, public service announcements, and public relations. Supports budget schedules and timelines. Develops media strategies, provides counsel, and serves as spokesperson, as required.

Media Buyer/Manager

Identifies, negotiates, and manages advertising media purchases. Establishes and maintains rapport with print and electronic media services—including magazines, newspapers, Internet service providers, radio and television stations, and direct-mail brokers—to purchase advertising space. Develops long-term relationships with media account representatives to negotiate reduced rates. Works directly with the Market Research Analyst to purchase media in well-defined, target markets. Contributes to annual marketing proposal.

Media Specialist

Determines content and placement of client issues in electronic and print media. Provides a full range of services including press and media relations, research, special products, development, maintenance of press files, and content analysis. Serves as liaison to news outlets, generating and responding to media interest to ensure client issues are presented in an accurate and timely manner. Writes and distributes press releases, makes day-book entries, prepares Op/Ed pieces, and drafts news stories. Monitors trends and provides recommendations. As required, arranges press conferences, briefings, and interviews, and coordinates and manages editorial boards. For both national and international media, conducts media training for client subject-matter experts. As required, serves as client spokesperson for routine issues.

Senior Market Research Consultant

Develops, directs, and manages research to determine content and placement of client product or message in print and electronic media. Conducts market analysis in support of strategic marketing plan and annual marketing proposal. Develops evaluation tools and monitors public response. Conducts focus groups and customer surveys to obtain information on well-defined, target market. Familiar with a variety of electronic search tools.

Market Research Analyst

Conducts and develops market analysis in support of annual marketing proposal. Conducts internal and external analysis to identify target audience and strategic product placement. Contributes to annual marketing proposal. Researches market, including market positioning, product overview, and financial analysis. Develops competitive analysis.

Market Research Assistant

Assists Market Research Analyst in all aspects of market research. Conducts and develops market analysis in support of strategic marketing plan and annual marketing proposal. Conducts internal and external market analysis. Contributes to annual marketing proposal. Researches market, including market positioning, product overview, branding, and financial analysis. Develops competitive analysis.

Broadcast Journalist

Identifies, researches, writes, and produces news and feature stories, as well as public service announcement spots for radio and television using accepted broadcast news practices. Develops stories independently consistent with broadcast product requirements. Directs the work of supporting television news photography crews and editors, including selection or approval of interviews, preparation of individuals to be interviewed,

and scene selection. In developing broadcast reports, considers client information objectives and policies, and target-audience demographics, information needs, and interests. Conducts all required project coordination with points of contact. Researches, acquires, screens, and selects stock footage to be used in productions, determining suitability based on subject timeliness, technical quality, and propriety of intended use. Determines need for original television news photography and develops shooting assignments. Interviews subjects for broadcast reports. For media interviews, develops questions appropriate to the subject and designed to elicit desired responses. Conducts pre-interview discussion with interviewees. Participates in audio and video product editing to ensure accurate script interpretation and rewrites.

Senior Audio-Visual Production Specialist

Organizes, directs, manages, and instructs subordinates in the advanced aspects of creating and producing graphics for broadcast, including promotional graphics, as well as graphs and charts. Creates multimedia productions on AVID editing equipment, including public service announcements; documentaries; and historical, scientific, and cultural presentations. Dubs and edits Beta and 8-mm video on VHS tapes. Establishes, organizes, and maintains tape library. Creates still photos from videotape. Advises and consults with creative scriptwriters through all phases of production, post production, and final product presentation. Is familiar with a variety of production software.

Audio-Visual Production Specialist

Develops, creates, and produces graphics for broadcast, including promotional graphics, as well as graphs and charts. Creates multimedia productions on AVID editing equipment, including short- and long-form public service announcements; documentaries; and historical, scientific, and cultural presentations. Dubs and edits Beta and 8-mm video on VHS tapes. Catalogues and maintains tape library. Creates still photos from implemented presentations. Is familiar with a variety of production software and products.

Camera Operator

Shoots videotape footage for ENG and EFP productions. Sets up interviews both in the studio and in the field. Controls lighting and sound quality, as well as video framing on both interview and B-roll assignments. Maintains tape stock and performs operator-level maintenance on Betacam video recorders. Uses creative framing, varied looks, and stylized lighting schemes to create audience interest in naturally static subjects. Closely collaborates with scriptwriters and interviewers to maximize finished-product quality.

Photographer

Conducts photo shoots for marketing communications materials. Creates effective images in color and black-and-white, using both SLR and digital cameras. Processes chromatic and monochromatic film and paper. Scans images and maintains image library. Acquires photos and prepares images for use in newsletters, print advertising, information products, and historical records. Works in a variety of lighting scenarios, both in the studio and in the field. Coordinates closely with editors and producers in other media to create or locate appropriate images. Transforms images to digital format. Takes photos as required and, when necessary, arranges lighting and coordinates with stylists, art directors, and make-up artists. Is familiar with imaging software. Possesses advanced, hands-on experience with manual and digital cameras and processors.

Photographer's Assistant

Assists photographer in acquiring photos and images for use in newsletters, print advertising, information products, and historical records of significant events. Assists with photo shoots as needed. Carries equipment and arranges lighting, tripods, and other photographic equipment in a variety of lighting scenarios, in the studio and in the field. Acts as stylist and make-up artist as required. Transforms images to digital format. Maintains image library. Is familiar with color and black-and-white photography, using both SLR and digital cameras. Possesses experience with imaging software and darkrooms.

Senior Copy Writer/Editor

Develops, directs, and manages the editorial aspects of internal and external communications programs. Works closely with the client and strategic planners to define communications objectives and to ensure requirements are achieved. Creates a wide variety of written materials to promote public understanding of client programs and products. Integrates risk-communications techniques to determine content, tone, and manner of communication in a high-demand, fast-paced environment. Develops concepts and writes copy for newsletters, press releases, brochures, TV and radio announcements, direct mail pieces, print ads, external print outlets, and online delivery including web-site content. Applies writing principles consistent with the product. Evaluates and edits copy as required. Conducts periodic trends analysis to determine audience feedback and evaluate effectiveness of the communications campaign. Possesses solid project management skills with regard to strategic and tactical writing styles.

Copy Writer/Editor

Determines requirements and creates copy for internal and external communications. Works in a high-demand, fast-paced environment. Develops concepts and writes copy for newsletters, press releases, brochures, TV and radio announcements, direct mail pieces, print ads, external print outlets, and online delivery including web-site content. Works closely with strategic planners to produce a variety of communications materials. Integrates technical details with creative vision to write accurate and distinctive copy. Applies writing principles consistent with the product. Edits copy as required. Responsible for copy development from the conceptual stage through product completion.

Webmaster/Multimedia Designer

Manages a web site by creating content, adapting existing content to a web-friendly format, creating and maintaining logical structure of the content, running web server and other related software, and performing system administration. Converts new and diverse information into a web language such as HTML. Processes images for size, resolution, and format. Researches, evaluates for content, creates, and develops multimedia presentations from inception to distribution.

Senior Graphic Specialist

Designs graphics materials. Acts as lead designer for multiple delivery methods, including CD-ROM, web, and print materials, which may include newsletters, brochures, advertisements, and marketing collateral. Develops templates, graphics standards, style guides, and procedures to support in-house or external production teams. Supervises print production. Experienced with software packages and pre-press production. Meets with clients as required.

Graphic Specialist

Designs graphics materials for multiple delivery methods, including CD-ROM, web, and print materials, which may include newsletters, brochures, advertisements, and marketing collateral. Assists supervisor in developing templates, graphics standards, style guides, and procedures to support in-house production team and outside vendors. Possesses knowledge of print production. Experienced with software packages and pre-press production.

Senior Desktop Publisher/Typographer

Creates graphics materials following standard, pre-set layouts. Produces desktop publishing for multiple delivery methods, including CD-ROM, web, and print. Possesses knowledge of graphics and typography standards and usage. Experienced in fast-paced web and print environments. Possesses advanced skills in Adobe PageMaker or QuarkXPress, and has experience with Adobe Illustrator, Adobe PhotoShop, and HTML. Experienced with four-color pre-press and print production, image manipulation, and scanning.

Desktop Publisher/Typographer

Creates graphics materials following standard, pre-set layouts. Assists supervisor in producing desktop publishing for multiple delivery methods, including CD-ROM, web, and print. Possesses knowledge of graphics and typography standards and usage. Experienced in Adobe PageMaker or QuarkXPress, Adobe Illustrator, Adobe PhotoShop, and HTML. Experienced with four-color pre-press and print production, image manipulation, and scanning.

Senior Technical Writer/Editor

Directs, develops, implements, and manages written communications products. Analyzes technical information and develops, monitors, and evaluates products to communicate effectively to the intended audience. Serves as a liaison between technical experts and client stakeholders. Develops communications tools, conducts research, and monitors technology resources. Develops, writes, and edits written products. Directs and manages the editorial process for brochures with photos, convention-style displays, illustrations, videos, multimedia presentations, and other information products. Manages production via frequent communications with commercial and Government printing offices. Possesses excellent oral and written communications abilities and has a keen understanding of the principles of communications.

Technical Writer/Editor

Develops and implements written communications and products program. Analyzes technical information and develops products to communicate with a worldwide audience. Provides a link between technical experts and client stakeholders. Develops communications tools, conducts research, and monitors technology resources to ensure appropriate options are available. Develops, writes, and edits written products in support of client objectives. Manages the editorial process, creates brochures, photos, convention-style displays, illustrations, video, multimedia, and other visual forms and information products, as directed by the client. Manages production via frequent communications with commercial printers and the Government Printing Office. Possesses excellent oral and written communications abilities and has a keen understanding of the principles of communications.

Data Entry Technician

Provides detail-oriented, analytical word processing support, with proficiency in MS Word and MS Excel. Responsible for editing and maintaining records, researching information, and reviewing and responding to correspondence. Manages information distribution operations. Enters data at 8,500-12,000 kpm. Identifies and corrects errors, and produces reports.

Production/Operations Manager

Creates, implements, directs, and manages daily operations and budget in accordance with established project plan and in compliance with customer requirements. Responsible for maintaining current status of ongoing programs, capturing all data and current project status, preparing information briefings, supervising preparation and maintenance of weekly and monthly management report books, and developing current standard operating procedures. Responsible for assisting in the development of broad-based information communications strategies and action plans based on an understanding of organizational goals and objectives. Develops information products based on target audience and budget. Supervises execution of information plan using all available media.

Senior Production/Operations Specialist

Assists Production/Operations Manager in implementing and managing daily operations and budget in accordance with established project plan and in compliance with client requirements. Maintains current status of assigned ongoing programs, capturing all data and current project status. Supervises and prepares

information briefings and maintains weekly and monthly management report books. Ensures compliance with current standard operating procedures. Responsible for assisting in developing and executing broad-based information communications strategies and action plans based on an understanding of organizational goals and objectives. Develops information products based on target audience and budget. Helps supervise the execution of the approved information plan using all available media.

Production/Operations Specialist

Assists in implementing daily operations and budget in accordance with established project plan and in compliance with client requirements. Maintains current status of assigned ongoing programs, capturing all data and current project status. Prepares information briefings and maintains weekly and monthly management report books. Maintains, updates, and ensures compliance with current standard operating procedures. Executes information communications strategies and action plans based on an understanding of organizational goals and objectives. Prepares information products based on guidance and target audience. Executes information plan using all available communications resources.

Risk Communications Specialist

Develops and executes communications strategies and public participation and outreach programs supporting environmental and health and safety issues. Serves as prime liaison between client and target audiences including safety, health, and environmental managers; the general public; elected officials; media; regulators; and employees. Provides strategic communications counsel to senior management. Supervises consultants and manages budget. Develops and tracks evaluation metrics to measure impact of communications strategies. Possesses expertise in crisis communications, issues management, and high-visibility media relations dealing with controversial issues. Has outstanding planning, organizational, and teaming skills, and strong writing and interpersonal skills. Is trained in risk communications and facilitation techniques. Possesses strong project management skills, especially involving large teams.

Administrative Support Technician

Performs administrative tasks such as word processing and spreadsheet development. Assists in the production and preparation of deliverables. Maintains schedules, schedules meetings, takes minutes, and prepares meeting notes. Provides administrative support to staff to include research and analytical support.

General Clerk

Performs clerical and administrative tasks such as word processing, spreadsheet development, typing, and filing. Assists in the production and preparation of deliverables. Maintains schedules, schedules meetings, takes minutes, and prepares meeting notes.